

Kalispell Public Schools
SmartFind Express

Substitute User Guide:



eSchool
SOLUTIONS

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Logging into SmartFindExpress

Step 1: Go to the Kalispell Public Schools Home Page, www.kalispellpublicschools.org and locate the Quick Links on the right hand side and click on Kalispell Employee Center

News & Announcements

Slight tweak to New Elementary Boundaries beginning in 2019-20 School Year
 The KPS School Board has approved the new adjustments to the Elementary Boundaries below, beginning with the 2019-20 school year.
 For Questions please contact Judy Peiffer at the Elementary Enrollment Office at 406-751-3430

[View More](#)
[View All News](#)

Quick Links

- Superintendent's Message
- 2019-2020 Calendar
- Online Enrollment
- District Directory
- Employment
- Substitute Opportunities
- KPS Employee Center**
- Food Service Parent Portal
- District Events
- District Forms
- Staff Intranet

District Spotlight

OUR KIDS ~ OUR FUTURE

Step 2: Click on Employee Access Center.

KPS Employee Center

Click on the links below to access the different KPS Employee Portals

Employee Access Center	eFinance Plus	KPS Employee Portal
Absence Entry Benefits Enrollment Employee Information Earning Statements, W2s, and 1095Cs Substitute Opportunities Time Sheet Entry Leave Information/Calendar Employee Access Center Directions Login is employee ID# and PW is last 4 of SS #) * Please do not change login credentials for Access Center	Requisitions (see video below) Reports (Power Users can also get to Time Sheet Entry and the Employee Access Center through eFinance) <ul style="list-style-type: none"> Coding 101 PDF Creating a Requisition in eFinance Video link	(Data previous to July 1, 2019) Earning Statements W2's (District Network login credentials)

Step 3: Enter your Log in.

User ID is your Employee ID # and the **Password** is your last 4 digits of your Social Security #

Profile: Kalispell SD - Live ▼

User ID:

Password:

Login

[Forgot your Password?](#)

[Login Page Instructions](#)

Step 4: You are now in the Employee Access Center! Make sure all your information is completed **INCLUDING PHONE NUMBERS! If it is not complete, please update your info and click save!**

eFinancePLUS Employee Access Center

TEST MACTESTERSON

DIRECTIONS: Please ensure that all of the information below is updated and accurate.

If you update your address, then you will need to update your dependents address as well in the deductions and benefits link. If you are updating or changing your name, please provide HR with a copy of your new Social Security Card or Driver's License that reflects the name change. HR can only accept a Social Security Card or Driver's License to verify a name change. Your name will not be officially changed in the system until it is provided to HR.

Unless permission is given by employee to allow more, Employee Information which would be released includes Assignment/Position, Start & Stop Dates, and Salary as allowed by the Freedom of Information Act.


Employee Information		Information	
Employee ID:	10000	Previous Name:	TEST
First Name:	TEST	Release Information:	Yes
Middle Name:		Phone Number:	
Last Name:	MACTESTERSON	Work Phone:	
Suffix:		Work Email:	
Address 1:	2 HOUND DOG LANE	SSN:	000-00-0000
Address 2:		Birth Date:	8/12/2019
City:	KALISPELL	Hire Date:	10 - HUMAN RESOURCE
State:	MT	Department:	10 - HUMAN RESOURCE
Zip:	59901	Check Location:	85 - MAIL
Personal Email:		Personal Cell Phone:	
Other Phone:		Emergency Cell Phone:	
Emergency Contact:		Emergency Phone:	
Physician:		Physician Phone:	
Spouse:		Spouse Phone:	

(Updates have been made to the information above, pending completion by the Human Resources.)



