

Quick Tips Handbook

Substitute Services

2023/2024

Talent Management Division
Substitute Service Department
100. N. University Dr
Fort Worth, TX 76107
817-814-2780
SUBSTITUTES@fwisd.org

The screenshot shows the login interface for SmartFind Express. On the left, a blue sidebar contains the PowerSchool logo and a scrollable text box with instructions for users having trouble logging in. The main content area features the Unified Talent SmartFind Express logo, followed by input fields for Access ID and Password, a blue Submit button, and a link for 'Forgot Password?'. A language dropdown menu in the top right corner is set to 'English'. At the bottom, there is a copyright notice and a small Privacy/Terms icon.

PowerSchool

Language
English

FORT WORTH INDEPENDENT SCHOOL DISTRICT
Welcome to SmartFind Express!!

If you are having trouble or are not able to login, please click on Forgot Password under the Blue Submit button.

ments.

If you do not know your Employee ID number please click the link below.
[Find Employee I.D. Number](#)
You may also find your Employee I.D. number on

Unified Talent
SmartFind Express

Access ID

Password

Submit

Forgot Password?

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Privacy - Terms

Who Registers for a PIN

All full-time employees that are in a benefit position must register with the FWISD SmartFindExpress® absence reporting system. This includes:

- All school site personnel
- Department personnel
- Maintenance personnel
- Custodial personnel
- Food Service Personnel

When?

New hire employees can register within 10 working days after their new hire orientation. If you are unable to register within 10 working days, please e-mail us at TSSI. Include full name and Employee number of the person unable to register. Email address:

SUBSTITUTES@fwisd.org

How to Register for a PIN Using Phone

Employees can only register by telephone, NOT on the WEBSITE

- Pre-select a PIN, at least 5 digits in length;
- Call 817-814-SUBS (7827);
- When prompted, use your Employee ID as your Access ID, followed by the “□” and also use your Employee ID as your PIN followed by the “□”. (You will change this later when prompted).
- Voice in your name (this recording will be heard when subs review your absences/ assignment).
- Review your work location, assignment, and hours worked (if any of this is not correct, have your school/department secretary notify TSSI after you have finished registering).
- When prompted, enter your pre-selected PIN. (Your Access ID will remain as your Emp ID but, your PIN will now be whatever you have pre-selected.) Be sure to keep your PIN in a safe place.
- You can continue using the system to report an absence or simply hang-up.

How to Register Website Password

- Open your Internet browser and access the SmartFindExpress® site, <https://fortworth.eschoolsolutions.com/logOnInitAction.do>. The system Welcome message and any district-wide announcements are displayed.
- Enter your Access ID and your PIN you just created over the phone.
- The system will prompt you to create a password. At least 8 total characters (1 alphabet character, 1 number or special character).
- Once logged in, ensure your location and classification is correct in the system under the profile tabs. If change is needed, please email SUBSTITUTES@fwisd.org.
- Verify your email address is correct. If not, there you may add the email. This will ensure you receive any notifications on your absence.

You will have 2 different log-ons for SmartfindExpress®

Phone: USER ID: EMPLOYEE ID & PIN* (numeric)*

Website: USER ID: EMPLOYEE ID & PASSWORD (Letters, numbers, and/or special character)

Important Phone Numbers

SmartFindExpress® AUTOMATED LINE:

817-814-7827

SUBSTITUTE SERVICES

DEPARTMENT:

817-814-24780

FAX:

817-814-2785

SmartFindExpress®

CALL OUT TIMES

Daily	Today's Jobs	Future Jobs
Mon-Thur	Starts at 5:25 a.m. till 10:30 a.m. or until 35% of the job has finished.	4:00 pm - 10:30 pm
Friday	Starts at 5:25 a.m. till 10:30 a.m. or until 35% of the job has finished.	4:00 pm – 9:30 pm
Saturday	None	1:00 pm – 9:00 pm
Sunday	None	1:00 pm – 10:00 pm
Holidays	None	3:30 pm – 9:00 pm

Administrator's

Browser Access Instructions:

Open your web browser and access the SmartFindExpress® sign in page.
<https://fortworth.eschoolsolutions.com/logOnInitAction.do>

Review the messages above the Sign In. Enter your Access ID and PASSWORD. Review additional announcements on your home page, if any.

Please note: To access the website, you **MUST** register over the phone first, as previously instructed. To log in enter your Employee ID, as your Access ID, then your PIN number. The system will then prompt you to create a password for the on-line system.

Password should contain a total of 8 characters. (Alpha, at least 1 number or special character)

Announcements

- Create a new announcement
 - Select *New* button
 - Select the location for the announcement (default is your location)
 - Type in the text of the announcement
 - Select the *Save* button

Tip: You can use your announcement page to list your school's address and phone number

Create an Absence

Note: It is without a doubt the employee's responsibility to report their own absences. Entering an employee's absence should only be done if employee is physically unable to do so.

