

Verifying Jobs in SmartFindExpress (SAMS)

As part of the district's effort to reduce overpayments, timekeepers will need to "verify" in the SmartFindExpress (SAMS) system that substitutes assigned to your location actually showed up and worked the assigned jobs. **Substitutes will not be paid unless the jobs they worked have been verified in SAMS.** Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, **it is strongly recommended that timekeepers take a few moments each day to verify the previous day's jobs.** To verify jobs, you'll need to have at-hand the printed substitute sign-in sheet for the day(s) you want to verify; then follow the steps below.

1. In the SmartFindExpress (SAMS) system, select **Job Inquiry/Reports**.

SD USD San Diego Unified School District

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

Home Welcome HEINZELMAN, ADRIENNE

Administrator Please select a menu item to continue.

Announcements

Create Absence

Create Vacancy

Daily Job Count

Job Inquiry/Reports

Location Balances

Priority Lists

Profile Inquiry/Reports

Profile New

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

The Substitute Assignment Management System (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

2. In **Job Type**, select "All". In **Job Status**, select "Finished". In **Sub Status**, select "Filled". Then enter the 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: Finished

Sub Status: Filled

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

Search From: 01/14/2008 To: 01/14/2008

Sort Order: Job # Then by:

Records Per Page: 50

Search More Search Options Create Report Export

Note: If you are a timekeeper for multiple locations, click "More Search Options" and in Location, select the location you want to verify jobs for. (Timekeepers for only one location need not select a location as it is pre-selected for you.)

3. Scroll down to view the search results. With your substitute sign-in sheet for the date(s) selected above in-hand, indicate the jobs which the substitutes actually worked (signed in) in either of the following ways:

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

-Or-

- Click **Set All to Verify**. This automatically checks all the jobs' checkboxes. If not all jobs were actually worked by substitutes, remove checkmarks for those you do not want to verify by clicking the checkbox.

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

4. Click **Save Verified**.

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

If you have questions or need further assistance, please contact the Substitute Help Desk at 619-725-8090.