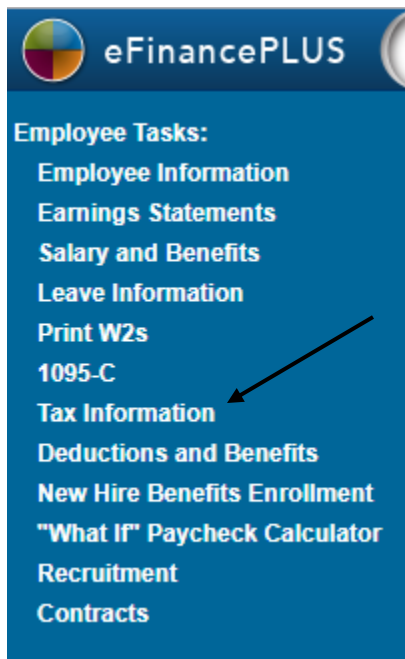
All of your information must be complete in the system, especially your phone number. Please take a few minutes to review and update your information. Everything in this system is dependent on this page, so it is critical that it is correct and complete.

Information			
Employee ID:	10000	Previous Name:	TEST
First Name:	TEST	Release Information:	<input checked="" type="checkbox"/>
Middle Name:		Phone Number:	406-000-0000
Last Name:	MACTESTERSON	Work Phone:	406-751-0000
Suffix:	▼	Work Email:	
Address 1:	2 HOUND DOG LANE	SSN:	000-00-0000
Address 2:		Birth Date:	
City:	KALISPELL	Hire Date:	8/12/2019
State:	MT ▼	Department:	10 - HUMAN RESOURCE
Zip:	59901	Check Location:	86 - MAIL
Personal Email:	tkljgoisjdl@gmail.com	Personal Cell Phone:	406-000-0000
Other Phone:	NA	Emergency Cell Phone:	406-000-0000
Emergency Contact:	Mom	Emergency Phone:	406-000-0000
Physician:	Big Sky Family Medicine	Physician Phone:	406-000-0000
Spouse:	Testla MacTesterson	Spouse Phone:	406-000-0000
Effective Date:	8/24/2019		



Wait, you're not done!!! What about your W2's and 1095-C's?

Please click on Tax Information and click the **Update** button. You have two choices, printed or EAC only. If you choose printed you will receive your tax paperwork on January 31st BUT if you choose EAC you will receive your tax paperwork on December 31st. We recommend choosing the EAC option.



Please fill out corresponding forms with your

Tax Information	
Printed W2 :	W2 in EAC Only ▼
Printed 1095-C :	1095-C in EAC Only ▼

Step 5: Locate Link on the left-hand side of your screen and click on **Absence Entry (SmartFind)**

eFinancePLUS Employee Access Center

Employee Tasks:

- Employee Information
- Earnings Statements
- Salary and Benefits
- Leave Information
- Print W2s
- 1095-C
- Tax Information
- Deductions and Benefits
- New Hire Benefits Enrollment
- "What If" Paycheck Calculator
- Recruitment
- Contracts

Links:

- KPS Website
- KPS Password Reset
- Federal Tax Table
- State Tax Table
- Benefit Summary
- 10 Month Rate Sheet
- Benefits Page on KPS Website
- Time Sheet Entry
- Absence Entry (SmartFind)**
- Substitute Opportunities

Employee Information

NAME: MACTESTERSON, TEST
 Suffix: 2 HOUND DOG LANE
 Address 1: KALISPELL, MT 59901
 Address 2: MT 59901
 City: KALISPELL, MT 59901
 State: MT 59901
 Zip: 59901
 Personal Email: [Redacted]
 Other Phone: [Redacted]
 Emergency Contact: [Redacted]
 Physician: [Redacted]
 Spouse: [Redacted]

1095-C

Tax Information

Deductions and Benefits

New Hire Benefits Enrollment

"What If" Paycheck Calculator

Recruitment

Contracts

Links:

- KPS Website
- KPS Password Reset
- Federal Tax Table
- State Tax Table
- Benefit Summary
- 10 Month Rate Sheet
- Benefits Page on KPS Website
- Time Sheet Entry
- Absence Entry (SmartFind)**
- Substitute Opportunities

Step 6: Enter your User ID and Password again. Also check out the District-wide announcements for your hit submit.

District-wide Announcements

Welcome to SmartFindExpress!

