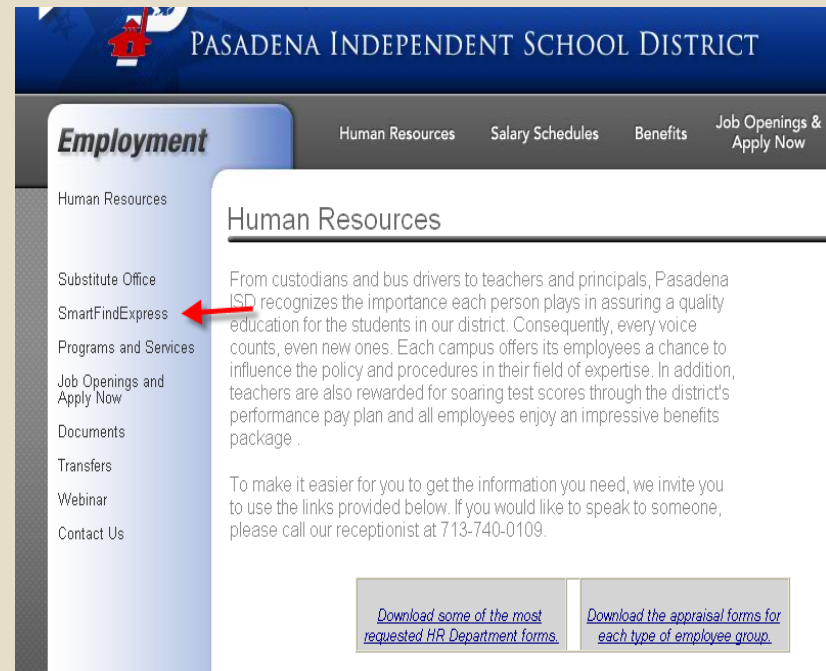
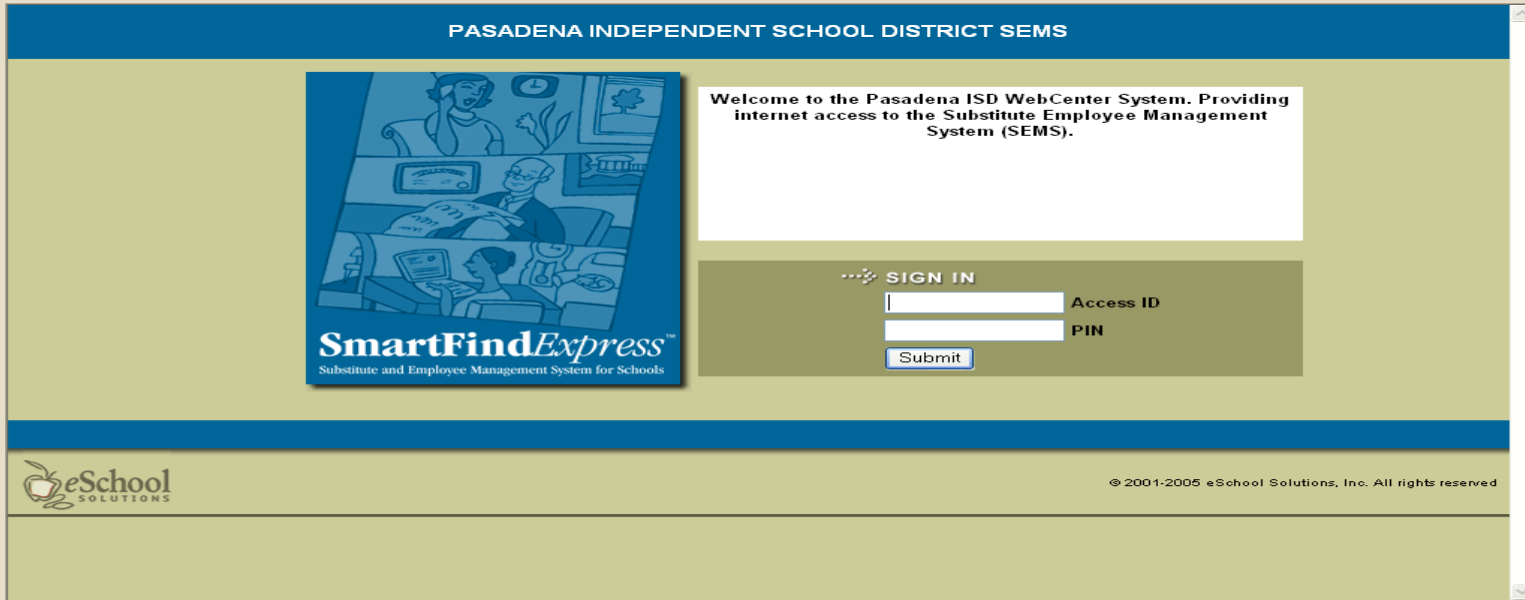


