

District School Board of Pasco County Employee Quick Reference Card

System Phone Number **813 345-5094**

ID _____

PIN _____

System Calling Times to Substitutes

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 a.m.. Continues until jobs are 50% completed	4:00 – 9:00 p.m.
Saturday	None	None
Sunday	None	5:00 – 9:00 p.m.
Holidays	None	5:00 – 9:00 p.m.

Absence Reasons

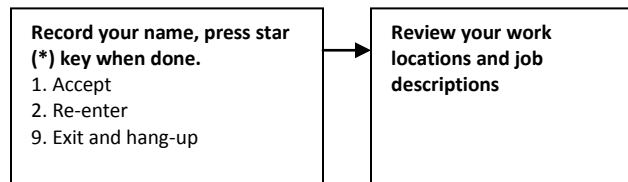
Number	Description	Number	Description
53	Death in Family	63	IEP Writing/Meeting
57	Jury Duty	64	Planning
59	Personal	65	Testing
60	Personal School Related Event	67	Vacation
61	Sick (personal or family)	69	Temporary Duty

Employee Registration

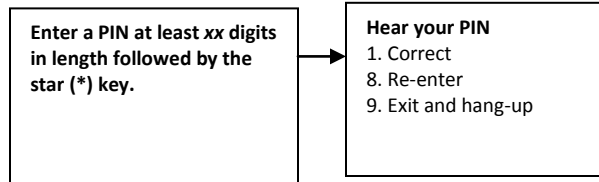
Enter your Access ID, followed by the star (*) key. Enter your PIN followed by the star (*) key.

