



Fairfax County Public Schools

SmartFindExpress

SUBSTITUTE'S QUICK REFERENCE GUIDE

System Phone Number: 571-423-3175

Substitute Help Desk Number: 571-423-3030

Web Browser URL: www.fcps.edu/DHR/employees/subs/index.htm

Location Access ID:

Location PIN:

System Calling Times

<u>Week Day</u>	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Starts at 5:00 a.m. Continues until jobs are 100% completed	4:30 p.m. – 10:00 p.m.
Sameday Job	5:00 a.m. – 12:00 p.m.	4:30 p.m. – 10:00 p.m.
Saturday	None	4:30 p.m. – 10:00 p.m.
Sunday	None	4:30 p.m. – 10:00 p.m.
Holidays	None	4:30 p.m. – 10:00 p.m.

Decline/Cancellation Reasons

<u>Number</u>	<u>Description</u>	<u>Number</u>	<u>Description</u>
1	Personal / Emergency	9	Late Call
2	Family Illness / Death	10	No Reason
3	Transportation Problems	11	Cancelled By School or Sub Office
4	Personal Appointment / Out of Town	12	No Show / No Call
5	Have Another Assignment		
6	Jury Duty		
7	Long-Term Position Inconsideration		
8	Grade / Sub Undesirable		

Key Codes

Access ID = Employee Number PIN = SEMS Telephone PIN number

Substitute Call-in Registration

Enter your Access ID, followed by star (*) key.

Enter your PIN, followed by star (*) key. If you do not have a PIN, enter your Access ID followed by the star (*) key.

Name does not exist

Record your name, press star (*) key when done.

1. Accept
2. Re-enter
9. Exit and hang-up

1. Hear your telephone number

1. Modify
9. Exit to next step

1. Modify, enter telephone, star (*) key

1. Correct
5. Re-enter
9. Exit to next step

PIN is not valid

Enter a PIN at least XXX digits in length, star (*) key.

Hear your PIN

1. Correct
8. Re-enter
9. Exit and hang-up

System Call-Out (for Job Offers and Cancellation Notifications)

Enter your Access ID, followed by star (*) key . Enter your PIN, followed by the star (*) key, *or*