SmartFind Guide to Payroll Entry

- When using the SmartFind system, daily absences will not be entered by the Timekeeper.
- SmartFind will upload time records to PS33
- For instructions on SmartFind, please refer to the Payroll BOPM.

1. Open Internet Explorer, type in <http://sems.pasadenaisd.org> or from the PISD home page, click on Human Resources, then **SmartFind Express** located on the left hand side of the page.





2. Type in your user id and tab to next box.
3. Type in your pin number and click on “submit”.
4. If you do not know your user id/pin number, please contact the substitute office Donna Youngblood, ext. 70123 or Debbie Garza, ext. 70122

5. Once you have clicked on submit, you should be on this page:

PASADENA INDEPENDENT SCHOOL DISTRICT SEMS

Welcome, CONNIE R WHEELER Today is April 27, 2010 08:19 am [Sign Out](#) *SmartFindExpress*

Home
Administrator
[Profile](#)
[Create Absence](#)
[Create Vacancy](#)
[Daily Job Count](#)
[Job Inquiry/Reports](#)
[Profile Inquiry/Reports](#)

Welcome CONNIE R WHEELER
Please select a menu item to continue.
Administrator Announcements
This is the administrator announcement message Please do not leave your computer unattended while connected to WebCenter
Location Announcement for All Locations
Your connection to WebCenter will timeout after 20 minutes of inactivity NOTE: WebCenter users should NOT use the back button on their Web Browser. The back button does NOT show current information. ALWAYS use the navigation buttons on the WebCenter screens.

Today's Jobs: 04/27/2010	
Total Jobs	285
No Sub Required	31
Filled	238
Not Filled	16
Fill Rate	94.4 %

Change View : [Jobs](#) [Day of Week](#) [Reason](#)

Total vs Filled Jobs
04/21/2010 - 05/04/2010

6. At the administrator tab, click Job Inquiry/Reports

PASADENA INDEPENDENT SCHOOL DISTRICT SEMS

Welcome, CONNIE R WHEELER Today is April 27, 2010 08:19 am [Sign Out](#) SmartFindExpress

Home

Administrator

- [Profile](#)
- [Create Absence](#)
- [Create Vacancy](#)
- [Daily Job Count](#)
- [Job Inquiry/Reports](#)
- [Profile Inquiry/Reports](#)

Welcome CONNIE R WHEELER

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Change View : [Jobs](#), [Day of Week](#), [Reason](#)

[Refresh Chart](#)

Total vs Filled Jobs
04/21/2010 - 05/04/2010

PASADENA INDEPENDENT SCHOOL DISTRICT SEMS

Welcome, CONNIE R WHEELER Today is April 27, 2010 08:23 am [Sign Out](#) *SmartFindExpress*

Home **Job Inquiry**

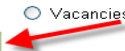
Administrator
[Profile](#)
[Create Absence](#)
[Create Vacancy](#)
[Daily Job Count](#)
[Job Inquiry/Reports](#)
[Profile Inquiry/Reports](#)

