

SmartFindExpress (SAMS) and Time and Labor work together to help you report time for visiting teachers. This job aid will help you understand the process, as well as show you how to use PeopleSoft to take advantage of the SmartFindExpress (SAMS) Interface.

### SmartFindExpress (SAMS) Procedures:

1. Substitute requests, due to either teacher absences or vacant positions, are entered into SmartFindExpress (SAMS) with the appropriate absence code by the schools.
2. SmartFindExpress (SAMS) provides a daily absence report that shows all certificated absence activity.
3. The SmartFindExpress (SAMS) interface is run nightly to send visiting teachers' hours to Time and Labor along with the appropriate TRC. (Short Term SVT - First 5 days, reason in SAMS <50, Long Term LVT - After 5 days reason code in SAMS is changed to long term, Vacancies - Short SVT/Long LVT, Roving/Extra - Short SVT/Long LVT, Professional Development SVT) Only positive time to pay subs comes over from the interface. Timekeeper must report absences for their staff. It also populates the appropriate fields based on the SmartFindExpress (SAMS) absence code used in the substitute request (see 4), which indicates the type of absence (vacant position, teacher personal absence, or district related). Within "3" business days, the Site Timekeeper views the hours for the substitute and completes steps 5-16.
4. SmartFindExpress (SAMS) will populate the following fields for the different types of absences:

<b>Vacant Position</b>
Hours
Time Reporting Code (TRC)
Position # (in the comments field)
Location (of the vacant position where the VT is working)
Account Code (of the vacant position)
<b>Teacher Personal Absence</b>
Hours
Time Reporting Code (TRC)
Absent Teacher's EmplID and Name (in the comments field)
Location (of the absent teacher's position)
Account Code (of the absent teacher's position)
<b>District Related Absence</b>
Hours
Time Reporting Code (TRC)
Absent Teacher's EmplID and Name (in the comments field)
Location (of the absent teacher's position)
<b>POPULATED WITH A DEFAULT ACCOUNT CODE</b>
<b>(needs to be adjusted manually)</b>

# Entering Hourly Time for Visiting Teachers . . . .

## PeopleSoft Procedures:

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- Navigate to *Time and Labor* → *Reports* → *T&L Blank Account Codes*
- Determine which visiting teachers need account codes. Those who need account codes will be the visiting teachers who were substituting due to a district related absence or where the position provided for a vacancy is inactive. They are identified on the T&L Blank Account Codes report. See *Approving Time* job aid.
- Navigate to *Manager Self Service* → *Time Management* → *Report Time* → *Timesheet*
- Select the desired employee from the list of search results by clicking the employee's name.
- Date defaults to the Monday of the week. If necessary, change the date to the day of the week you are reporting. Click the button.
- If the visiting teacher is substituting for a district related absence, obtain the proper Account Code (Combo Code) from the Professional Development Budget website. [http://www.sandi.net/personnel/subs/prof\\_dev.asp](http://www.sandi.net/personnel/subs/prof_dev.asp) and enter it in the Combo Code field in Time and Labor.
- When you update the Account Code (Combo Code), delete the "ACCOUNT DEFAULTED" section of the Comments field. This will cause the time to disappear from your T&L Blank Account Codes report. If ACCOUNT DEFAULTED is left in the Comments field, the time will continue to show on your report even though you've changed the account code.

Where the Comments field has more information than just ACCOUNT DEFAULTED, delete only the words ACCOUNT DEFAULTED. The rest of the information is helpful to preserve since it documents who was absent.

If the visiting teacher is substituting for either a teacher personal absence or a vacant position, the Account Number (Combo Code) will be populated directly from SmartFindExpress (SAMS).

- Click the button.
- Click [Return to Select Employee](#) to search for next employee.

For more information regarding SmartFindExpress (SAMS) or the Professional Development Budget Information page, please see attached SmartFindExpress (SAMS) job aid.

14. If the Visiting Teacher does not work a full day, adjust the Reported Hours to reflect the actual time worked. (The *SmartFindExpress* (SAMS) interface will automatically enter 8hr/day.)

15. If the visiting teacher has reached the requirements for Long Term Status, change job in *SmartFindExpress* (SAMS) to long term.

