SMARTFIND EXPRESS

EMPLOYEE ABSENCE REPORTING SYSTEM

SUBSTITUTE ASSIGNMENTS
REGISTRATION AND CREATING A PIN

- Register by calling 210–804–7055.
- Your Access number is your Employee ID without the leading zero’s. For example, 001234 = 1234. Then press the star key (*).
- To create a PIN, enter your Access number (1234) again and press the star key (*).
- Enter a numerical PIN (at least 6 digits) of your choice when prompted.
- Press 9 to exit the system.
ACCESSING THE SMARTFIND SYSTEM

- Create an employee absence by phone or through our website
- Phone Access: 210-804-7055
  Web Access: www.neisd.net
- Available 24 hours/7 days per week
- Login to website: Go to MyNEISD → Absences → SmartFind Express (link to web page)
- Besides typing in your Access ID and PIN, you will need to click the “I’m not a robot” box below.

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.

After you click verify, you will be taken back to the SmartFind Express Login screen. At this screen click on submit and you will be logged in to SmartFind.
Creating Absences

- An employee can create an absence in ½ day or whole day increments.
- For ½ day absences use:
  - Morning end time: 11:59 am
  - Afternoon start time: 12:05 pm
  - **Important:** Verify am and pm so you will not be charged a whole day if you were absent a ½ day.
- Ask your Administrator/Supervisor if a sub is required.
- If an employee makes a prior arrangement with substitute, enter the substitute’s Emp. ID or name, and the substitute will be assigned a **Job #**, once they accept the job in SmartFind.
- Employees can add special instructions and attach lesson plans, if needed.
**SUBSTITUTES**

- **Important**: Employees need to contact their team leader (administrator or supervisor) when they are absent.

- SmartFind will call substitutes in advance:
  - Weekdays – 6:00 pm to 10:00 pm
  - Weekends – 3:00 pm to 10:00 pm
  - On the day of the assignment, the system will begin calling at 5:30 am.

- **Note**: It is important that employees record their absence(s) in SmartFind as soon as possible so if they require a substitute they can be assured that a substitute will be assigned.
ABSENCE REASONS

- Personal/Family Illness
- Personal Business (Must have Supervisor Approval) – see next slide for further information
- Death in Family (employees are allowed up to 10 days; refer to the online district policy)
- Vacation/Non-Work Days (Must have Supervisor Approval)
- Jury Duty/Subpoena (requires proof of absence on returning to work)
- Military Leave (requires proof of absence on returning to work)
Staff Development (Subs are District Dept. Funded) This staff development is assigned by Central Office departments, where pre-registration is entered into Eduphoria.

Staff Development (Subs are Campus Title I Funded) Assigned by the Principal using Title I funds.

Staff Development (Subs are Campus Funded). In-house staff development or the Principal assigns the staff development.

**Note:** Ask Principal’s Administrative Assistant or Bookkeeper for the correct code for the “type” of Staff Development leave as this affects school/department budgets.

Campus Directed Activity (Subs are Campus Funded) (ex: field trips, STAAR monitor, bus driver, school/teacher observations, etc.)

District Non–Athletic Activity (Subs are Campus/District Dept. Funded) (ex: Fine Arts, ROTC, Band, Dance, etc.)

Athletic Activity (Subs are District Dept. Funded for required events.)
Personal Business:
• Discretionary Leave – must be approved in advance by your supervisor/administrator.
• No more than 3 consecutive days allowed at one time.
• Personal Leave is not allowed the day before or after a school holiday.
• Request for an exception must be submitted in writing to the immediate supervisor.

Vacation Non–Work Days:
• Some employees, depending on their work assignments, qualify for vacation/non–work days which can be used for absences. Check with your supervisor to see if you qualify.
Employees will use the confirmation email distributed by SmartFind to validate their absence information and report any errors to their campus/department SmartFind Coordinator by the weekly deadline indicated in the email.

Corrections requested after the deadline must be submitted, in writing, by the employee through their supervisor and/or Budget Manager to the Payroll Department. The request must include an explanation of the error that occurred and will ultimately require the approval of the appropriate Associate Superintendent and the Superintendent.
Call our Substitute Office Help Desk staff for questions regarding SmartFind:
- Shamesha Curtis, Human Resources Specialist 407–0475
- Celestina Sanchez, Human Resources Specialist 407–0476

Monica Peña, Human Resources Coordinator 407–0463

Office Hours: Monday through Friday
7:00 am to 4:45 pm