Search Criteria

Enter Job #:

Or

Job Type: All Absences Vacancies

Job Status: All, include canceled 


Sub Status: All

(mm/dd/yyyy) (mm/dd/yyyy)

Search From: 04/27/2010 To: 04/27/2010

Sort Order: Job # Then by:

Records Per Page: 50

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7. At Job Status, select All
8. On the Search From row, click on the first calendar.
9. Pick the previous working day's date and click it.
10. Select To calendar and pick the previous day's date.
11. Select Search. This will bring up all of the previous days absences for your campus/department.

<u>305872</u>	BANKS, EVELENA	GUERRA,CLAUDIA	South Houston Intermediate
Finished/	04/26/2010 07:45 AM 	04/26/2010 07:45 AM	SP ED GENERIC (SEC RESOURC
Pre Arranged	04/26/2010 03:45 PM	04/26/2010 03:45 PM	OFFICIAL BUSINESS
	08:00	08:00	
<u>305877</u>	KRUSTCHINSKY, JESSICA	BRANSCOME R.N.,LORY	Thompson Intermediate
Finished/	04/26/2010 07:40 AM	04/26/2010 07:40 AM	NURSE SEC/ELEM (W/O P-K)
Web Sub Search	04/26/2010 03:40 PM	04/26/2010 03:40 PM	PERSONAL BUSINESS
	08:00	08:00	
<u>305879</u>	JOHNSON, APRIL	DEGOLLADO,JOSE	Pasadena Memorial High School
Finished/	04/26/2010 06:45 AM	04/26/2010 06:45 AM	SEC ENGLISH
Web Sub Search	04/26/2010 02:45 PM 	04/26/2010 02:45 PM	PERSONAL BUSINESS
	08:00	08:00	
<u>305968</u>	DAVIDSON, ANDREA	GARZA,LAUREN	Beverly Hills Intermediate
Finished/	04/26/2010 07:35 AM	04/26/2010 07:35 AM	SEC SOC STUD 6-8
Pre Arranged	04/26/2010 03:35 PM	04/26/2010 03:35 PM	FMLA
	08:00	08:00	

Next

- 12.** Look at each employee absence on your campus. Verify the employee hours and reason for absence are correct. Check the AM/PM times, this is a very common mistake when your staff is requesting a substitute.

13. A vacancy can only be used for an open position or extra help. If the open position should result in long term, please contact the substitute office to determine if you need to submit a status. No other reason is valid.

<u>305776</u>	Vacancy	DIAZ,MARIA A.	Frazier Elementary
Finished/	04/26/2010 07:30 AM	04/26/2010 07:30 AM	ELEM BIL 2ND GRADE
Pre Arranged	04/26/2010 03:30 PM	04/26/2010 03:30 PM	EXTRA HELP TEACHER
	08:00	08:00	74523
<u>305809</u>	Vacancy	HERNANDEZ,ERIC	The Summit Intermediate
Finished/	04/26/2010 07:45 AM	04/26/2010 07:45 AM	EXTRA HELP TEACHER
Admin Assigned	04/26/2010 03:45 PM	04/26/2010 03:45 PM	EXTRA HELP TEACHER
	08:00	08:00	

Procedures for Long Term Substitute Teacher

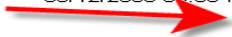
- Any substitute teacher who is going to be in a job for the same teacher for more than 10 consecutive days is considered a long term substitute. The long term pay will start on the 11th day of the assignment.
- If you have a **retired teacher** fulfilling a long position they must be paid by the secretary in the PS33 screen in order to receive the correct pay. You will need to report your employee absent in SmartFind with no sub required. The retiree will need to complete a time card each week. The pay code for a retired teacher is 246 and the pay is \$28.00 an hour or \$224.00 a day. **The long term pay starts on the first day of the assignment for retirees.**
- If you have a **retired Administrator or Paraprofessional** who will be fulfilling a long term assignment, prior approval is required by Mr. Dennis. When the long term form is received by the substitute office we will send the form to Mr. Dennis for approval. If approved, a copy will be sent to payroll. The substitute will need to complete a time card each pay period and that time card will need to be sent to payroll for data entry by one of the payroll bookkeepers. A job will need to be created in SmartFind for the employee with no sub required.