- LCCVT(Long Term Child Center VT)
- LVT(Visiting Teacher Long Term)

*Note: If Long Term Children's Center Visiting Teacher status is reached, go back and change the SCCVT TRC to LCCVT retroactively to the first day of the assignment. Children's Centers/ECE have different pay rates and long term rule change. Change in SmartFindExpress (SAMS) for new time on the 21st day. Once 20 days complete, go into Time and Labor and change days 1-20 to LCCVT.*

16. Click Submit.

Note: If the absent teacher is split funded, there will be multiple rows of time in Time and Labor for the visiting teacher. The hours will be broken down by the percentage of the funding and each row will have a separate account code. The *SmartFindExpress* (SAMS) interface will allocate the funds to the proper accounts, and if a total of 8 hrs have been worked on the specified days, no adjustments will need to be made. If the visiting teacher worked less than 8 hours, the Timekeeper will need to allocate the hours worked based upon the proportions that *SmartFindExpress* (SAMS) originally entered. For example, if a substitute fills in for a teacher who is 25% funded by Title I funds and 75% funded by District Unrestricted funds, there will be two rows of time in Time and Labor, neither of which will need an adjustment: one with 2 hours with the Title I fund account code and one with 6 hours with the Resource 00010 fund account code.

**Summer School/Intersession**


- Make sure long term jobs have been turned off in *SmartFindExpress* (SAMS) prior to summer school/intersession start.
- If VT assigned as primary teacher for a classroom, change default in *SmartFindExpress* (SAMS) from SVT to SIVTL and change hours to 5.
- If VT is subbing for a teacher during summer school or intersession, change default in *SmartFindExpress* (SAMS) from SVT to SIVT and change hours to 5.



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Welcome to the San Diego City Schools Substitute and Visiting Teacher Resource Site



On April 13th, the Substitute Assignment Management System (SAMS) was upgraded to 'SmartFindExpress', a completely new version of SAMS.

The look is all new and you will notice some added features, but much of the same functionality found in WebCenter is the same in SmartFindExpress. To assist with using SmartFindExpress, new quick reference guides(PDF) are available.

These new guides can be found here on this web page under 'SmartFindExpress Documentation'.

Click the logo above to access SmartFindExpress

[Click for more information](#)

Click the **SmartFindExpress** logo to sign in

**B. How to Login?** (Be sure to read instructions)  
 -Type in your **Access ID** and **Pin** number

**SD San Diego City Schools**  
**CS** HUMAN RESOURCE SERVICES DIVISION

San Diego City Schools SAMS WebCenter

On April 17th, the Substitute Assignment Management System (SAMS) was upgraded to 'SmartFindExpress', a completely new version of SAMS. To assist with using SmartFindExpress, guides are available and can be found on the Substitute and Visiting Teacher web page at <http://www.sandi.net/personnel/subs> under 'SmartFindExpress Documentation'. Please take note of the NEW SAMS Phone Number and Access Procedures: System Changes: The phone number to access SAMS has been changed. The


**SIGN IN**

Access ID

PIN

## C. SmartFindExpress (SAMS) Information to Read

- Scroll down to view important announcements and information including URL to the Professional Development Budget Information page.

