

<http://starkcountyesc.eschoolsolutions.com>

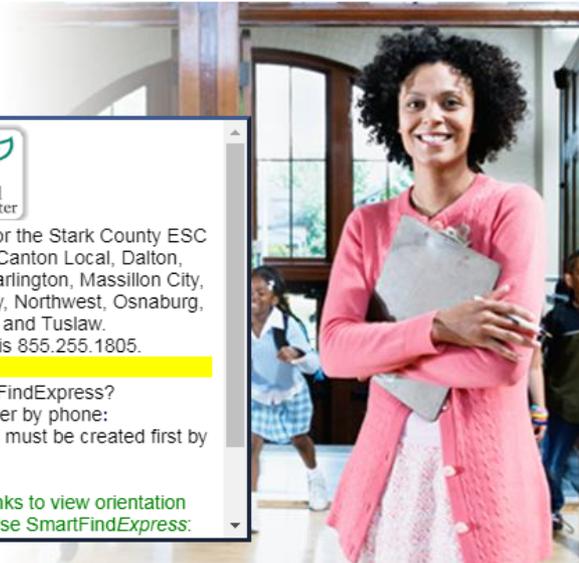
1-855-255-1805



Welcome to SmartFindExpress for the Stark County ESC school districts: Brown Local, Canton Local, Dalton, Fairless, Lake, Louisville City, Marlinton, Massillon City, Minerva Local, North Canton City, Northwest, Osnaburg, RG Drage, Strasburg, and Tuslaw.  
Your SFE phone number is 855.255.1805.

First time using SmartFindExpress?  
\*You MUST first register by phone:  
**Your Password = Your PIN** (And must be created first by phone)

Please click on the following links to view orientation videos on how to register and use SmartFindExpress:



Unified Talent  
**SmartFind Express**

Error - The Access ID or PIN are not valid. Please check Access ID and PIN.

User ID  
 Password

[Trouble signing in?](#)



# If you have trouble logging in.



Please enter your User ID and the security code shown below.  
Your password will be sent to the email address on your profile.

\*User ID:



\*For security, please enter  
the code shown above:

[Submit](#) [Back](#)

From this page you can create an absence, review your absences, or look at your absence approvals.

Choose Create an Absence to start the process.

The screenshot displays the SmartFind Express web application interface. At the top left is the logo for Unified Talent SmartFind Express. To the right is the Stark County educational service center logo. A navigation bar at the top right contains links for Profile, Help, and Sign Out. Below this is a user role selector showing 'Administrator' and 'Employee' options, with the current date and time 'August 14, 2019, 11:47 AM'.

The main content area is titled 'Home' and includes a welcome message for 'REBECCA SHONK'. A section titled 'Today's Jobs: 08/14/2019' contains a table with the following data:

Total Jobs	2
No Sub Required	2
Filled	0
Not Filled	0
Fill Rate	100.0 %

Below the table is an 'Export Fill Rate History' button. A 'Jobs: Day of Week, Reason' button is on the left, and a 'Refresh Charts' button is on the right. A line chart titled 'Total vs Filled Jobs' for the period '08/08/2019 - 08/21/2019' shows the number of jobs over time. The y-axis is labeled 'Number of Jobs' and ranges from 0.00 to 2.00. The x-axis shows dates from 08/10 to 08/21. The chart shows a total of 2 jobs on 08/10 and 08/11, and 1 job on 08/12, 08/13, 08/14, 08/15, 08/16, 08/17, 08/18, 08/19, 08/20, and 08/21. The filled jobs are 0 for all days shown.

Choose yes if a sub is required and Continue.  
If no sub is required, choose no and Continue.

### Create Job

Is a Substitute required?:  Yes  No

[Continue](#)

Use the drop downs to fill in your location, classification, and reason for your absence. Once a reason is chosen a box will appear where you can enter text to “plead your case”.

Home   Create an Absence   Review Absences   Reason Balances   Absence Approval   August 14, 2019, 1:31 PM

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**Create Job**

**Create Absence**

**Absence Information**

To complete this absence, press Continue and proceed until a job number is assigned.

Location: Northwest Central Office 1800

Classification: Administrator (NSR)

Reason:

Budget Code:

Dates: Start  End   
(MM/DD/YYYY) (MM/DD/YYYY)

**REPORTING MULTIPLE DAYS?**

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.

If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Absence		
Weekly Schedule	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input checked="" type="checkbox"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>
Tuesday <input checked="" type="checkbox"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>
Wednesday <input checked="" type="checkbox"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>
Thursday <input checked="" type="checkbox"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>
Friday <input checked="" type="checkbox"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>

File Attachments:  No file chosen (Maximum file size=512K)

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**Custom Fields**

Bill District:

This shows the drop down box where you would add details about the absence. Enter start and end dates, and times if the absence only needs to be a half day. You can upload a doctors slip or other documentation. Click CONTINUE.

**Create Absence**

**Absence Information**

To complete this absence, press Continue and proceed until a job number is assigned.

Location: Northwest Central Office 1800

Classification: Administrator (NSR)

Reason: 01 Sick Leave-Personal Illness

Approval Comment: Follow up ~~appt~~ from surgery (Maximum Characters=256)

Dates: Start 08/29/2019 End 08/29/2019  
(MM/DD/YYYY) (MM/DD/YYYY)

**REPORTING MULTIPLE DAYS?**

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.  
If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Absence		
Weekly Schedule	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input type="checkbox"/>	08:00 AM	04:00 PM
Tuesday <input type="checkbox"/>	08:00 AM	04:00 PM
Wednesday <input type="checkbox"/>	08:00 AM	04:00 PM
Thursday <input checked="" type="checkbox"/>	12:00 PM	03:15 PM
Friday <input type="checkbox"/>	08:00 AM	04:00 PM

File Attachments: Choose File No file chosen (Maximum file size=512K)

**Custom Fields**

Bill District:

**Continue** **Reset**

Please review the data and if OK, click Create Absence.

Create Job

**Note - The selected reason requires approval. The system will submit the request for approval when you confirm this absence.**

Create Absence Confirmation

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

Job Status: **Approval Pending/NSR-No Sub Allowed**  
Employee: REBECCA SHONK  
Location: Northwest Central Office  
Classification: Administrator (NSR)  
Reason: 01 Sick Leave-Personal Illness  
Approval Comment: Follow up appt from surgery  
Budget Code: None  
Voice Instructions: None  
Text Instructions: None  
File Attachments: None  
Dates: 08/29/2019 - 08/29/2019  
Weekly Schedule: Employee  
Thursday 12:00 PM - 03:15 PM  
Specified Substitute:  
Assigned Substitute:  
Bill District:

[Create Absence](#) [Cancel](#)

The next screen shows you've been successful in the absence creation and will give you a job number. This job number should be kept in case of changes in the absence and is also provided to the sub for reference and payment.

Create Job

**Job Creation - Successful.**

Create Absence Verification

**Job Number:** 32252  
**Job Status:** Approval Pending/NSR-No Sub Allowed  
**Employee:** REBECCA SHONK  
**Location:** Northwest Central Office  
**Classification:** Administrator (NSR)  
**Reason:** 01 Sick Leave-Personal Illness  
**Approval Comment:** Follow up appt from surgery  
**Budget Code:** None  
**Voice Instructions:** None  
**Text Instructions:** None  
**File Attachments:** None  
**Dates:** 08/29/2019 - 08/29/2019  
**Weekly Schedule:** Employee  
Thursday 12:00 PM - 03:15 PM  
**Specified Substitute:**  
**Assigned Substitute:**  
**Bill District:**

[New Absence](#)