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

Name does not exist



PIN is not valid



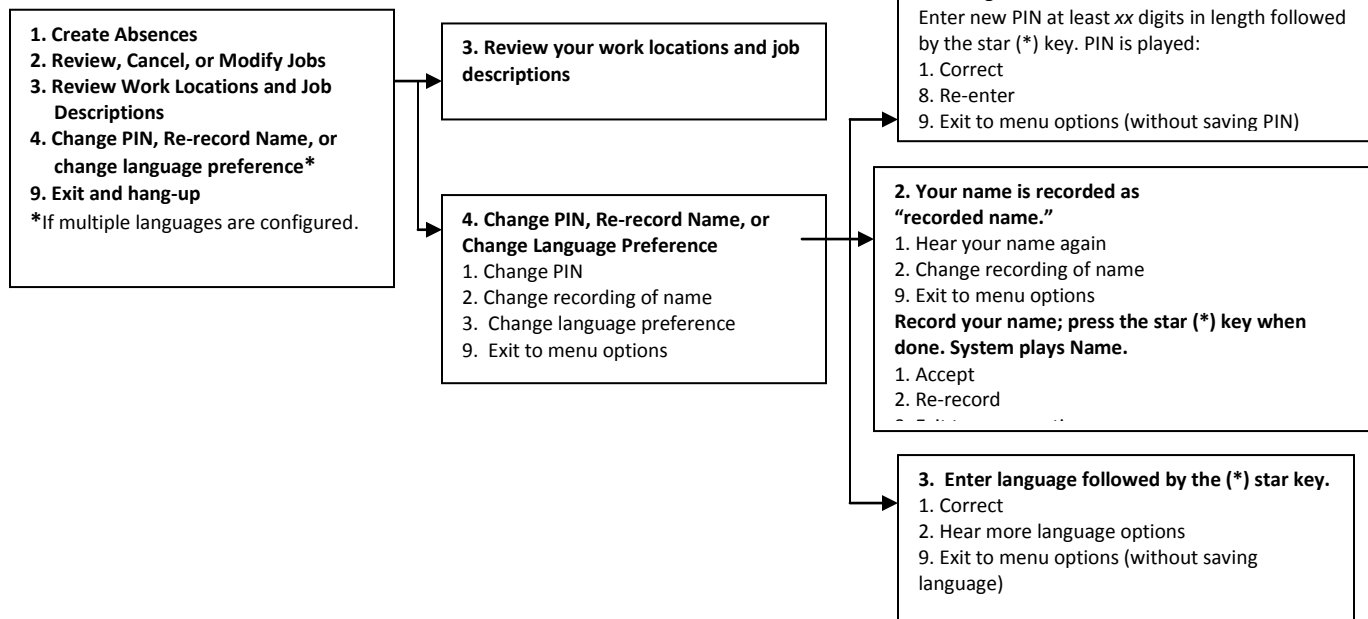
Employee Menu

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

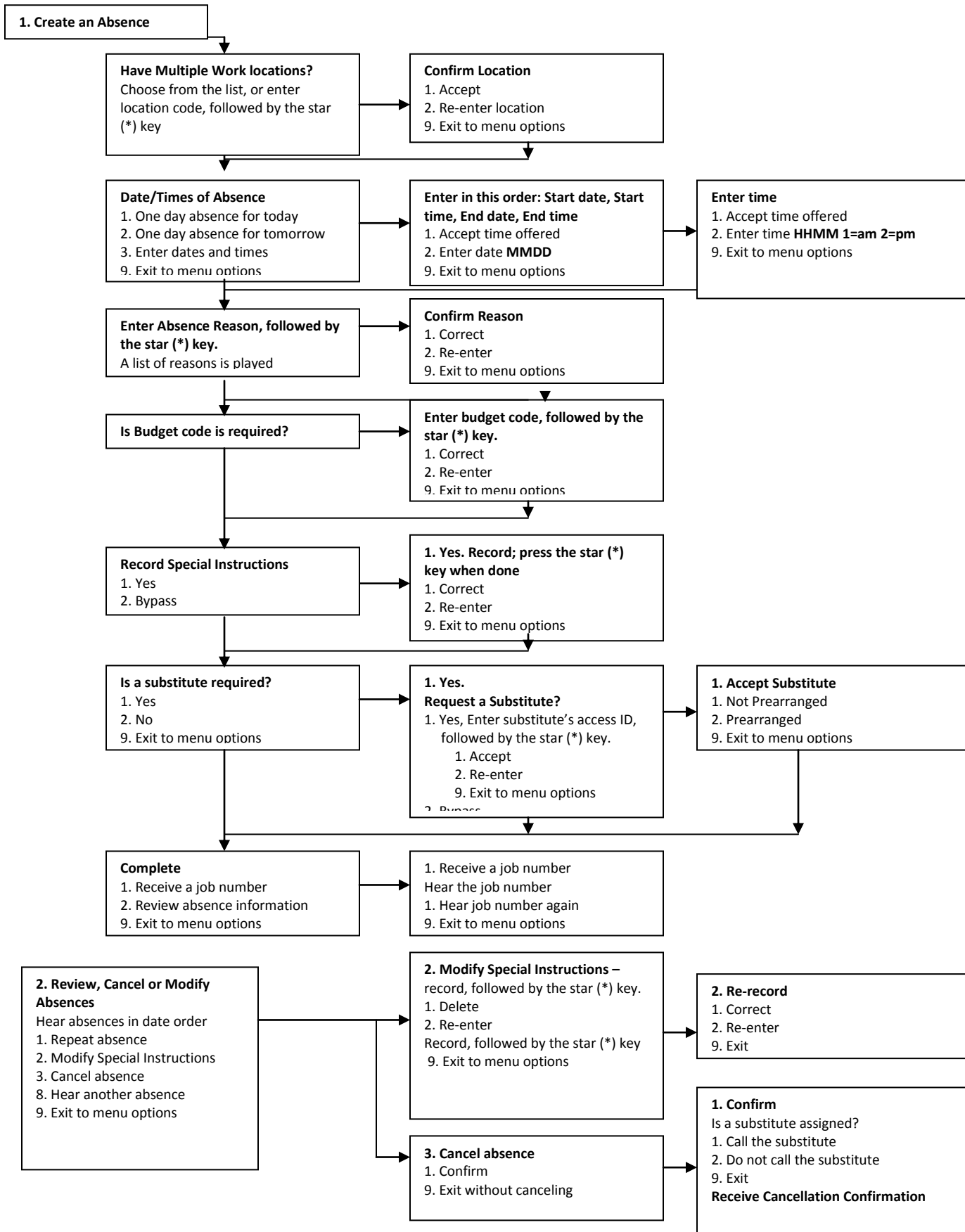
Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

For Options 1 and 2, see next page.



Employee Menu



DISTRICT SCHOOL BOARD OF PASCO COUNTY EMPLOYEE BROWSER ACCESS

Web Browser Access Instructions

Web Browser URL sub.pasco.k12.fl.us

Sign In

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

Language Selection

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page, and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the *Submit* button on the Sign In page.

PIN/Password Reminder

The “Trouble Signing in?” link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/Password request page. Your User ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system and have a valid E-mail address listed on your profile page to use this option.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user’s profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

Profile

- **Information**
Review profile status and address information
- **Update Email**
Enter or change email address. *Home E-mail address is best.*
- **Change Password**
Enter your current PIN followed by a new PIN twice and click Save.

Select Role

For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

Create Absence

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

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
NOTE: *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment. *Absence Approval may not be enabled for your district.*

- **Indicate if a substitute is required for this absence.**
 - **Choose Yes or No**
- **Select Start and End Dates for your absence**
 - 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**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- **Multiple Day (Recurring) Absence. Select the *Modify Schedule* button.**
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
 - Select the *Continue* button
- **Request a particular substitute** *Optional*
 - Use the Search feature to find the substitute by name
- **Indicate if the requested substitute has accepted this job**
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- **Enter special instructions for the substitute to view**
- **Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.** *Optional*
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

Review/ Cancel Absences

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.