

SAMS / SmartFindExpress



**Updates and
Clarifications**

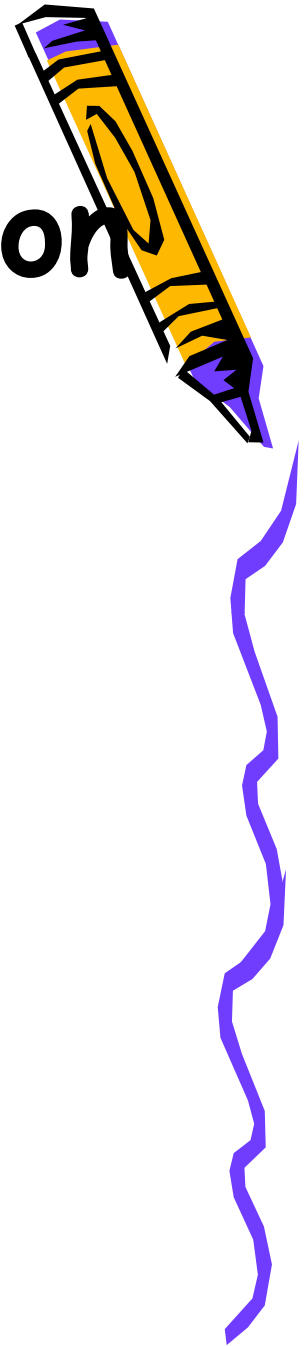
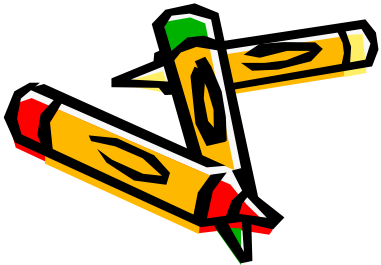


New Employee Orientation

1. Absence Reporting

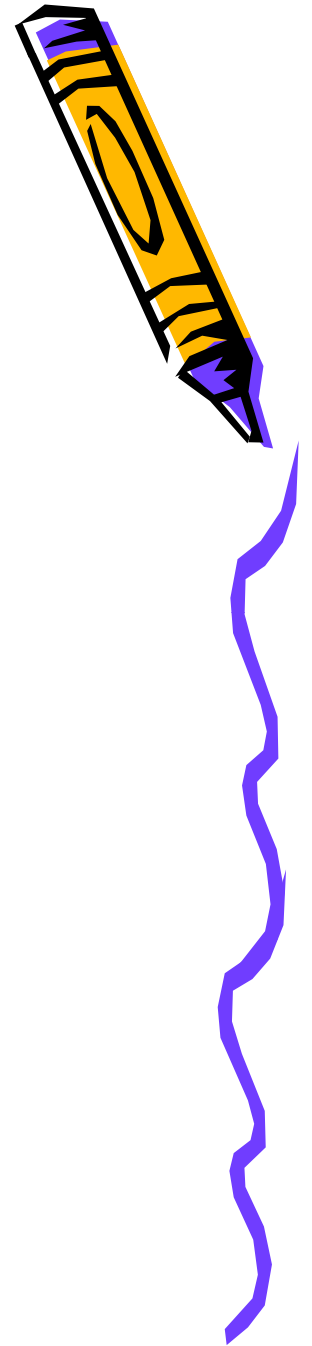
2. Substitute Assignment

3. Timekeeping



Reminders...

- a. Register with SAMS
- b. Report absence
- c. Distribute packets of information