You must first register with the SFE system by calling 1 800 123 1234.

Your Access ID is your Employee ID.

Please make sure to update your email address in your profile to receive important messages and recover your PIV.

Questions? Call 407-123 1234 or Email me: [Rosanne Brown](#)

eSchool SOLUTION SmartFindExpress

User ID: [Redacted]
 Password: [Redacted]

Enter your User ID and Password

Trouble signing in?

Schedule

Click **Schedule** to review or update work schedule information.



General

1. Click **General** from the Schedule menu to display your daily work schedule.
2. Click **New** to make changes to your schedule.
3. On the New Schedule screen, make any modifications to the days and times that you are available for work. The start and end times of the job are displayed.
4. If desired, set up Temporary Do Not Call times.

You will not receive calls for assignments during the time period you specify.
5. To delete a schedule, click the box next to the day you want to remove from your schedule and then click Delete.



You can receive job offers (for future jobs) during calling periods on days that you have no availability unless the days/times are set up as "Do Not Call."

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

☐ ☒ ☒ ☒ ☒ ☒ ☐

Available for assignments: ☒ All Day - or - * Start Time * End Time
 (HH:MM AM) (HH:MM AM)

The system will NOT call: ☐ - or -
 (HH:MM AM) (HH:MM AM)

Save Return To List

Temporary Do Not Call

(This feature is also available from the Profile drop-down menu on your home page.)

1. View/Update your call back number. The number should include the long distance indicator and area code (if required) for the system to call from its location.
2. Specify a temporary 'Do Not Call Until' time if you do not want to be called by the system during the regular calling periods. *T*

The following characters can be used in the Call Back # field: (), -, *, #.

Profile

Call Back #:

Do Not Call Until: (hh:mm am)

Note: Enter a time that is up to 24 hours from now. If a time is not entered, you will be called during regular calling periods.

[Save](#)

Classifications

Click Classifications to see the Classifications you have indicated you will work. *If enabled by your district, this page will contain a New and Delete button for modifying your Classifications.*

Classifications

Classification List

Select	Code	Name
<input type="checkbox"/>	123	ART

[New](#) [Delete](#)

Classifications

Classification List

Code	Name
003	CLASSIFICATION 003
005	CLASSIFICATION 005

Locations

Click Locations to see the Locations you have selected to work. *If enabled by your district, this page will contain a New and Delete button for modifying your Locations.*

Locations

Location List

Delete	Code	Name
<input type="checkbox"/>	101001	EMERSON ELEM

[New](#) [Delete](#)

You will not receive job offers from any other locations unless you are specified.

Locations

Location List

Code	Name
101	Adelphi Elementary
102	TEST LOCATION 102
103	TEST LOCATION 103

Unavail Dates

1. To add unavailable periods for when you are not available to work, click New.

Unavailable Dates

[New](#)

- Specify the date(s) and time that you are unavailable. If unavailable all day, click "All Day." Multiple unavailability times can be entered for a single day. All unavailability times are shown on the Calendar.

- To receive calls for future assignments during the date/time specified for unavailability, check the "Call for future assignments" box.

- To modify an unavailable date, display the Unavailable Date List. Click the Start Date link for the date you want to modify.

New

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	09/08/2010	09/08/2010	All Day

Delete

- Make any updates to the unavailable date on the Modify Unavailable Date screen. Click Save.

Modify Unavailable Date

Note: Times apply to every unavailable day in the date range.

* Date Range

Start: 09/08/2010 (MM/DD/YYYY)

End: 09/08/2010 (MM/DD/YYYY)

* Time

(HH:MM AM) (HH:MM AM)

All Day ☒ - All -

☒ Call for future assignments

Save Return to List

Available Jobs

Click the **Available Jobs** Menu.

Home Schedule **Available Jobs** Review Assignments

- Click Search to display all available jobs, or enter a date range for your search.



When the system calls out in the morning, the available jobs presented on the Web and the IVR are jobs for that day. You may be able to review available jobs for future dates if allowed by your district.

