

SUBSTITUTE SYSTEM INSTRUCTIONS

SmartFind Express

CONGRATULATIONS ON YOUR PERMANENT EMPLOYMENT!

- ▶ All absences must be reported to your School Office Manager, preferably with advance notice.
- ▶ You must enter your absence in SmartFind Express (SFE) sub system, in order to have coverage for your assignment when you are out.
- ▶ SFE Sub System link:
<https://cajonvalley.eschoolsolutions.com/logOnInitAction.do>
- ▶ The following pages are step-by-step instructions to enter an absence.

REGISTRATION AND CREATING A PIN

STEP 1 - Register by calling 619-333-2578.

These steps must be done before accessing the website:

- Your access ID number is your six digit Employee ID number
- Your PIN number is also your six digit Employee ID number
- Follow the prompts to change your password and record your name
- Press 9 to exit the system

Accessing the SmartFind System ONLINE

Go to:
cajonvalley.eschoolsolutions.com

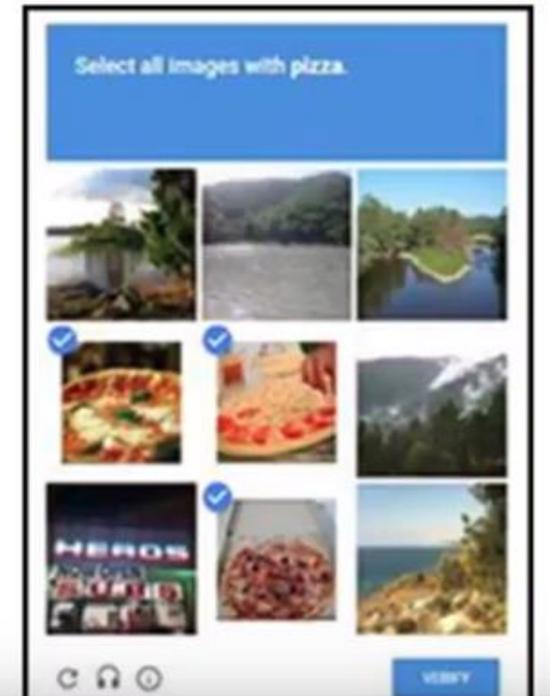
Log in with your User ID
(employee ID) and PIN

Captcha Instructions: To help prevent third-party access, the login screen has changed. Type in your user ID and PIN, then click the “I’m not a robot” box.

- ▶ Log in with your Access ID (Employee ID) and PIN
- ▶ **Captcha Instructions:** To help prevent a third party access, the login screen for SmartFind has changed. Besides typing in your Access ID and Pin, you will now need to click the “I’m not a robot” box.



Once you click on this box, a challenge response will appear. This challenge response will prevent bot and automated scripts from accessing SmartFind Express. The challenge response will ask you to identify several pictures with a particular item in it. Once you click on those pictures, you will click **verify**.



Home Screen

- ▶ Once you log in, you will be taken to the Welcome screen.
- ▶ Notices will be posted here, please make sure to read them each time you log in.



Profile ▾ Help ▾ Sign Out

Select Role: Employee Substitute

January 17, 2019, 10:19 AM

Home Create an Absence Review Absences Reason Balances

Home

Welcome **Jane Doe**

Your personnel record contains the following date(s) that require your attention:

Tuberculosis Expiration Date Thursday January 31, 2019 - Expires

← expiration notices display here.

NEW SUB DESK COORDINATOR

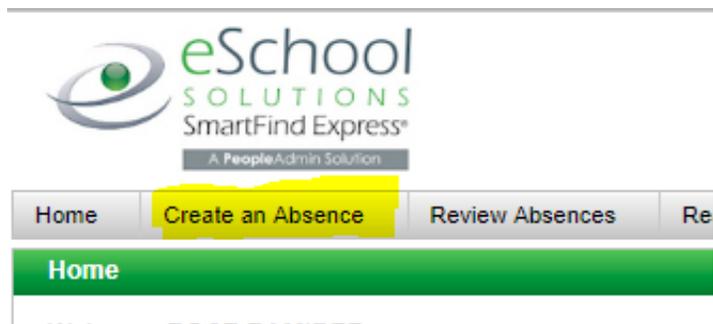
We are excited to announce that Dida Bautista has joined the Personnel Services team as our new Sub Desk Coordinator. Dida was previously a School Office Manager and has worked for CVUSD for the last 17 years! She can be reached at [Sub_Desk](#) or via phone at 619-588-3037.

EFFECTIVE MONDAY, OCTOBER 1, 2018 - BLOCKED PROFILES

Effective Monday, October 1, 2018, if you did not watch the mandatory videos by September 30, 2018 a temporary block has been placed on your profile. You will not be able to work until you have watched the videos. All District employees, including Substitutes, are required to watch mandatory videos on an annual basis.

To watch the videos, go to [video link](#). Your username is your 6-digit ID number. If you have any questions, please email [Sub_Desk](#) or call 619-588-3037.

