

Kalispell Public Schools SmartFind Express

Employee User Guide: for Attendance and Requesting a Substitute



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](#)

District Spotlight

OUR KIDS ~ OUR FUTURE

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

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.

Your **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!

Employee Access Center

TEST MACTESTERSON

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
- Benefits Summary
- 10 Month Rate Sheet
- Benefits Page on KPS Website
- Time Sheet Entry
- Absence Entry (SmartFind)
- Substitute Opportunities

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.

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


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



IMPORTANT:


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



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.



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

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)**

The screenshot displays the eFinancePLUS Employee Access Center. On the left, a sidebar lists various employee tasks and links. A large black arrow points from the 'Absence Entry (SmartFind)' link in this sidebar to the same link in the right-hand menu. The right-hand menu is a blue sidebar with the following sections:

- 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

The main content area shows a form for updating employee information, including fields for name, address, and contact details. A large black arrow points from the 'Absence Entry (SmartFind)' link in the right-hand menu to the 'Absence Entry (SmartFind)' link in the left sidebar.

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


The screenshot shows the eSchool SOLUTION SmartFindExpress login page. On the left, there is a 'District-wide Announcements' section. On the right, there is a login form with the following elements:

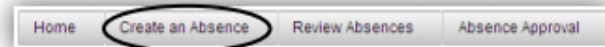
- Fields:** User ID, Password
- Buttons:** Log In
- Links:** Trouble signing in?

A large black arrow points from the 'District-wide Announcements' section to the login form. A bracket on the right side of the login form is labeled 'Enter your User ID and Password'.

Create an Absence

1. Click Create an Absence to display the Create Absence page.
2. The Location field displays your primary location.
3. The Classification field displays your primary classification.

 For Itinerant schedules, all of the locations and classifications you work are visible on the pull-down menu.




Location

To report an absence for a different location, use the drop-down menu to change the location of the job.

Classification

To report an absence for a different classification, use the drop-down menu to change the classification of the job.

4. Select a Reason to assign to this absence.
5. If required, enter a budget code for the reason.

 If you select a reason that requires administrator approval, the Create Job screen displays the following reminder: 'You can continue with the job creation with this reason or choose another reason.' You can also enter an Approval Comment to provide your approver.
*** Absence Approvals may not be used in your district.**

6. Choose **Yes** or **No** to indicate if the absence requires a substitute.

If a substitute is not required to fill the absence, click **No**.



The choice of indicating if a substitute is required is only offered if the absence would normally require a substitute.

Is a Substitute required?: ☒ Yes ☐ No

Click **No** if you do NOT need a substitute for your absence.

7. The default for entry of an absence is today's date. To edit the dates, click the calendar icon to display the calendar, or type in new dates. **You may not enter an absence for past dates.**

8. The selected location's Start Time and End Time are displayed. Substitute times default to the absence times. To change the hour/minute or am/pm indicator, select the field and then use the up or down arrow on your keyboard to make changes.

9. You can modify your work schedule. The workdays must correspond to the days of the absence being reported.

If absence days are non-consecutive, or if each day of the multiple-day job has a different start/end time, make the adjustments to the weekly schedule.

		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Weekly Schedule					
Monday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM

If separate Absence and Substitute times are used, Start/End Time fields will display for both sets of time. A time modification to Absence Start will automatically reflect on Substitute Start Time; a time modification to Absence End Time will automatically reflect on Substitute End time.

10. To specify a substitute for the absence, enter the substitute's ID number. If unknown, click **Name Lookup** to display the Substitute Name Lookup screen.

Substitute Name Lookup

Enter Name (or partial name), then press Search

Last Name: ☐ Begins with ☐ Contains

First Name: ☐ Begins with ☐ Contains

Records Per Page:

Substitute

Specify a Substitute? ID:

Name Lookup

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: ☐ Yes ☒ No

If the substitute has accepted the job, click "**Yes**". The **substitute will be assigned** to the absence and the system will not call the substitute. This is called "Prearranging."