- **Enter employee's access ID or use the *Name Lookup* button.** If *Name Lookup* is selected:
 - Enter the employee's first or last name (enter full or partial name)
 - Select the *Search* button
 - Select the Employee from the list by choosing the *Name* link
- Select a Location (default is employee's primary location)
- Select Classification (default is employee's primary classification)
 - To select a different classification, click the drop-down menu and choose the classification
- **Select Reason for this absence from the drop-down menu**
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed.**
 - To change defaults, enter the time in HH:MM a.m. or p.m. format (HH:MM AM/PM)
THERE MUST BE A SPACE BETWEEN THE MINUTES AND AM/PM
 - Ensure that the correct time is entered; if the times for the substitute are different than the absence times, please enter the adjusted times
- **Multiple Day (Recurring) Absence:** Select the *Modify Schedule* button
 - The default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
 - Select the *Continue* button
- To request a particular substitute:
 - Enter the substitute's Access ID number or use the *Name Lookup* button to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - **Yes = substitute is prearranged and will not be called and offered the job**
 - **No = call will be placed and the substitute will be offered the job**
- Enter special instructions for the substitute to view
 - Such as parking space, location of lesson plans, or who to report to
- Enter comments for administrator viewing only
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number. If you do not receive a job number, the job was NOT created.**

Create a Vacancy

Quick Vacancy Entry for one (1) day for today using default times:

- **Change calendar to correct track (187-day employee use track *calendar 1*)**
- **Select Classification for Vacancy**
- **Follow steps in Create an Absence Entry, starting at “Select Reason”**
- **Enter Budget Number (See Budget Number page for additional info.)**
- **Position Control Number if this is an unfilled position**
- **Select the Create Vacancy button to receive a Job Number**
- **Please record this job number**

[Please use the classification codes and reasons listed on pages 9 thru 14.](#)

Daily Job Counts

The Daily Job Count allows you to search and view a count of jobs at your location for a month. Past, present and future job counts can be viewed.

- Select Month and Year (defaults to current month and year)
- Select Reason for absence or leave blank for all reasons
- Select Location (default will be your location)
- Select *Search* button

You may search other months by using the Previous Month or Next Month buttons.

Job Inquiry/Reports

Job Inquiry allows you to search, view, and print job reports for your location. Past, present, and future jobs may be viewed or modified.

Today's Job Inquiry

- Select the **Search** button or **Create Report** button for a list of all jobs for today

Job Inquiry

- **Enter a Job Number or Search criteria for a list of jobs**

Search Criteria

- Job Types - All (both Absences and Vacancies), Absences and Vacancies
 - Job Status
 - All ~ listing of "All" active, finished, and canceled assignments for that day
 - Open & Filled ~ listing of Open and Filled Jobs, not finished or canceled
 - Open ~ listing of all Open (Unfilled) jobs, not listing filled, finished, or canceled jobs
 - Filled ~ listing of all filled jobs, not listing open, finished, or canceled jobs
 - Finished & Verified ~ listing of all finished and verified jobs, not listing open, filled, or canceled jobs
 - Finished ~ listing of all finished jobs, not listing open, filled, or canceled jobs
 - Verified ~ listing of all verified jobs, not listing open, filled, canceled, or finished
 - Canceled ~ listing of all canceled jobs, not listing open, filled, finished, or verified jobs
 - Sub Status
 - All ~ is a listing of all jobs with any Sub Status
 - No Sub Required ~ is a listing of all jobs with a Sub Status of "No Sub Required"
 - ♣ No Sub Required is when a substitute is not allowed either by that position or by choice of the employee
 - Filled ~ is a listing of all jobs with a Sub Status of "Filled"
 - ♣ This means that the job has a substitute assigned
 - Not Filled ~ is a listing of all jobs with a Sub Status of "Not Filled"
 - ♣ This means that the employee requested to have a substitute, but the absence was unable to be filled
 - Date Range - Defaults to Today. Enter dates or use the calendar icons to select dates
 - Select the **More Search Options** button to expand search criteria options to create a more defined search
- Select Sort Order
 - Budget Code, Classification Name, Employee Name, End Date, Job # (default), Location Name, Reason Name, Start Date, Job Status, Job Sub-Status, Substitute Name
 - Select "Then By" Sort order (same options as Sort Order)
 - Select the **Search** button to view a list of jobs or select other options
 - **Create Report** creates a printed report of the selected job information. The report setup screen allows a choice for the printing of detailed or summary information
 - **Export** creates a data file of the job information

- If you pressed the **Search** button, select the **Job Number** link to view details of the job:
 - You can view by who and when the job was created
 - Job status
 - Special Instructions
- Other actions on the job detail screen:
- **Filling Details** button – Detailed information regarding all calls and disqualifications for the job
 - **Return to List** button – Return to the list that was created by the search

[For any modifications or deletions for **past day** jobs, please email the Substitutes Services Department at SUBSTITUTES@fwisd.org.](mailto:SUBSTITUTES@fwisd.org)

Priority Lists

View, modify, and print priority lists of substitutes for your location. Substitutes are assigned a list number and level, which determines the order they will be called for jobs. The lowest order is called first.