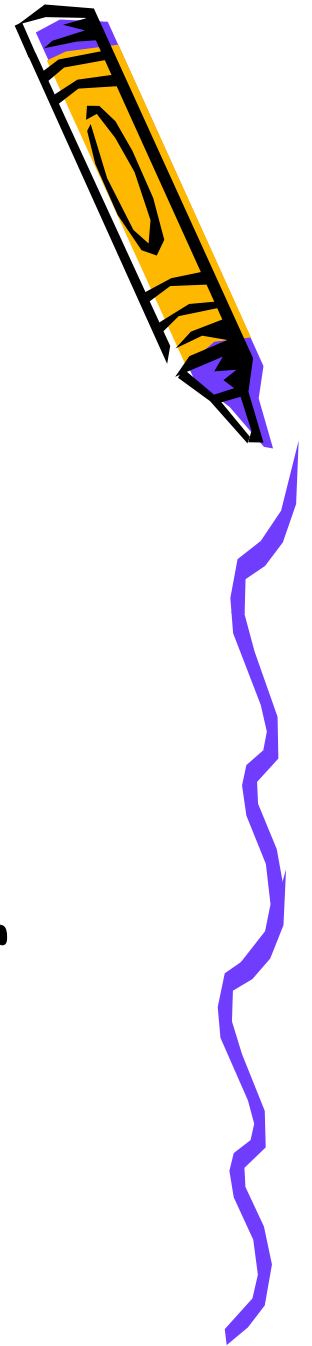
ABSENCE REPORTING



1. School calendar / Track codes
2. Reason codes for absences and vacancies
3. Specify or prearrange substitutes



4. Leave special instructions, if necessary
5. Wait for a job number
6. Update jobs before the assignment is "Finished" and/or "Verified"



Timekeeping Errors

- Incorrect Classification and/or Location (not matching with those in PS)
- Inaccurate Position Number entered for a Vacancy
- Inactive Assignment in PS (due to LOA, Termination, etc.)



PREFERRED / PRIORITY SUBSTITUTES



- Certificated Substitutes
 - Employee or School Preferred
 - Specify Classification (option)
- Classified Substitutes
 - Employee or School Preferred
 - Specify classification (required)



P.A.R. Information for Regular Employees



- Include pertinent information on PAR:
 - Classification / grade level
 - work days/hours, if part time

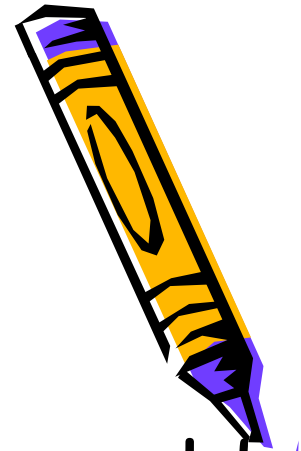


Important Notes...

- Compensation for: Displaced substitutes and incorrect work hours in PS/T&L
- SmartFindExpress Announcement Page has updated information (new classifications, updates / upgrades on SAMS, etc.)



VERIFICATION OF JOBS



- Common Errors:
 - Jobs are missed - additional jobs could be listed on the next page
 - Important items are overlooked:
 - Hours worked (incorrect format?)
 - Absence reason - field trip is not an absence (long term?)
 - Substitute assigned
 - Position Number used



Verifying Jobs in SmartFind *Express*

- Have at hand the printed sign-in sheet
- 1. In the SmartFind*Express* (SAMS) system, select **Job Inquiry/Reports**.



San Diego Unified School District

Welcome, HEINZELMAN, ADRIENNE Today is January 15, 2008 01:00 pm

[Home](#)

Administrator

[Announcements](#)

[Create Absence](#)

[Create Vacancy](#)

[Daily Job Count](#)

[Job Inquiry/Reports](#)

[Location Balances](#)

[Priority Lists](#)

[Profile Inquiry/Reports](#)

[Profile New](#)

Welcome HEINZELMAN, ADRIENNE

Please select a menu item to continue.

Number of Errors Reported on the System Activity Log today is 1300.

The **S**ubstitute **A**ssignment **M**anagement **S**ystem (SAMS) can be accessed via pieces of identification are required to access the system: Access I.D. (Employee

To assist you using SmartFindExpress, guides are available and can be found on 1

2. Job Type:"All"; Job Status:"Finished"; Sub Status, "Filled"; Date range (Search From date and To date) of the jobs you want to verify. If verifying daily, enter the previous work day. Click Search.