Long Term Substitutes for an Open Position

*****A retired teacher can not work in an open position*****

- A Long Term Substitute Teacher Information Form (available on the district web site under Human Resources/Documents) must be faxed to the substitute office prior to the job starting.
- If the job is going to be for more than one month a status needs to be issued so that the substitute can be put on a base. **Fax the status to the substitute office only (713-740-4024).** Once it is approved it will be sent to Human Resources for data entry.
- A substitute on a base will be set up as an employee in SmartFind so they can report their absences when needed and request a substitute. **A substitute can't be in a job in SmartFind and be set up on a base at the same time.**
- A status to end the base and transfer the substitute back to the substitute office is required at the end of each semester or if the open position is filled prior to the base ending. If a substitute will continue in the open position the next semester a new status will be required for the new semester.

	05/12/2008 03:30 PM	4/28/08 3:25 PM	OPEN POSITION TEACH	not in use 08:00
<u>180656</u>	Finished/Pre Arranged 05/12/2008 07:30 AM 05/12/2008 03:30 PM	GUILLORY, GLORIA J HEBERT, JOI 4/29/08 8:52 AM 72804	Jessup Elementary ELEM KINDERGARTEN STAFF DEVELOPMENT	None 08:00
<u>180789</u>	Finished/Admin Assigned 05/12/2008 07:30 AM 05/12/2008 03:30 PM	MARTIN, GERARDETTE M THOMAS, TRICIA 4/29/08 3:49 PM 72804	Jessup Elementary ELEM GRADE 1 STAFF DEVELOPMENT	None not in use 08:00
<u>180961</u>	Finished/IVR Sub Search 05/12/2008 07:35 AM 05/12/2008 03:35 PM	RAYFORD, MARIAN MUCHA, GARY 4/30/08 11:43 AM 72804	Jessup Elementary ELEM GRADE 3 STAFF DEVELOPMENT	None 08:00
<u>180996</u>	Finished/Pre Arranged 05/12/2008 07:30 AM 05/12/2008 03:30 PM	Vacancy JIMENEZ, EVELYN 4/30/08 1:33 PM	Jessup Elementary ELEM BIL 4TH GRADE OPEN POSITION TEACH	None 08:00
<u>181177</u>	Finished/Web Sub Search 05/12/2008 07:30 AM 05/12/2008 03:30 PM	URIBE, ADRIANA M CORTEZ, ADRIANA 5/1/08 8:10 AM 72804	Jessup Elementary ELEM BIL PRE-K STAFF DEVELOPMENT	None 08:00
<u>181301</u>	Finished/IVR Assigned	RHILE, KATHLEEN	Jessup Elementary	None



14. When using Staff Development as the reason for the absence, you must enter the activity code into the system. This code is provided at the time of registration through Eduphoria. The system will not accept Staff Development as a reason without the activity code.

Making a Correction

15. By clicking on the job # column on the left side of the page, you will open the job. At this point you can cancel the job completely, correct the reason, time, modify the assigned substitute, etc.
16. Click Save at the top or bottom of the page.
17. Your correction has been made.