Entering your absence



- ▶ **STEP 2 -** Select “Create an Absence”
SEE SAMPLE BELOW

Create Job

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Location: LEXINGTON 012

Classification: CAMPUS AIDE

Reason:

Select Reason from the drop down menu

Budget Code:

Is a Substitute required?: Yes No

Dates: Start End

Enter the date of your absence

REPORTING MULTIPLE DAYS?

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule. If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Absence		
Weekly Schedule	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input checked="" type="checkbox"/>	07:15 AM	08:00 AM
Tuesday <input checked="" type="checkbox"/>	07:15 AM	08:00 AM
Wednesday <input checked="" type="checkbox"/>	07:15 AM	08:00 AM
Thursday <input checked="" type="checkbox"/>	07:15 AM	08:00 AM
Friday <input checked="" type="checkbox"/>	07:15 AM	08:00 AM

Make sure your schedule is correct

Substitute

Specify a Substitute? ID: **Name Lookup**

Enter Substitute Emp. ID number proceed without clicking enter

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: Yes No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: No file chosen (Maximum file size=2048K)

- Select a reason from the drop down menu (vacation, personal necessity, illness, etc.)
- Select the date of absence
- Verify the times, edit if necessary
- Enter Pre-Arranged Substitute ID number (if applicable) or select Name Lookup to search by name. If none, leave blank
- Specify if the sub has accepted the job or not
- Click Continue

Creating the job

- ▶ **STEP 3** - You must click on “Create Vacancy” in order for your absence to go through.

Create Job

Create Vacancy Confirmation

This vacancy will not be created until the Create Vacancy button is pressed

Job Status: **Active/Pre Arranged**

Calendar: All Locations

Location: VISTA GRANDE

Classification: CAMPUS AIDE 991

Reason: 2 VACATION Classified CSEA ONLY

Budget Code: None

Voice Instructions: None

Text Instructions: None

File Attachments: None

Dates: 01/23/2019 - 01/23/2019

Weekly Schedule:	Times	Unpaid Break
	Wednesday 11:00 AM - 01:00 PM	30 minutes

Specified Substitute: **Substitute's name will appear here**

Assigned Substitute: **Substitute's name will appear here**



Create Vacancy **Cancel**

Absence Verification

Job Creation - Successful.

Create Absence Verification

Job Number: 402260

Job Status: Active/Pre Arranged

Employee: BAUTISTA, ERENDIDA

Location: LEXINGTON

Classification: CAMPUS AIDE

Reason: 2 VACATION Classified CSEA ONLY

Budget Code: 030000000000000027002492012

Voice Instructions: None

Text Instructions: None

File Attachments: None

Dates: 01/23/2019 - 01/23/2019

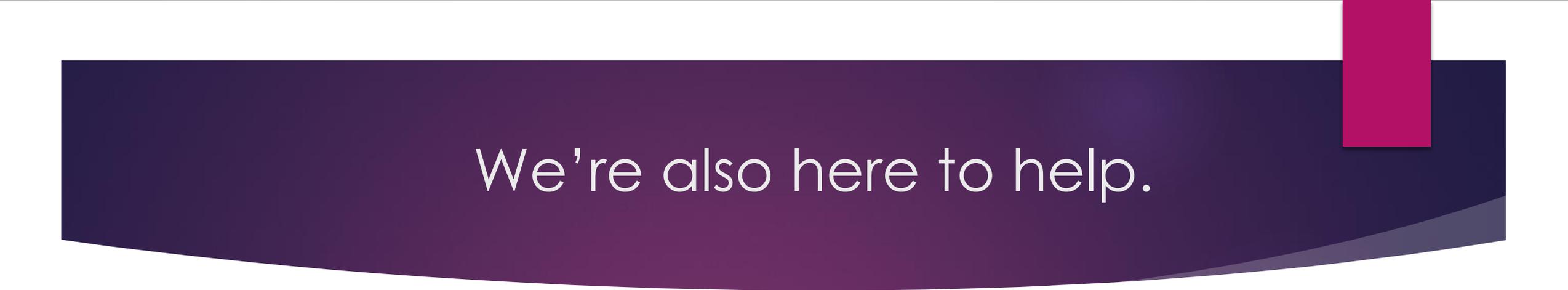
Weekly Schedule:	Times	Unpaid Break
Wednesday	11:00 AM - 01:00 PM	30 minutes

Specified Substitute: DIAZ, MARITZA

Assigned Substitute: DIAZ, MARITZA

[New Absence](#) [Same Employee](#) [Same Date/Reason](#)

- ▶ This page shows the job has successfully been entered.
- ▶ Please see your School Office Manager if you have any questions.



We're also here to help.

Dida Bautista – Sub desk

(619) 588-3037

subdesk@cajonvalley.net

Monday – Friday 7:00 am – 3:30 pm

Personnel Main Office

(619) 588-3047

Monday – Friday 8:00 am – 4:00 pm