Priority Lists Inquiry

- Enter the search criteria or press the **Search** button for all priority lists
 - Select List Type from drop-down menu (Preferred)
 - Select Classification from drop-down menu (Leave blank to see all)
 - Enter location (if needed)
 - Enter employee's access ID or use **Name Lookup** button (Leave blank to see all)
 - Enter substitute's access ID or use **Name Lookup** button (Leave blank to see all)
- Select the sort order
 - Select sort by (default Substitute name) and "then by" sort order
- Select the **Create Report** button for a report
 - A report setup screen allows the choice of data to be included on the report
 - Select the **View Report** button
- Select the **Search** button for the search list
 - To Modify Priority List
 - E-Mail TSSI your correction
 - TSSI will e-mail you a confirmation when the request is completed

Profile Inquiry/Reports

View and/or print a list of Employees and/or Substitutes for your location.

Profile Inquiry Tab

- Enter name, access ID, external ID, or call back number (substitute only)
- Select the **Search** button
- Select a profile by clicking the **Select** link by the name
- View basic profile information on the profile tab
- Select employee or substitute tab and links within the tabs for detailed information

Employee Inquiry Tab

- Enter search criteria or select the **Search** button to return all employees at your location(s)
- Select a profile by clicking the **Name** link
- View basic information on the profile tab
- Select the employee tab and links within the tabs for detailed information

Employee Report from the Employee Inquiry Tab

- Enter search criteria or leave blank for all employees at your location(s)
- Select the **Create Report** button
 - Select a report type from the report setup
 - Employee Detail Report
 - Employee Labels
 - Employee List
- Select the **View Report** button

Select the **View Report** button

Notes:

Extra Help Classification Codes**

THIS IS THE ONLY TIME “10 Extra Help” CAN BE USED FOR ANY REASON

- 35 Extra Help Teacher \$94.00 PER DAY
- 80 Extra Help Clerk \$94.00 PER DAY
- 81 Extra Help Secretary \$94.00 PER DAY
- 113 Ex Help T/A SP ED Severe \$94.00 PER DAY
- 114 Ex Help Teacher SP ED Severe \$94.00 PER DAY

YOU MUST USE REASON CODE “10” EXTRA HELP WITH THESE CLASSIFICATION CODES.

****Please do not assign a retired substitute to Extra Help positions without their permission**

Elementary Auxiliary Classification Codes

- 37 Teacher Assistant – Elementary/Regular Classroom
- 38 Teacher Assistant – Elementary/Bilingual
- 39 Teacher Assistant – Elementary/PE
- 40 Teacher Assistant – Elementary/Special Education
- 41 Teacher Assistant – Elementary/Special Education (Diapering, Feeding, Lifting)
- 42 Teacher Assistant – Elementary/Special Education/Bilingual
- 43 Teacher Assistant – Elementary/Special Education/Deaf
- 44 Teacher Assistant – Elementary/Special Education/Behavior Improvement Class
- 45 Teacher Assistant – Elementary/Special Education/Autism
- 46 Deaf Interpreter (Must be approved and have a good knowledge of Sign Language)
- 49 Registrar
- 53 Secretary
- 54 Clerk
- 58 Computer Clerk
- 259 Teacher Assistant – Secondary/In House Suspension
- 260 Teacher Assistant – Secondary/Regular Classroom
- 261 Teacher Assistant – Secondary/Bilingual
- 262 Teacher Assistant – Secondary/PE
- 263 Teacher Assistant – Secondary/Special Education
- 264 Teacher Assistant – Secondary/Special Education (Diapering, Feeding, Lifting)
- 265 Teacher Assistant – Secondary/Special Education/Bilingual
- 266 Teacher Assistant – Secondary/Special Education/Deaf
- 267 Teacher Assistant – Secondary/Special Education/Behavior Improvement Class
- 268 Teacher Assistant – Secondary/Special Education/Autism

Elementary Classification Codes (cannot not be used with extra help classification codes)

- 1 Pre-Kindergarten
- 2 Bilingual Pre-Kindergarten
- 3 ESL Pre-Kindergarten
- 4 Kindergarten
- 5 Bilingual Kindergarten
- 6 ESL Kindergarten
- 7 Grade 1 or 2
- 8 Bilingual Grade 1 and 2
- 9 ESL Grade 1 or 2
- 10 Grade 3
- 11 Bilingual Grade 3
- 12 ESL Grade 3
- 13 Grade 4 or 5
- 14 Bilingual Grade 4 or 5
- 15 ESL Grade 4 or 5
- 16 Physical Education/Elementary
- 17 Art/Elementary
- 18 Music/Elementary
- 19 Montessori/Elementary
- 20 Chapter I/Elementary
- 21 Gifted/Elementary
- 22 Special Education/Elementary
- 23 Special Education/Bilingual
- 24 Special Education/Pre-School Handicapped/Diapering Feeding/Lifting
- 25 Special Education/Pre-School Handicapped/Bilingual/Diapering/Feeding/Lifting
- 26 Special Education/Orthopedically Handicapped/Diapering/Feeding/Lifting
- 27 Special Education/Severely Handicapped/Diapering/Feeding/Lifting
- 28 Special Education/Visually Handicapped
- 29 Special Education/Deaf
- 30 Special Education/Behavior Improvement Class
- 31 Special Education/Autism
- 55 Counselor
- 56 Librarian
- 57 Nurse
- 58 Administrators/Supervisors/Coordinators
- 59 Computer Literate Elementary Teacher
- 60 Speech Teacher/Elementary
- 61 Speech Therapist
- 62 Instructional Specialist
- 63 Audiologist

YOU MUST USE REASON CODE "16" UNFILLED PROFESSIONAL WITH THESE CLASSIFICATION CODES.

