



SMART FIND EXPRESS – RUNNING REPORTS

THE DAILY REPORT PROVIDES PLANNING TOOLS TO ADDRESS AND COMPLETE YOUR SHORT AND LONG TERM SUBSTITUTE NEEDS.

JOB AID TO SUPPORT THE REPORT PROCESS - VIEW ABSENCES AND SUBSTITUTES

TIMEKEEPERS/SECRETARIES SHOULD

- Run absence reports at the beginning and end of day to plan properly.
- Ensure all jobs are properly in the system, including start and end dates.
- Ensure known future openings have been entered. Assist principal with planning ahead.
- Make sure all subs in the building have a job number in the SmartFind Express.
- Assist in orienting subs in the building and with proper policies and procedures.
- Provide emergency lesson plans to substitutes if necessary.
- Extend assignments by calling the sub center before 11 AM and before the absence expires
- Review assignments at the start and end of the day.
- Train and encourage all staff to enter their Smart Find absence as immediate as possible.

WHAT SHOULD PRINCIPALS BE LOOKING FOR ON THE REPORTS?

- Who is absent? Why? Plan ahead for how long.
- Dates of absences (Identify any patterns? Friday/Monday?)
- Class coverages (if no sub)
- Absence abuse.
- Budget concerns.
- Consistent subs in the classroom
- Refer to [Substitute Daily Routine](#).
- Ensure staff is utilizing the SFE system with the correct guidelines and lockouts.
- Ensure staff is following absence time guidelines for every absence.

WHAT SHOULD PRINCIPALS DO WITH THE INFORMATION?

- Ensure substitute coverage for current day, and subsequent days, including long-term absences to guarantee consistent coverage.
- Anticipate staffing needs.
- Change subs based on assignment needs (absence extensions or modifications)
- Open Positions/Staffing need changes
- Budget Concerns

RUNNING REPORTS:

How do I run a report to view daily absences and substitutes?

1. Go to www.clevelandmetroschools.org, then select staff, then select CMSD Substitute Center
2. Login into SFE using the school access id and pin, then under the Administrator tab, select Job Inquiry/Reports. You will see the following:
 - a. Job type – to view all your assignments, or just absences or just vacancies
 - b. Job status- “open & active” will show current and future days
 - c. Job status- “all, exclude cancelled” will show any assignments when viewing the past
 - d. Dates- chose your date range for the report
 - e. More search options- allows you to choose more specific categories to view

*You may choose the PDF version of the report or import to Excel

The report calculates your fill rate and absence ratio for possible absence abuse when you choose the Totals section at the bottom of the page.

The report lets you view an absence or current assignment start and end dates including the reason of the absence or assignment. This will assist you in planning and covering the classroom including determining whether to shorten or extend the substitute request in advance. Always work with your Talent Management Partner.

GO TO THE CMSD WEBSITE, TO THE STAFF DROP DOWN MENU,
CLICK THE CMSD SUBSTITUTE CENTER.

The screenshot shows the Cleveland Metropolitan School District website. The navigation menu includes 'ABOUT US', 'BOARD', 'CEO', 'DEPARTMENTS', 'SCHOOLS', 'PARTNERS', 'NEWSROOM', 'Parents', and 'Staff'. The 'Staff' dropdown menu is open, showing options like 'Workday', 'Office 365', 'CMSD Substitute Center', 'TDES (Teacher Evaluations)', 'Professional Development', 'Certification & Licensure', 'Service Delivery', 'MIM', 'SchoolNET', 'NAVIANCE', 'PowerSchool/Sunguard', 'Cleveland Teachers Union (CTU)', 'Collective Bargaining Agreements', and 'Medical Communication'. A yellow arrow points to the 'CMSD Substitute Center' link, which is circled in red. The text 'CLICK HERE TO OPEN THE SMART FIND EXPRESS.' is overlaid on the arrow.

Sign on to Smart Find using your Access ID and PIN. See secretary for ID and school pin or contact Sub Center Coordinator. Sub Center Coordinator can also create your own account with your own name to view

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 Secure | https://cmsd.eschoolsolutions.com/logOnInitAction.do

CLEVELAND METROPOLITAN SCHOOL DISTRICT

Welcome to The Cleveland Metropolitan School District Smart Find Express!

The Smart Find System Phone Number is (216) 838-4782.