Click "**No**" if the substitute has not accepted the assignment. **Phone calls will be made to offer the substitute the job.** If the specified substitute does not accept the job the system will call other qualified substitutes.

11. Add any instructions you want to provide to the substitute. These instructions will also be voiced to a substitute over the telephone.

Substitute Instructions:

File Attachments: (Maximum file size: 3 MB)

12. Attach any files that you want to provide to the substitute or administrator. Up to three attachments can be added.

13. Click **Continue** for the next page. If any errors are detected on the form, you will have the opportunity to make corrections.

14. Verify the absence information and then click **Create Absence** to create the job and receive a job number. To modify the absence information, click the Cancel button to return to the Create Job screen.

15. Clicking the **Create Absence** button displays the Create Absence Verification screen. A job number is created for the absence.

Create Job

Note - The selected reason requires approval. The system will submit the

Create Absence Confirmation
This absence will not be created until the Create Absence button is pressed

Job Status: Approval Pending/Open
Employee: Karen Anderson
Location: Sunnyland Elementary
Classification: Grade 4
Reason: Professional Development (4)
Approval Comment: ESOL workshop
Budget Code: 23456789
Voice Instructions: None
Text Instructions: None
File Attachments: None
Dates: 02/01/2011 - 02/01/2011
Weekly Schedule: Tuesday 08:00 AM - 03:30 PM 08:00 AM - 03:30 PM
Specified Substitute:
Assigned Substitute:

Create Job

Job Creation - Successful.

Create Absence Verification

Job Number: 24378
Job Status: Approval Pending/Open
Employee: Karen Anderson
Location: Sunnyland Elementary
Classification: Grade 4

COMPLETE! You **MUST** receive a **Job Number** for your absence to be recorded in the system and to receive a substitute.

Review/Modify/Cancel Absences

1. Click the **Review Absences** Menu.
2. Search for absences by date range or enter the job number. Dates can be any date in the past, present, or future.
3. The default is to display the results in List View. Click the Calendar radial button to display your absences in Calendar format. The start and end times of the job are displayed.

Home Create an Absence Review Absences Absence Approval

Review Absences

Review Absences
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

Calendar View

September 2011


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

List View

Job #	Start Date/Time End Date/Time	Location Classification	Reason Substitute
15810	10/14/2009 11:20 AM 10/14/2009 03:20 PM	Heritage Elementary - other Grade 4	Professional - Primary Wilkinson, Sharon
17875	11/12/2009 07:20 AM 11/12/2009 03:20 PM	Heritage Elementary - other Grade 4	Professional - Primary Aulaga, Victoria
19316	01/07/2010 07:20 AM 01/07/2010 03:20 PM	Heritage Elementary - other Grade 4	Professional - Primary Schmeller, Mima

4. Clicking the **job number** link displays the Review Absence Detail screen. You can view, update or cancel future absences.
5. To **cancel an absence**, click the **Cancel Job** button.

The system will notify the substitute of the cancelled job by placing a telephone call. Uncheck the "Notify" checkbox, if the assigned substitute does not need to be notified of the cancellation.

 The **Cancel Job** button may not appear on the screen depending on your district's policies regarding cancelling absences. Please contact your School Administrator if you do not have the ability to cancel your absence.

Review Absences

Review Absence Detail

Job Number: 24378
Job Status: Approval Pending/Open
Location: Sunnyland Elementary
Classification: Grade 4
Reason: Professional Development
Voice Instructions: None
Text Instructions:
File Attachments: None

Add a File: Browse... (Max)

Start Date: 02/01/2011
End Date: 02/01/2011
Weekly Schedule: **Employee** **Substitute**
Tuesday 08:00 AM - 03:30 PM 08:00 AM - 03:30 PM
Specified Substitute: None
Assigned Substitute: Approval Pending
☒ Notify the substitute of a cancellation?

Save **Cancel Job** Return To List

Absence Approval

1. Click the **Absence Approval** Menu.
2. Enter the dates for the search, choose the location of the absence requests, and select the status or statuses for your search. Click Search.
3. The Absence Approval List displays summary information on the absence request.