Secondary Classification Codes (cannot not be used with extra help classification codes)

- 64 6th or 7th Grade Teacher
- 65 Coed PE Teacher
- 201 Art/Secondary
- 202 Business
- 204 Reading/Chapter I/Chapter II
- 205 English
- 206 ESL
- 206 Language Arts
- 207 Journalism
- 208 Speech
- 209 Drama
- 210 Computer Literacy
- 211 Spanish
- 212 Latin
- 213 French
- 214 German
- 215 Russian
- 216 Home Economics
- 217 Health Education
- 218 PE/Boy's Secondary
- 219 PE/Girl's Secondary
- 220 Music/Secondary
- 221 Choral
- 222 Strings
- 223 Band
- 224 Orchestra
- 225 Social Studies/Economics/Geography/Government/History/Sociology
- 226 Science/Biology/Chemistry/Earth Science/Geology
- 227 Physical Science/Chemistry/Physics
- 228 Montessori/Secondary
- 229 Math/Secondary
- 230 Algebra

YOU MUST USE REASON CODE "16" UNFILLED PROFESSIONAL WITH THESE CLASSIFICATION CODES

Secondary Classification Codes (Continued - cannot not be used with extra help classification codes)

231	Trigonometry
232	Geometry
233	Calculus
234	Industrial Technology (All Areas)
235	Auto Body
236	Auto Mechanics
237	Bricklaying
238	Drafting
239	Metal Shop
240	Small Engines
241	Upholstery
242	Communications
243	Electronics
244	Electrical
245	Print Shop
246	Cosmetology
248	In House Suspension Teacher
249	Special Education/Secondary
250	Special Education/Bilingual/Secondary
251	Special Education/Preschool Handicapped/Diapering/Feeding/Lifting/Secondary
252	Special Education/Preschool Handicapped/Bilingual/Diapering/Feeding/Lifting/Secondary
253	Special Education/Orthopedically Handicapped/Diapering/Feeding/Lifting/Secondary
254	Special Education/Severely Handicapped/Diapering/Feeding/Lifting/Secondary
255	Special Education/Visually Handicapped/Secondary
256	Special Education/Deaf/Secondary
257	Special Education/Behavior Improvement Class/Secondary
258	Special Education/Autism/Secondary
269	ROTC - Teacher
270	VOC - Marketing
271	Special Education/Vocational Education – Secondary (Plants, Health, Office, Housekeeping, Job Centers)

YOU MUST USE REASON CODE “16” UNFILLED PROFESSIONAL WITH THESE CLASSIFICATION CODES.

ELEMENTARY LEADERSHIP ACADEMY Classification

The following classification codes are assigned to the Schools within the Leadership Academy Program ONLY. **DO NOT USE** if you are not at one of these locations.

(Cannot be used as extra help)

- 401 LA ELEM -ART
- 402 LA ELEM-BIL 1 OR 2
- 403 LA ELEM-BIL4 OR 5
- 404 LA ELEM-BIL GRADE 3
- 405 LA ELEM- BILING KINDER
- 406 LA ELEM-BILING PRE-K
- 407 LA ELEM-BILING SPED
- 408 LA ELEM-BILING SPED DFL
- 409 LA ELEM-CHAPTER 1
- 410 LA ELEM-COM LIT / TEACH
- 411 LA ELEM-EARLY LITERACY
- 412 LA ELEM-ESL 1 OR 2
- 413 LA ELEM-ESL 4 OR 5
- 414 LA ELEM- ESL GRADE 3
- 415 LA ELEM-ESL KINDER
- 416 LA ELEM-ESL PRE-K
- 417 LA ELEM-GIFTED
- 418 LA ELEM-GRADE 1 OR 2
- 419 LA ELEM- GRADE 3
- 420 LA ELEM-GRADE 4 OR 5
- 421 LA ELEM- KINDERGARTEN
- 422 LA ELEM-MONTESSORI
- 423 LA ELEM-MUSIC
- 424 LA ELEM-PE
- 426 LA ELEM-PRE-K
- 427 LA ELEM-SPED ED
- 428 LA ELEM-SPED AUTISIM
- 429 LA ELEM- SPED BHIC EMR
- 430 LA ELEM-SPED DEAF
- 440 LA ELEM-SPED ORTH DFL
- 441 LA ELEM-SPED SER H DFL
- 442 LA ELEM-SPED VIS HND
- 443 LA ELEM-SPEECH TEACHER

YOU MUST USE REASON CODE “16” UNFILLED PROFESSIONAL WITH THESE CLASSIFICATION CODES

ELEMENTARY LEADERSHIP ACADEMY Classification (Secondary)

The following classification codes are assigned to the Schools within the Leadership Academy Program ONLY. **DO NOT USE** if you are not at one of these locations.