SUBSTITUTE OFFICE CONTACT INFORMATION

PHONE HOURS ARE 6:00 AM UNTIL 11:00 AM PHONE NUMBERS: 216-838-0077 GENERAL QUESTION? EMAIL Substitutes@clevelandmetroschools.org

TIME ENTRY OR PAYROLL QUESTION?

Access ID
 Pin
 Submit
 Trouble signing in?

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Click the **Administrator** tab drop down menu for your daily tasks.

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 https://cmsd.eschoolsolutions.com/jobInquiry/initAction.do?menuOpen=0

eSchool SOLUTIONS SmartFindExpress CLEVELAND METROPOLITAN SCHOOL DISTRICT

Profile Help Sign Out

Home **Administrator** System Operations System Configuration Parameters Telephone Reports

Announcements
 Create Absence
 Create Vacancy
 Daily Job Count
 Job Inquiry/Reports
 Location Balances
 Priority Lists
 Profile Inquiry/Reports
 Profile New
 Absence Approval

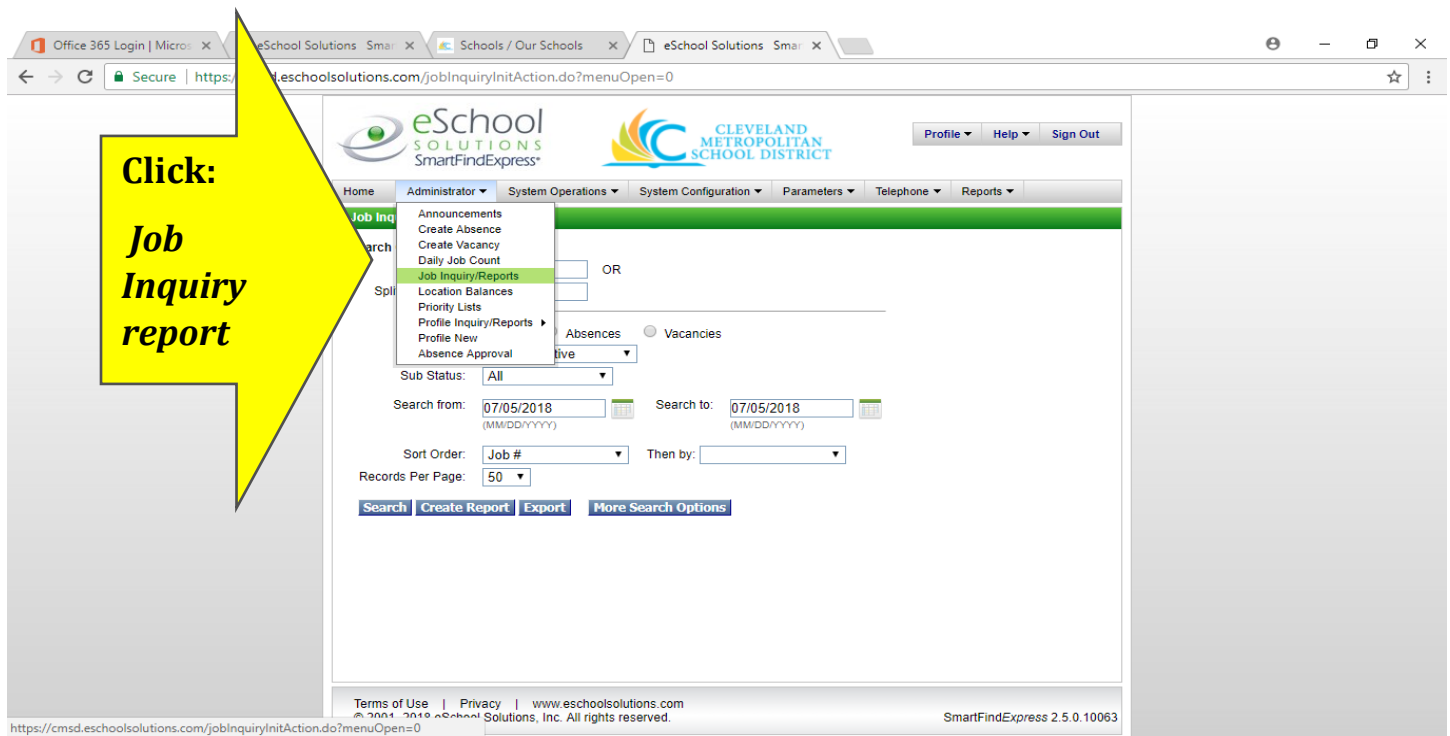
OR
 Absences Vacancies
 Sub Status: All
 Search from: 07/05/2018 Search to: 07/05/2018
 Sort Order: Job # Then by:
 Records Per Page: 50
 Search Create Report Export More Search Options

