

San Diego Unified School District — Employee Reference Guide

System Phone Number	(619) 297-0304						
Help Desk Phone Number	(619) 725-8090						
Write your PIN here	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> </tr> </table>						
Web Browser URL	https://subweb.sandi.net						

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	5:00 – 9:30 pm
Saturday	None	5:00 – 9:30 pm
Sunday	None	5:00 – 9:30 pm
Holidays	None	5:00 – 9:30 pm

REASONS FOR ABSENCE

Number	Description
1	Illness
2	Personal Necessity
3	Bereavement
4	Personal Business
5	Vacation
6	Workers Compensation
7	Jury Duty
10	Religious Holiday
11	Court Appearance
13	Paternity / Adoption
14	Military Leave
15	Unpaid Personal Leave
16	Floating Holiday
17	Comp Day
21	Union Business
26	Professional Development

REGISTRATION

To register as a first-time user, create a 6 six digit number (must be different than your ID number) and write it down on this form. Then call (619) 297-0304. When prompted to enter your Access I.D., enter your Employee I.D. followed by the star (*) key. When prompted to enter your PIN, enter your Employee I.D. **AGAIN**, followed by the star (*) key.

1. When prompted the system will ask you to record your name followed by the star (*) key
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang-up
2. System will list your work locations and job descriptions. If they are not accurate, contact the help desk
3. At the prompt that asks you to enter your new PIN number, enter the number you created and then press the star (*) key.
4. **PRESS 1** if Correct
PRESS 8 to Re-enter
PRESS 9 to Exit and hang-up

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** (your six digit **Employee ID**), followed by the star (*) key
2. Enter your **PIN** (Personal Identification Number), followed by the star (*)**Note:** If you forget your PIN, refer to *PIN Reminder* under *Web Browser Access Instruction Sign In* on page 4.

MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN/Re-record Name
- 9 – Exit and hang-up

WORK AT MULTIPLE LOCATIONS?

If you **pressed 1** to Create an absence

1. Enter the location code followed by the star (*) key or wait to hear a list of locations
2. **PRESS 1** to Accept location choice
PRESS 2 to Re-enter
PRESS 9 to Exit to menu options

1 — TO CREATE AN ABSENCE

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
PRESS 9 to Exit to menu options
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date
Enter two digits for the month and two digits for the day (MMDD) **PRESS 9** to Exit to menu options

For all options

Enter Start Time

PRESS 1 to Accept offered time

PRESS 2 to Enter time

Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm

PRESS 9 to Exit to menu options. Repeat procedure for end date and time

3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 if Correct
PRESS 2 to Re-enter
PRESS 9 to Exit to menu options
4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done **PRESS 2** to Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
PRESS 9 to Exit to menu options

6. If you **pressed 1**, a substitute is required
 - PRESS 1** to Request a particular substitute. Enter the Substitute Employee ID, followed by the star (*) key
 - PRESS 1** to Accept requested substitute
 - PRESS 1** if the Substitute should be called
 - PRESS 2** if the Substitute has already agreed to work and does not need to be called
 - PRESS 9** to Exit to menu options
 - PRESS 2** to Re-enter
 - PRESS 2** to Bypass requesting a substitute
7. Complete Absence
 - PRESS 1** to Receive the job number
 - Record the Job Number. The Job Number is your confirmation.**
 - PRESS 1** to Hear the job number again
 - PRESS 9** to Exit to menu options
 - PRESS 2** to Review absence information

2 — TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
 - PRESS 1** to Hear absence information again
 - PRESS 2** to Modify special instructions
 - PRESS 3** to Cancel the absence
 - PRESS 8** to Hear the next absence
 - PRESS 9** to Exit to menu options
2. If you **pressed 2** to Modify special instructions
 - PRESS 1** to Delete
 - PRESS 2** to Re-enter
 - Record instructions. Press the star (*) key when done
 - Hear the new instructions
 - PRESS 1** if Correct
 - PRESS 2** to Re-enter
 - PRESS 9** to Exit
 - PRESS 9** to Exit and hear next absence
3. If you **pressed 3** to Cancel the job
 - PRESS 1** to Confirm the cancellation request
 - If a substitute is assigned to the absence
 - PRESS 1** for the System to call the assigned substitute
 - PRESS 2** to Not have the system call the substitute
 - PRESS 9** to Exit and hear next absence
 - PRESS 9** to Exit and hear next absence (without canceling)
 - Once you confirm a request to cancel the job, you **MUST** wait for the system to say "*Job Number has been cancelled.*"

3 — TO REVIEW WORK LOCATIONS AND JOB DESCRIPTIONS

1. Hear a list of your work locations and job descriptions
 - PRESS 9** to Exit to menu options (number will not be changed)

4 — TO CHANGE PIN OR RE-RECORD NAME

1. **PRESS 1** to Change your PIN
 - PRESS 2** to Change the recording of your name
 - PRESS 9** to Exit to menu options

2. If you **pressed 1** to Change your PIN
 Enter a new PIN at least six (6) digits in length, followed by the star (*) key **PRESS 1** if
 Correct
PRESS 8 to Re-enter
PRESS 9 to Exit to menu options
3. If you **pressed 2** to Change the recording of your name Record your name. Press
 the star key (*) when done
PRESS 1 to Accept
PRESS 2 to Re-record name
PRESS 9 to Exit to menu options

WEB BROWSER ACCESS INSTRUCTIONS 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.

PIN REMINDER

If you forget your PIN, click on the “**Forgot your PIN**” link at the login screen and follow the instructions. Your PIN will be immediately sent to the email account registered in SmartFindExpress if you have entered your email address in the past into your profile.

Note: The user must be registered with the system to use this option.

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required to complete an Absence and receive a Job Number.

- **Select the Location**
- **Select the Classification**
 - o Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- **Indicate if a substitute is required for this absence**
 - o Choose Yes or No
- **Select Start and End Dates for your absence**
 - o Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - o To change defaults, enter time in HH:MM am or pm format
 - o Ensure that the correct time is entered. If the times for the substitute are different from the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the *Modify Schedule* button.
 - o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - o Modify daily schedule and/or times for absence and substitute
 - o Select the *Continue* button
- Request a particular substitute
 - o Enter the substitute’s Employee ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - o Yes = substitute is prearranged and will not be called and offered the job
 - o No = call will be placed and the substitute will be offered the job

- Enter special instructions for the substitute to view
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen.

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button

- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* button



San Diego Unified School District
 Substitute Management Unit
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