 <b>San Diego City Schools</b> <b>HUMAN RESOURCE SERVICES DIVISION</b>	
<b>Welcome, DOE, JANE</b>	<b>Today is June 26, 2006 01:32 pm</b>
<a href="#">Sign Out</a>	
<a href="#">SmartFindExpress</a>	
<b>Home</b>	<b>Welcome DOE, JANE</b>
<b>Administrator</b> <a href="#">Announcements</a> <a href="#">Create Absence</a> <a href="#">Create Vacancy</a> <a href="#">Daily Job Count</a> <a href="#">Job Inquiry/Reports</a> <a href="#">Priority Lists</a>	<b>Please select a menu item to continue.</b>  <p>On April 17th, the Substitute Assignment Management System (SAMS) was upgraded to 'SmartFindExpress', a completely new version of SAMS. To assist with using SmartFindExpress, guides are available and can be found on the Substitute and Visiting Teacher web page at <a href="http://www.sandi.net/personnel/subs">http://www.sandi.net/personnel/subs</a> under 'SmartFindExpress Documentation'. Please take note of the NEW SAMS Phone Number and Access Procedures: System Changes: The phone number to access SAMS has been changed. The new number to access SAMS is 619-297-0304. To assist during this transition, the old SAMS number 619-293-8003 will be forwarded to the new phone number to give you time to take note of the change. Employees / Substitutes SAMS Access: In order to access SAMS on the phone (619-297-0304) you will need to enter both your Six Digit Employee ID followed by the "*" and PIN followed by "*". If you do not know your Employee ID, you can easily find it on one of your pay stubs located near your name. For monthly employees that also accept substitute assignments during the year, you will now always access SAMS with the PIN assigned to your employee profile. The substitute PIN will not work. The employee PIN will give you access to both employee and substitute functions in SAMS. Administrators / Timekeepers SAMS Access: In order to access SAMS on the phone (619-297-0304) you will need to enter both your Admin ID (Starts with 800-.....) followed by "*" and PIN followed by "*". Accessing SAMS on the web (<a href="https://subweb.sandi.net">https://subweb.sandi.net</a>) is the same as before. Help: If you have questions or need assistance, help is just a phone call or email away. Call 619.725.8090 from 6:30 a.m. - 4:00 p.m. and one of the SAMS Operators will be available to assist you. Or if you prefer email, send questions to <a href="mailto:subhelp@sandi.net">subhelp@sandi.net</a>. Thank you.</p> <p><b>Administrator Announcements</b></p> <p>5/17/06 -- IMPORTANT INFORMATION FOR ALL TIMEKEEPERS: To add classified substitutes to your Preferred List, select "Preferred" next to "List Type", then specify the classification(s), ie., SET's, IA's, Clerks, Secretaries, etc. If you just select "Preferred" without specifying the classification, the system will call classified substitutes for certificated jobs.</p> <p>5/9/06-- IMPORTANT INFORMATION FOR ALL TIMEKEEPERS When creating "Daily Absence Report", please do not print any information that should not be made public. On the "Job Inquiry" screen, click "Create Report". On the Job Report screen, only select the items / information that you need. It is very important to de-select External I.D. (Social Security Number) both under Substitute and Employee lists. If you need assistance, please call the Sub Desk at (619) 725-8090. Thank you.</p> <p>5/5/2006 RE: 2006 SUMMER SCHOOL SUBSTITUTE APPLICATION FOR REGULAR/MONTHLY EMPLOYEES We are now accepting 2006 Summer School Applications from regular / monthly employees, both certificated and classified. Call the Sub Help Desk at (619) 275-8090 to have an application form faxed to your site. Please return completed application as soon as possible, but not later than June 1, 2006. Thank you.</p> <p>3/23/06 -- ATTENTION SCHOOL SECRETARIES / TIMEKEEPERS: When SAMS is showing considerable number of unfilled assignments, we stop callout for jobs due to Professional Development and Extra Help to give time for the system to fill assignments due to illness, Personal Emergency, etc. SAMS will continue to call substitutes until 11:55 a.m. Please assist by calling substitutes on your preferred list. Thank you.</p> <p>12/05/2005-IMPORTANT! To be sure that a substitute is qualified to work a certain classification / assignment, check PeopleSoft's listing of substitute assignments showing under 5998, or 5831H for Substitute CDC Teachers and CDC Assistants. A substitute will not be paid for any assignment/classification not showing on her/his list on PeopleSoft Time &amp; Labor. * Under NO circumstance should a substitute be allowed to work without a job number verifiable through SAMS / WebCenter. For questions, please call the Substitute Management Desk at (619) 725-8090. Thank you very much.</p> <p>10/04/05-IMPORTANT ANNOUNCEMENT!!! CREATING A VACANCY OR REPORTING AN ABSENCE FOR AN EMPLOYEE ASSIGNED TO A CENTRAL OFFICE (Education Center, Child Dev't Center, Special Education, etc.) If you have to report a vacancy or an absence and you require a substitute, please leave special instructions to indicate the specific location (with directions, if necessary) where the substitute should report. Include a name and phone number the substitute can call for additional information regarding the assignment. NOTE: When special instruction is not available, we put a "stop callout" to the assignment and no substitute will be called. It is also very important to leave the above information as text message under "Administrator Comments" for future reference since voiced in message is automatically deleted when the assignment status is "Finished". Thank you.</p> <p>8/8/05--VERY IMPORTANT ANNOUNCEMENT!!! It is extremely important to monitor daily assignments on SAMS / SmartFindExpress. Any assignment changes, such as: Cancellations, Reassignments, Changes on work hours, etc. must be made before the end of the work day. Information on SAMS, especially worked hours, automatically populate Time and Labor. To avoid overpayment/underpayment problems, you must check your absence list on SmartFindExpress multiple times, especially before the end of the work day and make the changes before automatic transfer of data takes effect. If you have any questions, call the Substitute Management Desk at (619) 725-8090. Thank you.</p> <p>7/27/05--STAFF DEVELOPMENT PAGE IS LOCATED AT: <a href="http://www.sandi.net/personnel/subs/prof_dev.asp">http://www.sandi.net/personnel/subs/prof_dev.asp</a> Thank you.</p>