Absence Approval

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

Location:

Status: ☐ Pending ☐ Approved ☐ Denied ☐ Cancelled

Records Per Page: 50

[Search](#)

Absence Approval

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

Location: WASHINGTON ELEMENTARY SCHOOL

Status: ☐ Pending ☐ Approved ☐ Denied ☐ Cancelled

Records Per Page: 10

[Search](#)

Absence Approval List

Job #	Start Date	End Date	Reason	Status	Level	Last Action By	Last Action
191	07/26/2010 08:00 AM	07/26/2010 04:00 PM	REASON ABSENCE 001	Pending	0/1	Todd,Karen	Submitted

An Absence Approval status can be:

- ✓ Pending (Approval)
- ✓ Approved
- ✓ Denied
- ✓ Cancelled

The Level field shows the approvals received highest level compared to the reason level required.

4. Click the **Level** link to display the **Absence Approval History** log for the request. The log shows the history of actions performed on the request for each level.

Absence Approval History

Job Number: 243


Action	Person	Date	Status
Submitted	Brown,Brett	09/01/2010	Pending
Denied	OPERATOR,ALL	09/01/2010	Denied

[Return](#)

Creating and Modifying 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.

Creating Absences

 Absences can be reported for today, tomorrow, or for specific dates in the future.

1. Call the main system number and enter your Access ID and PIN, both followed by the star (*) key. Select "1" to create an absence.
2. If you have multiple locations and classifications in your profile, select one from the list. **NOTE:** *If you have multiple schedules for the same classification, you may not be able to create your absence on the telephone. You will be able to create the absence on the Web.*
3. Select the absence start/end dates. Indicate whether the absence is only for today, tomorrow, or if you want to enter the dates. Use MMDD format.
4. Select the absence start/end times. The default times for the absence location will play. Accept the default or enter specific times. Use HHMM format. Either the 12-hour clock or military times. Indicate am or pm for the 12-hour clock. If a multiple day absence, each day's times must be confirmed. The absence times are also used for the substitute times.
5. Select a reason for the absence and press the star (*) key. A list of reasons is played, but the reason can be entered at any time.
6. Record special instructions for the substitute. The substitute will know the dates, times, location, classification of the absence and your name.
7. Choose if a substitute is required for the absence.
8. If a substitute is needed, you may specify or prearrange a substitute. Requesting a substitute means that only the specified substitute will be called for that job until the following occurs:
 - A set time designated to release the job to other substitutes
 - The specified substitute declines the job
 - The specified substitute becomes unavailable for the date(s) and times of the job.

The requested substitute can be prearranged. An absence is considered prearranged if you have talked with a substitute. Prearranged substitutes will not be called by the system. They have to access the system to obtain the job number.
9. Obtain the job number. Remain on the line and hear the job number played to you.

Reminder: No Job Number means that the absence has NOT been created!

Review/Cancel/Modify a Job



After reporting an absence, you can call in and review or cancel an absence or modify the special instructions of a future absence.

1. Call the main number and enter your Access ID and PIN, both followed by the star (*) key.
2. Press "2" to review, cancel, or modify an absence.
3. Open and active jobs are played in date order. To view past jobs, use Web access. After each job is played, you can repeat the job information, hear the next job, modify special instructions, or cancel the job. To modify the job's dates, times or reason information, you must cancel the job and then create a new absence.
4. When canceling a job that has an assigned substitute and if allowed, you will be asked to indicate if the system should call the assigned substitute. To confirm cancellation, please wait until the system says, "Job number xxxxxx has been cancelled." If you do not stay on the telephone to hear the cancellation confirmation, there is no guarantee that the absence has been cancelled.

Entering Alphabetic Characters on the Telephone:

Press the digit that corresponds to the letter. For example, for A, B or C press 1.

If the system determines there are multiple codes that apply to the key presses, you will hear a list of codes. Choose the correct code from the list.