Enter the star (*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

Job Offer

1. To hear job offer
2. Set Do Not Call
9. Exit and hang-up

1. Job Offer
1. To Hear Job Description
2. Decline Job

1. Hear Job Description

1. Accept Assignment
2. Repeat Job Description
3. Decline Assignment

1. Accept Job Assignment
Hear Job Number

1. Hear Job Number again
2. Repeat Job Description
9. Exit

Job Cancellation Notification

- Hear Cancellation Notification
1. Repeat job cancellation
 9. Exit and hang-up

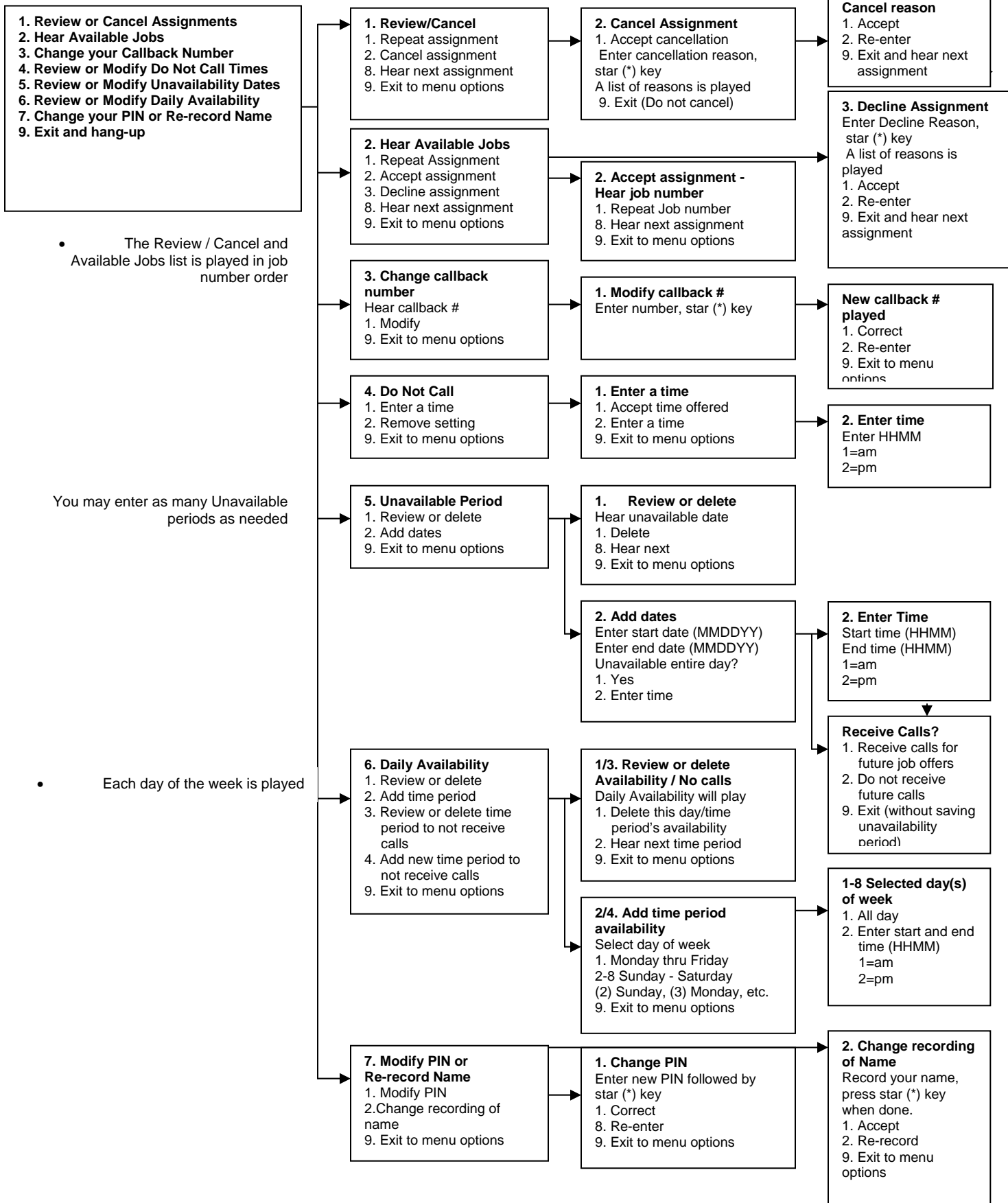
2. Set Do Not Call
1. Accept time offered
2. Enter earlier time
HHMM, 1 =am 2=pm
9. Exit and hear the job offer

2/3. Decline Assignment
Enter decline reason, star (*) key. A list of reasons is played.

1. Accept
2. Re-enter
9. Exit and repeat this step

Substitute Call-in:

Enter Access ID, followed by the star (*) key, Enter PIN, followed by the star (*)key, then listen to announcements.



Browser Access Instructions

Web Browser URL: www.fcps.edu/DHR/employees/subs/index.htm

Substitute Help Desk Number: 571-423-3030

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

Profile Link

Choose the Profile link to view and update your information.

Profile Tab

- **Change your Callback Number**

Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office

- **Add Temporary Do Not Call setting**

Enter a time in HH:MM am or pm format for the system to resume calling
(The maximum is 24 hours from the current time)

Schedule Tab

- **Create a New Availability Schedule**

- o Select *New* button
- o Select *Save* button
- o Select days of the week for the schedule by leaving boxes checked by that day
- o Select the times you are available to work or do not want to be called. (Choose only one option)
 - Check box for all day or
 - Enter a start and end time range in HH:MM am or pm format
- o Select *Save* button
- o To Exit without saving changes, select the *Return to List* button

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- **Modify your Availability Schedule**

- o Choose day or days of the week you want to delete by checking the boxes by that day
- o Select the *Delete* button
- o Select the *New* button to add a new day of week or time. Follow the steps for “Creating a New Availability Schedule” as outlined above.

- **Delete an Availability Schedule**

- o Select day(s) of the week you want to delete by checking the boxes by that day
- o Select the *Delete* button

Classifications and Locations Tab

- Review classifications and locations you have chosen for possible assignments

Unavailable Dates Tab

- **Create Unavailability Schedule**

- o Select the *New* button
- o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
- o Select the *All Day* check box or enter the time range in HH:MM am or pm format
- o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- o Select *Save* button

- **Delete Unavailability Schedule**

- o Place a checkmark in the desired date range box
- o Select the *Delete* button

Available Jobs Link

Choose the Available Jobs link to view and accept assignments.

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps

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- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - o Select the *Return to List* button to return to the job listing

Review Assignments

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment

Follow these steps

- Select format for Assignment display. List or Calendar view
- Search for assignments
 - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
 - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - o Select the *Return to List* button to review other jobs assigned to you
 - o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull-down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started.