(Cannot be used as extra help)

- 448 LA SEC 6TH OR 7TH
- 449 LA SEC ART
- 451 LA SEC BAND
- 452 LA SEC BUSINESS
- 453 LA SEC CHORAL
- 454 LA SEC DRAMA
- 455 LA SEC ENGLISH
- 456 LA SEC ROTC
- 457 LA SEC SCI, BIO, CHM, GEO
- 458 LA SEC SOC STY/EC.GE.GO
- 459 LA SEC SPED
- 460 LA SEC SP/BHVR IMPR
- 461 LA SEC SPANISH
- 462 LA SEC SPED HANDI DFL
- 463 LA SEC ESL
- 464 LA SEC IN HOUSE TEACHER
- 465 LA SEC LANGUAGE ARTS
- 466 LA SEC MATH
- 467 LA SEC PE-BOYS
- 468 LA SEC PE-GIRLS
- 469 LA SEC READING CHAP 1
- 470 LA SEC MUSIC

YOU MUST USE REASON CODE “16” UNFILLED PROFESSIONAL WITH THESE CLASSIFICATION CODES

Budget Codes

All vacancies require a budget code. Do not verify vacancies using a ZERO. This can cause a substitute to have issues with their pay.

Absences that require Budget numbers:

- 23 Pull Out
- 37 Staff Development (Out of District)
- 38 Staff Development (In House)
- 7 Staff Development (In District)
- 8 Professional Trip

Do Not verify the above absences using a ZERO if a sub has worked in that job for the day.

When should one contact the Budget Department for assistance?

- Budget code is needed for a job.
- To ensure budget numbers are active and strung.
- Additional assistance is needed regarding budget numbers.

Phone: 817-814-2170 Email: BudgetDeptString@fwisd.org

NOTES:

SPLIT JOB FUNCTION

Click the Split Job button to split the single or multi-day job into new job segments and to add or modify substitute assignments for each job segment.

For Multi-day jobs, there are two Split Job options: Separate Job and Split At. These options can be applied separately or used together to split a job.

- Separate Job – This option separates a specific day(s) of the job from the original absence.
- Split At – This option separates days of the job beginning from a specific day forward.

When a multi-day job is split, the system displays a Split Job Preview that shows how the job will be split. Substitute assignments can be added or modified for each job segment from the preview pane.

Employees and substitutes receive email notification when an absence is split. Substitutes are notified when they are removed or added to a job.

The system displays various alerts before and during the Split Job process to ensure that system users are aware of the Split Job action being performed on a job. The alerts include:

- Job Detail Page – A Split Job Confirmation message is displayed when the Split Job button is clicked on the Job Detail page. The person initiating the split must confirm the Split Job action before the system will proceed.
- Job Inquiry Page – After the split is in progress, the status of the job being split is shown as Stopped/Open in the Job List.
- Job Detail Page – After the split is in progress, the job status is shown as Stopped/Open in the Job Detail section.
- Job Detail Page – During the split job process, a system message is displayed at the top of the Job Detail page to alert users of the split job action being applied to the job. The name of the person performing the job split is provided.

Split Job for Multi-Day Jobs

A multi-day job can be split into separate jobs using the Separate Job and/or Split At options. Substitute assignments can be added or modified for each job segment. The original job retains the job number and the new job segments created from the 'split' receive new job numbers.

After a job is successfully split, other job specific modifications can be made to the jobs.

Job Detail - Split Job Button

On the Job Detail page, click the Split Job button.



The Split Job Confirmation message is displayed. When a job is being split, it is automatically stopped from callout and restarted after the job is successfully split. To continue with the Split Job request, click 'Yes.'



Split Job Page

The Split Job page is displayed after the Split Job request is confirmed. The Split Job page contains the job details and the split job options: Separate Job and Split At. The Split Job options can be applied to the entire job

or to individual days of the job. The date, day and job times for each day of the job are listed in the Job Days table.

Each split job request is shown with a Split Job Preview that shows how the job will be split based on the selections made:

The screenshot shows a 'Split Job' preview window. At the top, it displays job details: Job Number: 02, Location: ZZ Test Location, Classification: ZZ Test Classification, Employee: ZZ Test Employee, and Access ID: 4001. Below this is a 'Job Days' section with 'Continue' and 'Cancel' buttons. A table lists job days from 04/21/2014 to 04/24/2014, with columns for Date, Day, Times, Separate Job, and Split At. All 'Separate Job' checkboxes are checked, and all 'Split At' checkboxes are unchecked.

Date	Day	Times	<input checked="" type="checkbox"/> Separate Job	<input type="checkbox"/> Split At
04/21/2014	Monday	07:30 AM-03:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/22/2014	Tuesday	07:30 AM-03:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/23/2014	Wednesday	07:30 AM-03:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/24/2014	Thursday	07:30 AM-03:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Separate Job Option – All Days or Individual Days

Use this option to create separate jobs for each day of the job, or for selected days of the job.

