

Employee Quick Reference Card

SFE Phone Number **410-638-4625**

SFE Help Desk Phone Number **410-809-6341**

Web Browser URL <https://sems.hcps.org>

SFE Help Desk Email: SUBSUPPORT@HCPS.ORG

ID _____

PIN _____

System Calling Times to Substitutes

| Week Day | Today's Jobs | Future Jobs |
|----------|---|-----------------------|
| Weekdays | Starts at 5:30 a.m. Continues to try to fill until individual job's start time | 6:00 p.m. – 9:45 p.m. |
| Saturday | None | None |
| Sunday | None | 6:00 p.m. – 9:45 p.m. |
| Holidays | None | 6:00 p.m. – 9:45 p.m. |

Absence/Vacancy Reasons

| Number | Description | Number | Description |
|--------|------------------------------------|--------|--|
| 1 | Death in Immediate Family | 7 | Worker's Compensation |
| 2 | Death Out of Immediate Family | 8 | Legal Summons |
| 3 | Personal Illness | 9 | Religious Holiday |
| 4 | Jury Duty (documentation required) | 10 | Prof Dev School Authorized |
| 5 | Illness in Family | 11 | Field Trips |
| 6 | Urgent Business | 12 | Prof Dev County Authorized |
| | | 13 | Other (Explain in Admin Comments)- ADMIN USE ONLY |

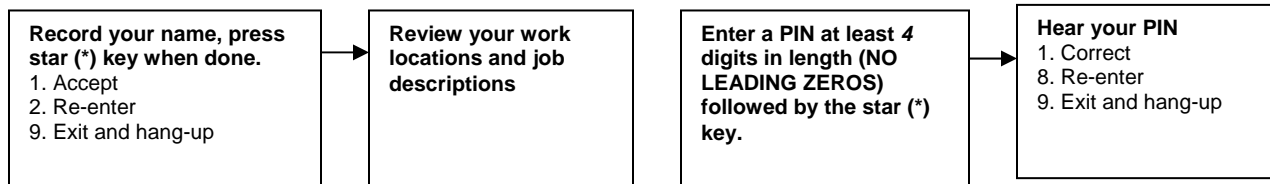
Employee Registration

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

If you do not have a PIN, enter your Access ID followed by the star (*) key.

Name does not exist

PIN is not valid



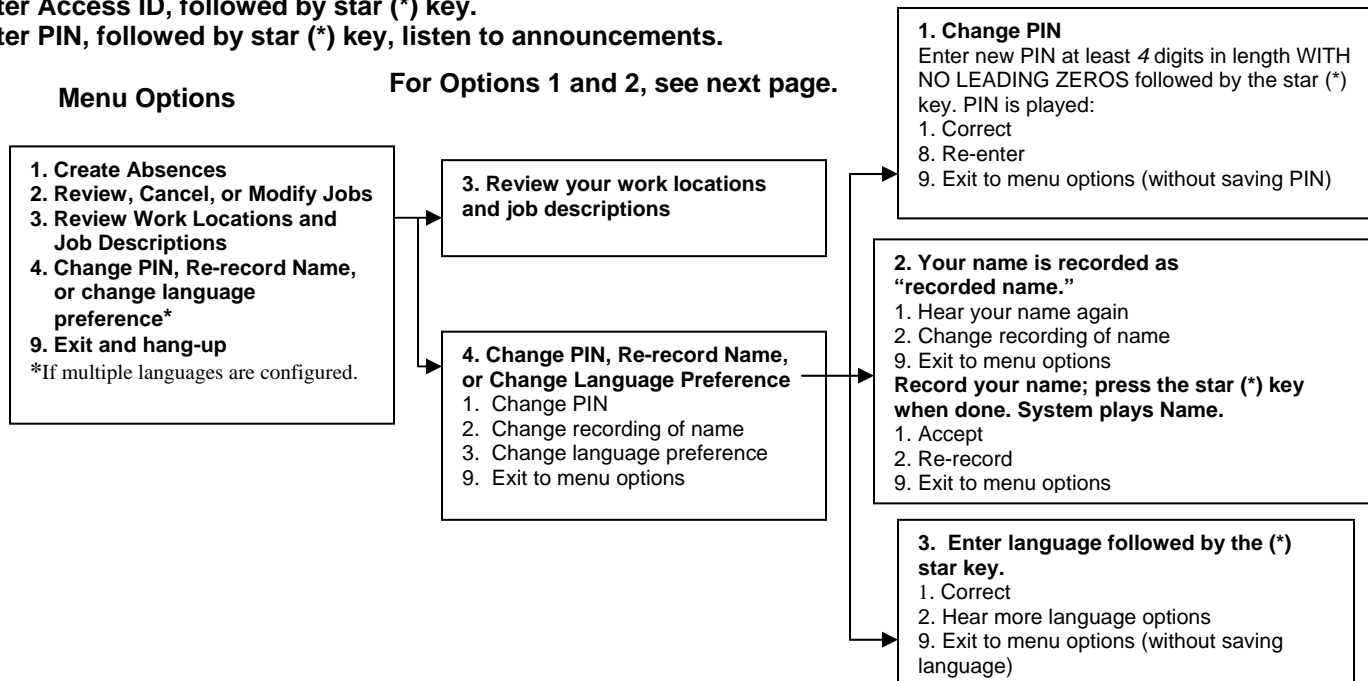
Employee Menu

Enter Access ID, followed by star (*) key.