Available Jobs

* Search From: 09/04/2010 (MM/DD/YYYY)

* To: 09/05/2010 (MM/DD/YYYY)

Search

The list of available jobs can change at any time as other substitutes are accepting assignments and jobs are being created.

2. The system displays the list of available jobs. Job listings are preceded by a "Details" or "In Callout" link.

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
Details	09/15/2010 08:00 AM 09/15/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Wed	None No
Details	09/17/2010 08:00 AM 09/17/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Fri	None No

3. Click the Details link for a job to display the job details.

4. View the details of the job on the Available Jobs Detail page. You can also accept the job, decline the job, or return to the jobs list.

Available Jobs

Available Jobs Detail

Job Status: Open/Open
Employee in for: SMITH, JANE
Location: WASHINGTON ELEMENTARY SCHOOL
Address: 100 WASHINGTON LANE
ANYTOWN, FL 33333
Telephone: 407-333-3333
Classification: TEST CLASSIFICATION 101
Voice Instructions: None
Text Instructions: None
Date: 09/15/2010 - 09/15/2010
Weekly Schedule: Wednesday 08:00 AM - 03:00 PM

Select a reason for Declining before pressing Decline Job
Decline Reason:

[Accept Job](#) [Decline Job](#) [Return To List](#)

**Review
job
details**

5. To accept a job, click Accept Job. The Available Jobs Confirmation screen displays. **If the system determines that a substitute is in the process of accepting the job on the IVR, the job will not be assigned. If the job assignment is successful, a job number is displayed.**

Available Jobs

Available Jobs Confirmation

Job Number: 225
Employee in for: SMITH, JANE
Location: WASHINGTON ELEMENTARY SCHOOL
Address: 100 WASHINGTON LANE
ANYTOWN, FL 33333
Telephone: 407-333-3333
Classification: TEST CLASSIFICATION 101
Voice Instructions: None
Text Instructions: None
Date: 09/17/2010 - 09/17/2010
Weekly Schedule: Friday 08:00 AM - 03:00 PM

[Return To List](#)

6. To decline a job, click Decline Job. You may be required to enter a reason for the decline. A Decline message displays on the Available Jobs screen.

When you click Return to List, the following changes may be occurred on the jobs list:

- Details links may show as In Callout for those jobs that are now available and in callout.
- In Callout links may show as Details links for those jobs still available, but no longer in callout.
- Additional jobs may have become available and now display on the list.
- Jobs that are no longer available have been removed from the list.

Available Jobs

Assignment declined successfully.

* Search From: 09/05/2010 * To: 09/17/2010
(MM/DD/YYYY) (MM/DD/YYYY)

[Search](#)

7. To review the details of a job currently being called on by the IVR, click the "In Callout" link for the job. The following message is displayed, *"This job is currently being offered to a substitute. You may retry later."* Click Return to List to return to the jobs list.

Available Jobs

* Search From: 10/06/2010 (MM/DD/YYYY) * To: 10/07/2010 (MM/DD/YYYY)

Search

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
Details	10/07/2010 05:30 AM 10/07/2010 02:00 PM	French Frame - Nutrition Services Agriculture/Biology	Vacancy Thu	None No
Details	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
In Callout	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
Details	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No

Available Jobs

This job is currently being offered to a substitute. You may retry later.

Available Jobs Detail

Job Status: Open/Open

Employee in for: Vacancy

Location: Shared Services - High School Campus - other

Address: 1785 N. Front St
Woodland, OR 97071

Telephone: 15039812600

Classification: Agriculture/Biology

Voice Instructions: None

Text Instructions: None

Date: 10/07/2010 - 10/07/2010

Weekly Schedule: Thursday 07:30 AM - 03:30 PM

[Return To List](#)

Review Assignments

- Click the **Review Assignments** Menu.
- To review all assignments, click Search, or enter a date range or job number to display specific assignments. Select List or Calendar format.
- The default is to display results in List View. Click the Calendar radial button to display your assignments in Calendar format. The start and end times of the job are displayed.