Search From: To:
 Sort Order: Then by:
 Records Per Page:

Job List

Job #	Employee Name	Substitute Name	Location
Status	Job Start	Sub Start	Classification
Verify	Job End	Sub End	Reason
	Job Duration	Sub Time Worked	Activity Code
290176	RODRIGUEZ, WENDY	POGUE,SARA	Sam Rayburn High School
Active/	04/27/2010 07:00 AM	04/27/2010 07:00 AM	ATTENDANCE CLERK HS
Pre Arranged	05/03/2010 03:00 PM	05/03/2010 03:00 PM	FMLA
	08:00		
291092	KIEHNE, KARA	KIRKPATRICK,ASHLEY	Richey Elementary
Active/	04/27/2010 07:30 AM	04/27/2010 07:30 AM	ELEM PRE-KINDERGARTE
Pre Arranged	04/30/2010 03:30 PM	04/30/2010 03:30 PM	PERSONAL BUSINESS
	08:00		

Job Detail

Job Number: 290176 Location: Sam Rayburn High School
Status: Active/Pre Arranged Classification: ATTENDANCE CLERK HS
Employee: RODRIGUEZ, WENDY Calendar: Track 1
Access ID: 110931 Search Rule: Call Pattern 2
 Step: Specified Substitute

Changes are not updated until Save is pressed

Cancel Job: Yes No Call the cancelled substitute? Yes No

Reason:

Activity Code:

Date From: To:

Weekly Schedule:

	Absence Times		Substitute Times	
	Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input checked="" type="checkbox"/>	07:00 AM	03:00 PM	07:00 AM	03:00 PM
Tuesday <input checked="" type="checkbox"/>	07:00 AM	03:00 PM	07:00 AM	03:00 PM
Wednesday <input checked="" type="checkbox"/>	07:00 AM	03:00 PM	07:00 AM	03:00 PM

Create Final Report

18. Once you have verified the Smartfind system is accurate, you will need to create your report.
19. From the Job Inquiry screen, chose the date you want and click on Create Report.
20. For the report title, type in the date and the word verified. For example: Verified April 26, 2010.
21. Click on the Activity Code. This will display the activity code used for the staff development absences (on Eduphoria).
22. Then Click on View Report.
23. This will open an adobe window, and then you can print your report.
24. This should be done daily and filed with your payroll records. You can also run a report at the end of each pay period (at date selection, choose the beginning and ending date of the pay period).
25. Remember, the accuracy of the SmartFind system will help you with your payroll data entry in Lawson.

Job Report


Report Title: 

Primary Sort is on a New Page

Report Sections must be selected for the fields to print

Print Details

- Location
- Classification
- Reason
- Dates/Times
- Substitute Allocation Units
- Job Time
- Comments

- Last Modify date/by
- Reported date/by
- Verified date/by
- Filling Method
- Activity Code 

Substitute:

- Name
- Access ID
- External ID
- Time Worked
- Pay Rate
- Level
- Class Pay Rate

Employee:

- Name
- Access ID
- External ID

Print Totals for Primary Sort

-  Print a signature line
- Totals by Reason
- Totals by Filling Method
- Totals by Budget Codes
- Totals by Job Status

This line can be used to have the employee sign and verify their absences. The report can be run individually for each employee at each payroll, month, quarterly, semester, etc.

Print Totals at the end of the report

- Totals by Reason
- Totals by Filling Method
- Totals by Budget Codes
- Totals by Job Status



26. Once the substitute office has notified you that they have completed the system upload and you discover an error, please do the following:
- Go into Smartfind and make the correction.
 - Re-run your Smartfind report
 - Go into PS33 and make the correction (see section 3)

Special note for the campuses:

- The only absences you will need to enter in the PS33 timekeeper screen are the absences that are not on the Smartfind Substitute system and the absences for the custodial staff and any corrections once Smartfind has been uploaded. It is very important that your Smartfind information is accurate.
- The cafeteria manager and/or the Child Nutrition office will continue to enter for the children's nutrition staff hours and absences.

Let the Smartfind system help YOU!

You will have until Noon the next working day following the absence to verify employee absences and corresponding substitutes.

If corrections are required, this will be the time to make them. This must be done daily.

If the Smartfind system is accurate, your payroll entry is significantly reduced.