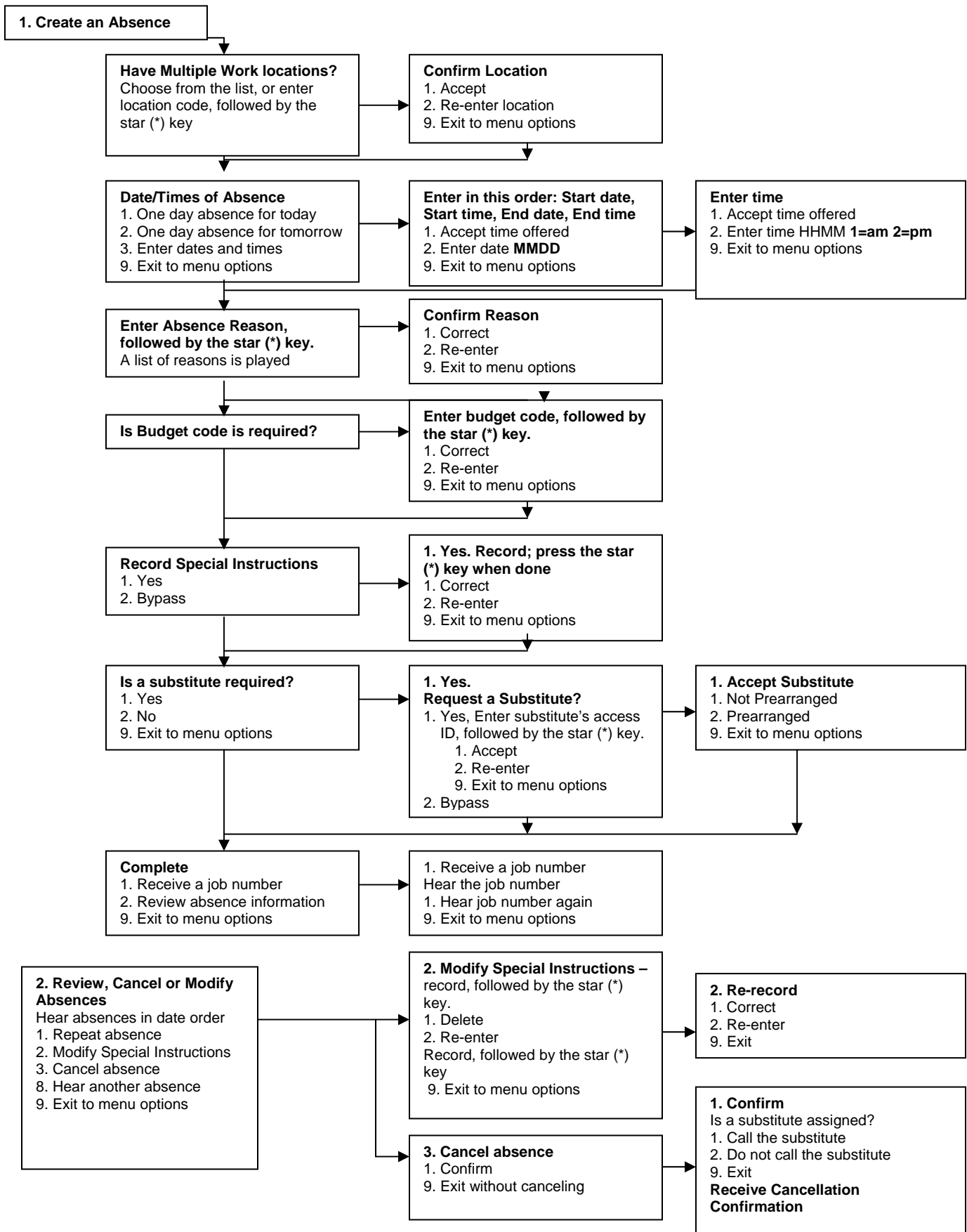
Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

For Options 1 and 2, see next page.



Employee Menu



**HARFORD COUNTY PUBLIC SCHOOLS
EMPLOYEE BROWSER ACCESS**

Web Browser Access Instructions

Web Browser URL <https://sems.hcps.org>

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your User ID and Password. Review additional announcements on your home page, if any.

LANGUAGE SELECTION

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page, and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the *Submit* button on the Sign In page.

PIN/PASSWORD REMINDER

The "Trouble Signing in?" link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/Password request page. Your User 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.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user's profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

PROFILE

- Choose the *Profile* link to review current status and address information, and to add or change the email address on your profile.
 - Select the *Email* link to add or change the email address on your profile.
 - Type in the email address
 - Select the *Save* button

Create Absence

Important Note: Items in Bold are required to complete an Absence and receive a Job Number.

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- Enter Budget Code, if applicable.
- **Indicate if a substitute is required for this absence.**
 - **Choose Yes or No**
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon

**HARFORD COUNTY PUBLIC SCHOOLS
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- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - 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.
 - Your 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
- Request a particular substitute
 - Enter the substitute's access ID number or use the Search feature 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
- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

Review/ Cancel Absences

Review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing.