

## Telephone Access

Before you can access the online system, you must call into the SmartFind Express (SFE) System and register.

**System Phone Number: (719) 639-2005 OR (719) 520-2484**

**Access ID# \_\_\_\_\_ (Employee ID Number)**

**PIN # \_\_\_\_\_ (see #2 below). Phone system will always use numeric PIN, never a Password.**

1. Enter your Access ID # (5 digit Employee ID #) followed by the star (\*) key.
2. Enter your PIN, followed by the star (\*) key. **If this is your first time, both numbers will be the same, (your 5 digit Employee ID #).**
3. Record your name and press star (\*) when finished.
4. Then you will be prompted to enter a 6-digit numeric PIN of your own. This will now become your new PIN.
5. Finally, you will hear the location and your classification. If either of these is incorrect, call (719) 520-2182 so it can be changed.

### Main Menu

- Create an absence
- Review, cancel, or modify jobs
- Review work location and classifications
- Change your PIN # or the recording of your name.

### Create an Absence

To enter an absence, follow these steps:

1. Call the main system number (719-639-2005 OR 719-520-2484)
2. Enter your Access ID # and PIN # both followed by the star (\*) key.
3. Select "1" to create an absence.
4. Select the start and end dates for the absence. The system asks you to indicate whether the absence is only for today, tomorrow, or if you want to enter the dates. The dates are entered as four digits in the format of MMDD.
5. Select the start and end times for the absence. The default times for the absence location will play. Accept the default or enter specific times. The times are entered as four digits in the format of HHMM. It will ask you to indicate am or pm.  
  
If this is a multiple day absence, each day's time must be confirmed. Enter times the Substitute is needed, if different.
6. Select a reason for the absence and press the star (\*) key.
7. You can record special instructions. This needs to be a positive, instructional message, because every sub that is called for this job will hear these. Since every Substitute that is called for this job hears these instructions, do not say that you do not want a particular sub.

8. Confirm that a substitute is required for the absence. If a substitute is required you may specify or prearrange a substitute.

Requesting a substitute means that only the specified substitute will be called for that job until the following occurs:

- A set time which is (8:00 pm) the night before the absence occurs, before the job is released to other substitutes.
- The specified substitute declines the job.
- The requested sub is prearranged. An absence is considered prearranged if you have talked with a substitute who verbally confirmed that they would cover your absence. Prearranged substitutes will not be called by the system.

### Review, Cancel, or modify a job

1. (719) 639-2005 OR (719) 520-2484.
2. Enter your Access ID # and PIN #, both followed by the star (\*) key.
3. Press "2" to review, cancel, or modify absence.
4. Open and Active jobs are played by date order. Must view past jobs on Web Center.
5. When canceling a job, it is your responsibility to call the assigned substitute.
6. To confirm cancellation. Wait until the system says, "Job number xxxxxx has been canceled. If you do not wait for this message, there is no guarantee that the absence has been canceled.

### **Check your leave balance**

<https://psoft.d11.org/psp/selfservice/?cmd=login>

#### **ESP and Executive Professionals**

- **020-Sick Leave** (1/2 hour increments)
- **042-Personal leave** (1/2 hour increments)
  - Max 11 days personal days per school year
- **011-Vacation leave** - (260 day employees only)
  - **EXPRO**-May report in half (1/2) hour increments
  - **ESP**-May report in half (1/2) hour increments
- **016-Bereavement Leave**
  - Max 3 days for immediate family member

#### **Teacher (certified)**

- **010-Teacher Leave**
- **020-Sick leave**
- **041-Professional Leave**
- **022-Maternity Leave**—HR approval required
- **012-Crisis Leave**  
Report half (½) or full days only (3.5 hours or 7.0 hours)

#### **OTHER CODES AS NEEDED**

- **043-Leave without pay**
- **050-Jury/Court Duty**
- **051-Workman's Compensation**
- **052-Military Duty**-HR approval needed

**SmartFind Express (SFE) Web Center Employee's  
Internet Quick Reference**

**Before you access the online system, you must call into SmartFind Express (SFE) and register; see Telephone Access Instructions on the reverse side.**

Access ID# \_\_\_\_\_ (Employee ID Number)

Password \_\_\_\_\_

**How to Log on:**

From the District 11 homepage (<http://www.d11.org>), click **Employees** in the gray menu on top; navigate to **Secure Links**. Click the **SmartFind Express (SFE)-Absence Reporting** link. This will take you to: <https://coloradosprings.eschoolsolutions.com>.