Home Schedule Available Jobs **Review Assignments**

Review Assignments

Display Format: ☒ List ☐ Calendar

Search From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

Job Number: Note: Search by job number will not use the date range

[Search](#)

Calendar View

Calendar View

Search From: 11/21/2013 To: 11/21/2013

Job Number:

Search

Job #	Start Date/Time	End Date/Time	Location	Classification	Employee in for	Work Days
141	11/21/2013 08:00 AM	11/21/2013 04:00 PM	ZZ Test Location	ZZ Test Classification	ZZ Test Employee,	Thu

List View

Job #	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days
141	11/21/2013 08:00 AM 11/21/2013 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Thu

- Click on the job number link for the assignment you want to review. The Review Assignment Detail screen is displayed.
- If cancelling an assignment, the cancellation reason must be selected from the drop-down menu. **Once the Cancel Assignment button is pressed, a "cancelled successfully" message is displayed.**

Review Assignments

Review Assignment Detail

Job Number: 225
 Job Status: Active/Web Sub Search
 Employee in for: SMITH, JANE
 Location: WASHINGTON ELEMENTARY SCHOOL
 Address: 100 WASHINGTON LANE
 ANYTOWN, FL 33333
 Telephone: 407-333-3333
 Classification: TEST CLASSIFICATION 101
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Date: 09/17/2010 - 09/17/2010
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

A Cancellation Reason is required to cancel this assignment

Cancellation Reason:

[Cancel Assignment](#) [Return To List](#)

24350	05/14/2010 07:30 AM	ZZ TEST LOCATION	ZZ Test Employee,
Cancelled	05/14/2010 03:30 PM	ZZ Test Classification	Fri

Finding and Accepting Jobs over the Telephone

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Call-in

From the main menu, select one of the following options.

1. Review or Cancel Assignments

Job information is played. Current and future jobs are played in job number order. After each job is played, you may be allowed to cancel the job. If this option is not played, contact the system operator. To cancel a job, enter a reason from the list of decline/cancellation reasons. Canceling an assignment on the day of the job may result in being disqualified from being offered other jobs for today.

2. Hear Available Jobs

If feature is enabled, listen to available jobs. During morning callout, only jobs for today are played.

3. Review or Modify Callback number

The number currently in your profile is played. Enter all digits that will be required to call you from the location of the system. Include the long distance code and/or area code.

4. Review or modify Temporary Do not Call Time

If feature is enabled, enter a time that the system can resume calling you.

5. Review or Modify Unavailability dates

Your current and future unavailability dates are played in start date order. You are not offered jobs that occur during this period. The unavailability period does not restrict you from calling the system and hearing jobs for any date.

Call-in (continued)

6. Review or Modify Daily Availability

- Review or delete time periods you are available to work.
- Enter a new time period you are available to work.
- Review or delete a time period you do not want to receive calls.
- Enter a new time period that you do not want to receive calls. When entering a time period, select the days/times.

7. Change PIN or Name Recording

Job Offers

When the system calls you about an open job, the job information will play, including the absent employee's name, the location, classification, and dates and times of the job. Also, if special instructions were recorded for the job, they will be played. You can accept or decline the assignment. If you decline the assignment you will be asked to enter a reason for the decline and you may be disqualified from other job offers for that day during the morning callout.

Assignment Cancellations

Substitute cancelled assignment notification calls are made once an hour during callout periods. The details of the cancelled job are played. You will automatically be made available for other jobs during the time period that was held by the canceled job.

Call-out

Substitutes are called and offered jobs. The system may also call to inform a substitute of an assignment cancellation.

A substitute can:

- **Press the star (*) key for the system to wait up to 2 minutes**

When the system calls, if someone else answers the telephone and has to locate you or you have to locate your login information, the system can be told to wait for approximately two minutes. If, at that time no Access ID is entered, the system will disconnect and record that the result of the call was a no answer.

- **Access the system**

Enter your Access ID and PIN, both followed by the star (*) key.