Separate Job – All Days

Click the ‘Separate Job’ checkbox in the header to automatically mark each day of the job for separation. Separate jobs are created for each day of the multi-day job.

The following Split Job Preview shows:

- 4/21 is a separate job. This job will retain the original job number.
- 4/22 is a separate job. This job receives a new job number.
- 4/23 is a separate job. This job receives a new job number.
- 4/24 is a separate job. This job receives a new job number

Split Job

Job Number: 92
 Location: ZZ Test Location
 Classification: ZZ Test Classification
 Employee: ZZ Test Employee
 Access ID: 4001

As you select the checkboxes, you will see a preview of how the job will be split below this area. Click **Expand All** to view all the splits together based on your selection. If you are satisfied with your split, click **Continue** to modify Substitute information for each split.

Job Days Continue Cancel

4 items found, displaying all items.

Date	Day	Times	<input checked="" type="checkbox"/> Separate Job	<input type="checkbox"/> Split At
04/01/2014	Monday	07:30 AM-03:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/02/2014	Tuesday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/03/2014	Wednesday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/04/2014	Thursday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4 items found, displaying all items.

Split Job Preview Expand All

- 04/21/2014 07:30 AM - 04/21/2014 03:00 PM
04/21/2014 Monday 07:30 AM-03:00 PM
- 04/22/2014 07:30 AM - 04/23/2014 03:00 PM
- 04/23/2014 07:30 AM - 04/23/2014 03:00 PM
- 04/24/2014 07:30 AM - 04/24/2014 03:00 PM

Split At – Individual Day(s)

Check a box in the ‘Split At’ column to mark the date that a separate job will start from. A separate job starting from that date is created.

The Split Job Preview shows:

- 4/21 is a separate job. This job will retain the original job number.
- 4/22 - 4/23 is a separate job. This job receives a new job number
- 4/24 is a separate job. This job receives a new job number.

Split Job

Job Number: 92
 Location: ZZ Test Location
 Classification: ZZ Test Classification
 Employee: ZZ Test Employee
 Access ID: 4001

As you select the checkboxes, you will see a preview of how the job will be split below this area. Click **Expand All** to view all the splits together based on your selection. If you are satisfied with your split, click **Continue** to modify Substitute information for each split.

Job Days Continue Cancel

4 items found, displaying all items.

Date	Day	Times	<input type="checkbox"/> Separate Job	<input type="checkbox"/> Split At
04/01/2014	Monday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input type="checkbox"/>
04/02/2014	Tuesday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/03/2014	Wednesday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/04/2014	Thursday	07:30 AM-03:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4 items found, displaying all items.

Split Job Preview Expand All

- 04/21/2014 07:30 AM - 04/21/2014 03:00 PM
04/21/2014 Monday 07:30 AM-03:00 PM
- 04/22/2014 07:30 AM - 04/23/2014 03:00 PM
- 04/24/2014 07:30 AM - 04/24/2014 03:00 PM

Using Both Split Job Options

The Split Job options can be used together. The multi-day job can be separated into separate jobs and split into separate jobs.

The Split Job Preview shows:

- 4/21 is a separate job. This job will retain the original job number.
- 4/22 is a separate job. The ‘Separate Job’ checkbox is enabled for 4/22. This job receives a new job number
- number
- 4/23 – 4/24 is a separate job. The ‘Split At’ checkbox is enabled for 4/23. A separate job starting from 4/23 is created. This job receives a new job number.

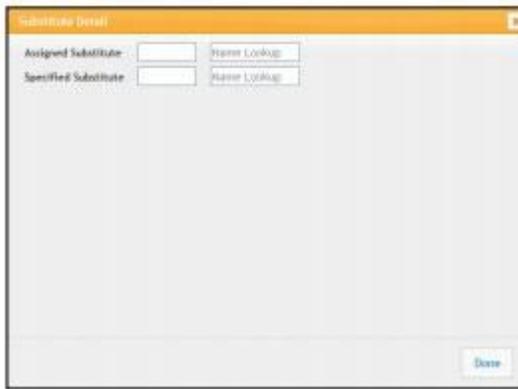
After the split job selections are confirmed on the Split Job page, click the Continue button to display the Split Job Review screen.

Split Job Review

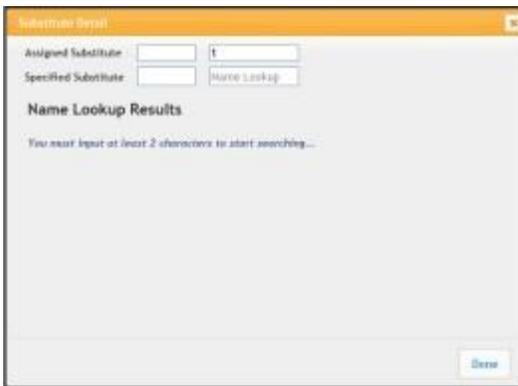
The Split Job review page shows the segments for each split job. To make modifications to the Substitute assignments, click the Edit Substitute link for the job segment. The Substitute Detail page is displayed.