If this is your first time logging in online, your Access ID is your **Employee ID Number**, and your **Password** is your **SFE PIN**. Once you have logged in, you will be prompted to create a new Password for online access. Passwords must be minimum 8 characters in length with minimum one alphabetic and one numeric or special character. This will become your new Password for any future online access. Click the "Captcha" images if necessary. **If you have forgotten your Password use the "Trouble signing in" link; a reset email is sent to the email address you have on record in SFE to reset the Password.**

**How to Report an Absence:**

You will now be on the 'Create Absences/Review Absences' Page. Your name, **Location** and **Classification** will appear.

From the '**Reason**' pull-down menu, select the reason for your absence. **DO NOT ENTER ANY INFORMATION IN THE BUDGET CODE FIELD.**

In the **Start and End** area, select the date(s) and times for your absence(s).

The '**Work Schedule**' - have the days checked that you normally work. Do **NOT make changes to this area**. Accept default times or enter specific times, change AM/PM as necessary. Contact the Substitute Help Desk at (719) 520-2182 for corrections.

**Requesting a Substitute:**

In the '**Is a substitute required**' area, choose the "Yes" or "No" circle as appropriate. If a substitute is required and you have a specific one in mind, enter the desired substitute's 7 digit phone number, with no dashes or area code, in the designated space.

**Pre- Arranged Sub**

If you have a Pre -Arranged agreement with a substitute, check the "Yes" box. If you are uncertain, check the "No" box to have the system call the substitute indicated. If you do not designate a specific sub, do not make a selection in this area. Click the 'Submit' button to enter the absence.

If you **do not know the substitute's** phone number, click on 'Name Lookup'. Enter substitute's last name in the box. Click on 'Search' button to see a name list. Click on the name of the sub you wish to use. If the sub is not available, the system will tell you and you have to search again or let the system assign an available sub.

**Substitute Not Required**

If a substitute is not required, click the "No" circle.

**Substitute Instructions**

You can type instructions for the substitute in the box. When the sub reviews the assignment, the instructions will appear. Then click '**Continue**'.

The next screen to appear allows you to double-check your entries. If correct, click 'Create Absence'. If not, click on cancel, it will bring you back to the beginning to start over. Make the appropriate changes and then click the 'Create Absence' button.

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The next screen will give you the Job Number, and tell you that the absence was created successfully. Write down the job number or print it out. Congratulations, you're done. Click on the "Log Off" button to exit or 'Continue' button to enter more absences.

**How to Review Your Absences**

To review your current and past absences, click on the 'Review Absences' tab. Enter the date range and click on the 'Search' button on the left. You may review absences which have already taken place or which are scheduled to take place in the future. To print a copy of your absence history, select the print icon. Once you have reviewed your absences, click on 'Log Off'.

All discrepancies in question, contact the Employee Attendance Office at (719) 520-2182 for help or clarification. **Only jobs that were called in the SFE system will appear in the history.**

**How to Cancel a Job- Today or Future dates only:**

Make sure you are on the 'Review Absences' page. Click on the 'Review Absence Tab', click on 'Search'.

Click on the 'Job Number' to be canceled. Press the 'Cancel Job' button. (This must be done 2 hours prior to the job starting). A job cannot be canceled once it has started. You will get a message in red showing your Job has been successfully canceled.

To create or review other absences, click on either the 'Create Absences' or 'Review Absences' tabs. When finished, press the 'Log Off' button.

**Anytime you have canceled a job for which a substitute has been requested, it is your responsibility to contact the sub by telephone to let that person know they are no longer needed. The SFE system will not cancel the sub for you, you must do it yourself. If you fail to call and cancel your sub and the sub reports for work, your school will be charged for one-half day's sub-pay for having the sub report to work unnecessarily.**

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