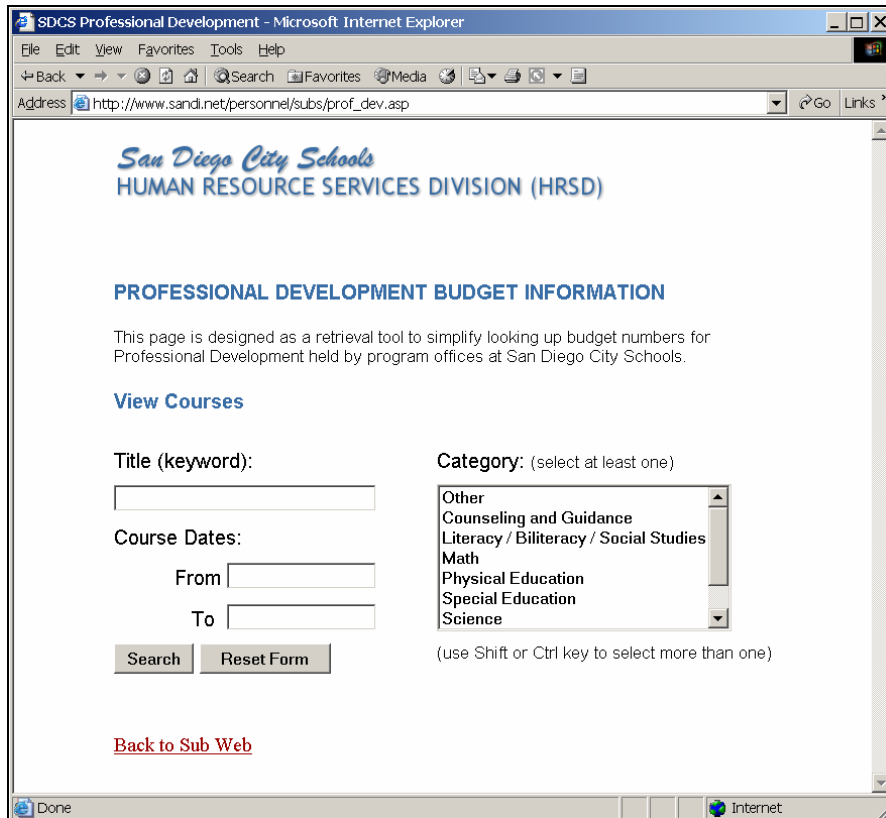
## D. Professional Development Budget Information Page

1. Copy and Paste this website in the address (URL)

[http://www.sandi.net/personnel/subs/prof\\_dev.asp](http://www.sandi.net/personnel/subs/prof_dev.asp)

- Set this website as a favorite

2. Open and view the Professional Development Budget Information page as shown below.



3. Select Category or multiple categories, Keyword (not required) and Course Dates (not required) and select the **'Search'** button.

**View Courses**

**Title (keyword):**

**Course Dates:**  
 From   
 To

**Category:** (select at least one)

- Other
- Counseling and Guidance
- Literacy / Biliteracy / Social Studies
- Math**
- Physical Education
- Special Education
- Science

(use Shift or Ctrl key to select more than one)

Click 'Search' to view results.

Not required, but used to narrow down search.

At least one category required.

4. Results display, locate the workshop and copy the account code needed. (Click on the **'Copy'** link)

**Math**

<u>Title</u>	<u>Dates</u>	<u>Budget #</u>	
Algebra McDougal-Littell (Adoption) at PLNU	10/4/05	5442581610611920102010604	<a href="#">Copy</a>
→ Advanced Algebra Prentice Hall at PLNU	10/6/05	5442581610611920102010604	<a href="#">Copy</a>

Select 'Copy' link

- Open up PeopleSoft Time and Labor, paste into the Combo Code field for the **substitute** by right clicking and selecting **'Paste'**.

PeopleSoft. Home Worklist Add to Favorites

Timesheet

JANE DOE EmpID: 999999  
 Job Title: Subst Tchr Day-To-Day Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 10/14/2005 Refresh << Previous Week Next Week >>

Reported Hours: 16.00 Hours Scheduled Hours: 0.00 Hours

From Friday 10/14/2005 to Thursday 10/20/2005

Fri 10/14	Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Total	Time Reporting Code	Combo Code	Comments
			8.00				8.00	SVT - C - Visit Teacher Day to	5442903410511920102011601	888888 DOE, DAVID
8.00							8.00	SVT - C - Visit Teacher Day to	0350000000011620102010000	777777 DOE, DENISE

Submit

Click the **Submit** button when all appropriate information has been entered.