Substitute Detail

To add or modify substitute assignments, enter the substitute ID or if the ID is unknown, click Name Lookup to search for the substitute. Click ‘Done’ to assign the substitute to the job.



Name Lookup - At least 2 characters must be entered in the Name Lookup field to start the substitute search.



To add a substitute to the job, click on the substitute name. The substitute ID and name are added to the Substitute field.



Click 'Done' to return to the Split Job Review screen.

Split Job Review –Confirm

On the Split Job Review page, the Substitute information for the job segments is displayed. If not shown, click

the arrow next to the Edit Substitute link.

After the substitute assignments have been completed for the job segments and the job splits have been reviewed, click Confirm to have the job splits processed. The following message is displayed, “Please wait while the job is being split.”

Job Inquiry Page - Split Job Success

After the job is successfully split, the Job Inquiry page for the job is displayed. All of the jobs created from the split are listed with the new job numbers. Click the arrow next to the job number to see additional job details. If no additional changes are required, click ‘Done’ to complete the process.

Employee's Info

To Report an Absence

- Call 817-814-7827
- Enter your Access ID and your PIN
- Listen carefully and follow the prompts to report your absence.

List of reasons when reporting your Absences are:

Follow each number with the "star key *" button, if using the automated system.

****The reasons in GREEN will require supporting documentation for Payroll.
Documents may be uploaded to Smartfind, under the documents tab.****

- 1 Sick
- 2 Personal Business
- 3 Bereavement Leave (immediate family only up to 2 days per occurrence)
- 5 Jury Duty
- 6 Family Emergency
- 7 Staff Development in District
- 8 Professional Trip
- 9 Maternity Leave
- 11 Admin Leave with pay (approved by HR)
- 12 Bereavement Leave Dock Sub Pay (up to 3 days per occurrence)
- 14 Workers Compensation
- 15 Military Leave (long term)
- 18 FULL DOCK OF PAY
- 19 Assault Leave (must be approved by HR)
- 20 Orientation
- 21 Legal Services (must be approved by the Legal Department)
- 22 FMLA (must have Employee Services Approval)
- 23 Pull Out
- 24 Compensatory Time
- 25 Military Leave (short term)
- 33 Promethian training
- 34 admin leave w/o pay
- 37 Staff Development (out of District)
- 38 Staff Development (in-house)
- 39 Local Personal Days (for employees working 240 days or more)
- 49 Remote Work - ADA accommodations
- 50 Remote Work - Pullout

REMOVAL OF SUBSTITUTE

The following document will be used to remove a substitute from returning to your school.

1. All fields must be completed, in order to validate the request.
2. Statements are required and shared with the substitute during their briefing.
3. Fax the “Removal of Substitute” and any/all statements to the Department of Professional Standards and the Substitute Office **ONLY** when the following applies:
 - A sub has endangered a student or staff member.
 - A sub has physically harmed a student or school staff member.
 - A sub has harassed a student or school staff member.

(All other requests are submitted to the Substitutes Department only.)

4. Be sure to retain a copy for your records. A member of the Central Calling Office or Department of Professional Standards may contact you for clarification on the request.
5. If you have questions regarding the form or inquiries regarding your list of removed substitutes, please call the Central Calling Office at the numbers listed below.

Central Calling Office:

Phone: 817-814-2780

Fax: 817-814-2785

Office of Professional Standards:

Phone: 817-814-1880

Fax: 817-814-1885

REMOVAL OF SUBSTITUTE FROM SCHOOL ROSTER

****To be Completed by the Administrator ONLY****
Central Calling Office Email: substitutes@fwisd.org OR FAX to: 817-814-2785

DATE OF INCIDENT _____

Job Number _____

School Number _____

School Name _____

Substitute Name _____

Employee Number _____

Reason for Request: (Please check the appropriate box)

- | | |
|---|---|
| <input type="checkbox"/> Failure to report to assignment | <input type="checkbox"/> Inappropriate language |
| <input type="checkbox"/> Leaving assignment without proper approval | <input type="checkbox"/> Inappropriate behavior |
| <input type="checkbox"/> Repetitive tardiness to assignment | <input type="checkbox"/> Failure to follow lesson plans |
| <input type="checkbox"/> Failure to maintain classroom control | <input type="checkbox"/> Other |
- I have spoken with the substitute about this matter.
 I have NOT spoken with the substitute about this matter.

PLEASE NOTE

Additional information **MUST** be given to document your request for the removal of this substitute from your roster. This information will be shared with the substitute.

Please submit any and all statements from staff and/or students

Administrator's Name (Print)

Date

Administrator's Signature

Date

F.A.Q.'s

Q1. *Why do we have to e-mail TSSI?*

A1. TSSI is a group e-mail that the office shares to have a better control of completing all request in the order received.

