

SmartFind Express

How to Register and Create an Absence

****If you are a new employee, you may not be in SmartFind yet. You will be in by your first pay from the ESC.****

Registering:

1. Call (937) 588-6195
2. It will ask for your Employee # and PIN # which are both the same. There are multiple ways to receive your Employee #.
 - a. On the EAC. After logging in – the first page will show your Demographic Information. Your Employee ID will show there.
 - b. Records. Once logged into Records, click Files and you will see your Employee # under your name.
 - c. If you have tried a and b and still can't find your Employee #, please ask your supervisor.



District Username

Password

Submit

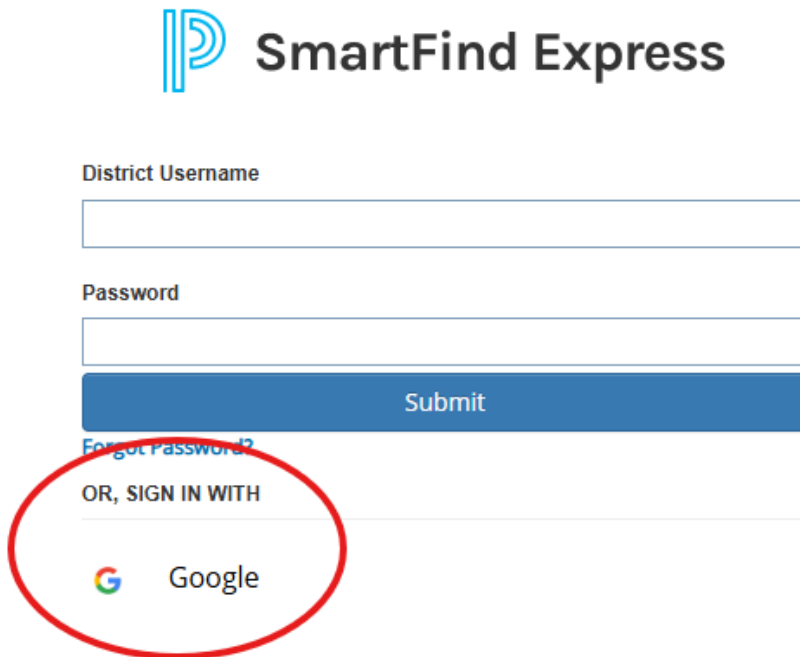
[Forgot Password?](#)

OR, SIGN IN WITH



Google

4. To log in you will want to click “Sign in with Google”



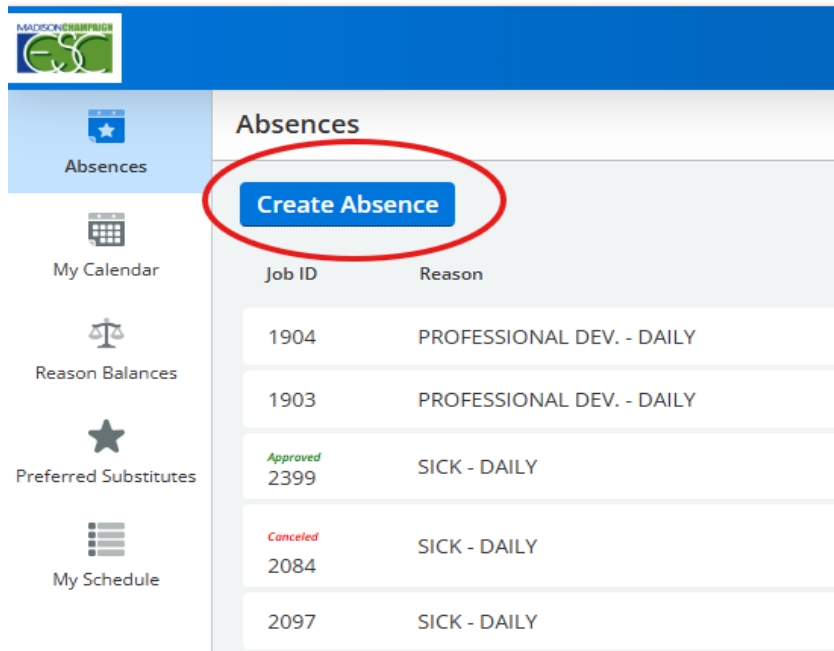
The image shows the SmartFind Express login interface. At the top is the logo, which consists of a blue stylized 'P' followed by the text 'SmartFind Express'. Below the logo are two input fields: 'District Username' and 'Password'. A blue 'Submit' button is positioned below the password field. To the left of the 'Submit' button is a link that says 'Forgot Password?'. Below the 'Submit' button is the text 'OR, SIGN IN WITH'. Underneath this text is a red oval highlighting a Google sign-in button, which features the Google 'G' logo and the word 'Google'.

**** You should never be logging in with a District Username****

5. After clicking “Sign in with Google” you will use your ESC email address and password to log in.

Creating an Absence:

1. After logging in, it should show you a list of your Absences. On this page click “Create Absence” at the top of the screen.



2. It will take you to the Create Absence screen.

a. Select your Absence Reason – Sick, Personal, or Professional Development. Make sure you put the reason you are taking the absence in the “Approval Comment” section.

Create Absence

Basic Information

Absence Reason Required

AB JURY DUTY 404

PERSONAL - DAILY 402

PROFESSIONAL DEV. - DAILY 403

SICK - DAILY 400

- b. Select the date. Make sure under “Date Selection Options” it shows Calendar Dates. You can select multiple dates if needed.

Absence Dates

Date selection options

Calendar Dates

< Jan 2025 >

Sun	Mon	Tues	Wed	Thurs	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	31	

- c. Specify how long you will need the absence for. Full day, half day, or a custom time.
- If you do not need a sub that day, click the “No Sub Required” box.
 - If you are putting in an absence from the past, you will want to click the “No Sub Required” box as well.

Schedule

Custom times for each day (Advanced Absence) ☐

Choose this if your absence will need different requirements on different days

01/29/2025 -
01/31/2025

☐

No Sub Required

☐ Full Day

☐ Half Day-AM

☐ Half Day-PM

☒ Custom Day

Absence Schedule

11:00 am

2:30 PM

d. Click “Best Match” for substitute and then click “Submit”.

Substitute

☒ Best Match

☐ Specify
(Note: The specified substitute will be typically the first person offered the job, based on district settings)

Class Instructions

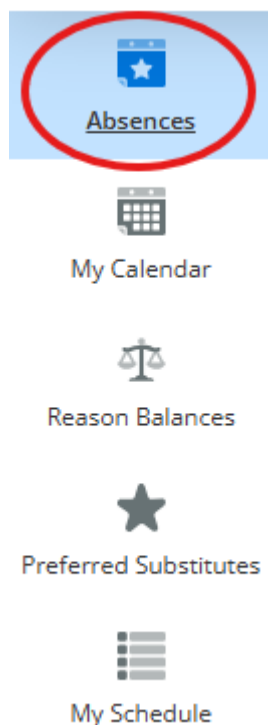
Characters Remaining: 1000

Add Files

[Browse...](#)

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

3. All absences that have been entered into SmartFind will show under “Absences” on the left side of the screen.



Viewing Leave Balance:

1. Click “Reason Balances” on the left side of the screen.
Your personal and sick leave balance should show there.