Job Inquiry

Search Criteria

Enter Job #

Or

Job Type: All Absences Vacancies

Job Status:

Sub Status:

(mm/dd/yyyy)

(mm/dd/yyyy)

Search From: To:

Sort Order:

Then by:

Records Per Page:



3. Manually click the checkbox for each job for which the substitute signed in.



Search Create Report Exprt

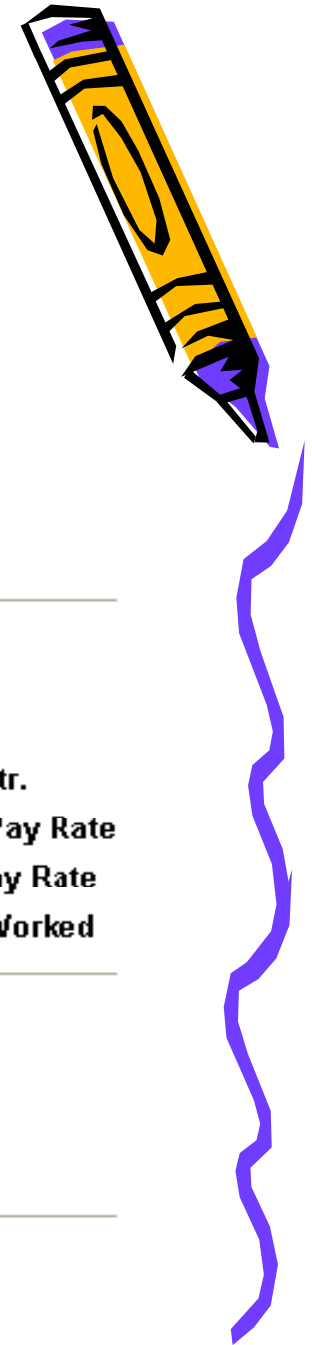
Job List

Set All to Verify Save Verified

Job #	Status Start Date/Time End Date/Time Verify	Employee Name Substitute Name Reported On Position Number	Location Classification Reason	Sp. Instr. Class Pay Rate Sub Pay Rate Time Worked
<u>1152012</u>	Firished/IVR Assigned 01/14/2008 07:30 AM 01/14/2008 02:00 PM <input type="checkbox"/>	Vacancy STINSON,TERRY - SP 8/29/07 10:40 AM 10006816	SCRIPPS RANCH HIGH 5 - INSTR BEHAV TECH LONG TERM VACANCY	Text 06:30
<u>1153191</u>	Firished/Pre Arranged 01/14/2008 07:00 AM 01/14/2008 02:27 PM <input type="checkbox"/>	Vacancy STANDIFER, TOMMIE - ROTC ONLY 9/5/07 11:21 AM 10006795	SCRIPPS RANCH HIGH ROTC LONG TERM VACANCY	None 07:27



4. Click Save Verified.



Search Create Report Export

Job List

Set All to Verify **Save Verified**

Job #	Status Start Date/Time End Date/Time Verify	Employee Name Substitute Name Reported On Position Number	Location Classification Reason	Sp. Instr. Class Pay Rate Sub Pay Rate Time Worked
<u>152012</u>	Finished/IVR Assigned 01/14/2008 07:30 AM 01/14/2008 02:00 PM <input checked="" type="checkbox"/>	Vacancy STINSON, TERRY - SP 8/29/07 10:40 AM 10006816	SCRIPPS RANCH HIGH 5 - INSTR BEHAV TECH LONG TERM VACANCY	Text 06:30
<u>153191</u>	Finished/Pre Arranged 01/14/2008 07:00 AM 01/14/2008 02:27 PM <input checked="" type="checkbox"/>	Vacancy STANDIFER, TOMMIE - ROTC ONLY 9/5/07 11:21 AM 10006735	SCRIPPS RANCH HIGH ROTC LONG TERM VACANCY	None 07:27

5. The message "Jobs successfully verified" appears at the top of the screen. The verification process is complete and the time for those substitutes will be loaded into PeopleSoft Time and Labor.



Jobs successfully verified.

Job Inquiry

Search Criteria

Enter Job #:

Or

Job Type: All Absences Vacancies

Timekeeping: PS



- Correcting data in PS
 - Hours worked (Adjusting work hours for the duty free lunch; multiple jobs on the same day)
 - HCM Account
 - Any corrections missed on SAMS





We Thank You All!

The Substitute Management Unit staff