Q2. *Do I need to address the e-mail to TSSI?*

A2. Yes, addressing your e-mail helps us better serve you. It allows us to quickly recognize and complete your request.

Examples:

- PAY RATE ADJUSTMENT
- DELETE ABSENCE or VACANCY
- REPORT A PAST ABSENCE
- STEP/COMBO
- MISSING JOB NUMBER

Please do not e-mail the same request twice, unless the first request was not entirely processed.

Q3. *What is considered a ½ day absence?*

A3. A ½ day absence has to be entered in four-hour increments. For example, if you're scheduled to work 8:00 am – 5:00 pm, then your 1/2 day for the morning will be called in from 8:00 am – 12:00 pm and your ½ day for the afternoon will be 1:00 pm – 5:00 pm.

****Please keep in mind that anything reported over the 4-hour rule will be charged a full day****

****Food Service Employees who work 4-hour work days need to use 2 hours for a ½ day absence****

Q4. *What do I do if a substitute is a “No Show”?*

A4. Use the SmartFindExpress® to pull up the “Job Details”, find out what time the sub took the job, call the sub, maybe he/she is running late. Determine for yourself, if the sub could be running late....

- Attempt to contact the substitute, if no contact is made;
- Then call the Central Calling Office to see the office can contact the sub;
- If no response from substitute, substitute can be removed from assignment by either party.

Q5. *An absence was reported, but it did not show up in Kronos, what do I do?*

A5. Many times, an absence will not show up in Kronos. If this happens you will need to do 2 things:

1. Verify that the absence exists in SmartFindExpress®.
2. Make sure that the absence has been verified in SmartFindExpress®.

Once these two conditions are met, the payroll secretary will have to manually enter the absence into Kronos.

Q6. *I tried to pre-arrange a substitute but the system told me he was unavailable, Why?*

A6. There are several reasons for this. The most common reason is that the substitute blocked her/himself in the system to reduce phone calls. Therefore, he must go back into the system to make her/himself available first, so you can then pre-arrange him. Or the substitute has pending assignments that overlap with what you are trying to enter. Have the substitute check his schedule for availability.

Remember, a substitute CANNOT cancel an assignment to take another.

Q7. *How can I change/delete an absence?*

A7. You may make changes and delete absences for employees at your location. These changes must be made prior to verifying the job. Once the job has been verified, the Central Calling Office will be the only entity able to make changes from that point forward. Please e-mail us a request on two conditions: substitutes@fwisd.org

1. The school secretary or administrator has to e-mail TSSI for changes.
2. If the changes are for the secretary, the administrator must submit a request for changes. Include all pertinent information. (ex. Job number, employee id, date, etc.)

Failure to meet the conditions: will delay the completion of requests.

Q8. *Can I switch a substitute from one assignment to another assignment?*

A8. Yes, the Principal or Asst. Principal can switch a substitute from one assignment to another within reason. Meaning you can switch a substitute from a “Math Class” to “PE”, “Reading” or “Science” ... you cannot switch the substitute to a “Special Ed” assignment, if the substitute does not agree. **Also, it is very important not to switch a retired substitute to a vacancy or extra help position without their permission. Placing them into a vacancy without their consent could result in the loss of their annuity payments.**

Q9. *Do substitutes get planning periods?*

A9. No, substitutes do not get planning periods, unless they are on a long-term assignment. You may utilize substitutes during that time to cover for another class, help in the office, or monitor lunch rooms. Substitutes are not allowed to show up late or leave early if their planning periods fall at the beginning or end of the day.

Q10. *My 180-day substitute is here in a ½ day assignment; does he stay for the whole day?*

A10. Yes, the 180-day substitute will stay there the whole day (most of the times). It is rare when we assign a 180-day substitute two ½ day assignments. If the 180-day substitute will be at two locations for the day the Central Calling Office staff will notify the morning location of the afternoon assignment.

Q11. *What if I forget my pin/password?*

A11. The “[Trouble signing in?](#)” supports users who want to log into the system, but have forgotten their password. When this link is selected, the system displays the Password Reminder Request page. The user’s Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.* **For any questions, you may email us at SUBSTITUTES@fwisd.org or call 817-814-2780.**

******MUST DO Tasks******

- ❖ If an employee at your location is out for the day, check to see if they have reported their absence. District Policy requires all employees to report their own absences. If they are unable to report due to an emergency, please report the absence for them.
- ❖ Substitutes should have job numbers for their daily assignments. If there is no job they will receive no pay.
- ❖ Ensure all jobs are verified daily. Before verifying, ensure budget numbers, substitutes, and any other pertinent information is correct in each job.
- ❖ Make sure subs have turned in their time cards and that they are signed by all required parties.
- ❖ If you have a vacancy and no substitute picked up the assignment, at the end of the day you will need to cancel the job.
- ❖ New employee transferred to your location, check to see if they are listed under your location. If you can not see them, contact our office to update.
- ❖ Contact our office via email or phone with any questions regarding Smartfind.

SUBSTITUTE SERVICES

DEPARTMENT:

817-814-24780

Office Email:

SUBSTITUTES@fwisd.org

FAX:

817-814-2785