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 https://cmsd.eschoolsolutions.com/jobInquiry/initAction.do?menuOpen=0

Use menu to view:

- Daily job count
- Job number
- Profiles
- Absences

RUN DAILY ABSENCE AND PLANNING REPORT



Fill out as follows:

Job Type	View all your assignments, or just absences or just vacancies
Job status	“Open & active” will show current and future days
Job status	“All, exclude cancelled” will show any assignments when viewing the past
Dates	Choose your date range for the report
More search options	Allows you to choose more specific categories to view

*You may choose the PDF version of the report or import to Excel

The report calculates your fill rate and absence ratio for possible absence abuse when you choose the Totals section at the bottom of the page.

The report lets you view an absence or current assignment start and end dates including the reason of the absence or assignment. This will assist you in planning and covering the classroom including determining whether to shorten or extend the substitute request in advance. Always work with your Talent Management Partner.

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https://cmsd.eschoolsolutions.com/jobInquiryInitAction.do?menuOpen=0

Unified Talent
SmartFind Express

CLEVELAND METROPOLITAN SCHOOL DISTRICT

Profile Help Sign Out

Home Administrator System Operations System Configuration Parameters Telephone Reports June 12, 2019, 10:54 AM

Job Inquiry

Search Criteria

Enter Job #: OR

Split from Job #:

OR

Job Type: All Absences Vacancies

Job Status: **Job Status: Click Open and Active is for the current day and future days.**

Sub Status:

Search from: Search to:

(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

Search **Create Report** **Export** **More Search Options**

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CLEVELAND METROPOLITAN SCHOOL DISTRICT

Profile Help Sign Out

Home Administrator System Operations System Configuration Parameters Telephone Reports

Job Inquiry

Search Criteria

Enter Job #: OR

Split from Job #:

OR

Job Type: All Absences Vacancies

Job Status: **Adjust Job Type to view ALL Absences or Vacancies**

Sub Status:

Search from: Search to:

(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

Search **Create Report** **More Search Options**

July 2017

25	26	27	28	29	30	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	1	2	3	4	5

Adjust dates and time.

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CLEVELAND METROPOLITAN SCHOOL DISTRICT

Home Administrator System Operations System Configuration Parameters Telephone Reports April 17, 2020, 1:44 PM

Job Inquiry

Search Criteria

Enter Job #: OR
Split from Job #:

OR

Job Type: All Absences Vacancies
Job Status:
Sub Status:

Search from: Search to:
(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

Click here to add more or change options.

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More search options lets you choose a more detailed search for any classification, the classification group, reason calling off, or even the position. You can create a PDF or export in an Excel file.

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Enter Job #: OR
Split from Job #:

OR

Job Type: All Absences Vacancies
Job Status:
Sub Status:

Search from: Search to:
(MM/DD/YYYY) (MM/DD/YYYY)

Jobs which are split from other jobs

Classification:
Classification Group:
Location:
Location Group:
Reason:

Employee Access ID: [Name Lookup](#)
Substitute Access ID: [Name Lookup](#)

Reported Date: Jobs with Canceled Assignments
(MM/DD/YYYY) Jobs with same day Canceled Assignments

Assigned On: Job with minimum # days duration:
(MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

[Create Report](#) [Export](#)

Leave black to view all, or choose paraprofessional, secretary, teacher, classification...

After all options chosen, click create report.

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More options will appear to get the final information you are requesting. Reports can be produced in two formats. You may chose the PDF version or Excel.

This report can also calculate your ***fill rate and absence ratio*** for possible absence abuse.

Report options page before adjustments.

Office 365 Login | Micro: X | eSchool Solutions | Smar: X | Schools / Our Schools | X | eSchool Solutions | Smar: X | X

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Primary Sort is on a New Page
Note: Report Sections must be selected for the fields to print

Print Details

Location Filling Method Last Modify date/by
 Classification Substitute Allocation Units Reported date/by
 Reason Job Time Verified date/by
 Dates/Times Comments

Substitute: **Employee:**

Name Name
 Access ID Access ID
 External ID External ID
 Time Worked
 Pay Rate
 Level
 Class Pay Rate

Print Totals for Primary Sort

Print a signature line
 Totals by Reason
 Totals by Filling Method
 Totals by Budget Codes
 Totals by Job Status

Print Totals at the end of the report

Totals by Reason
 Totals by Filling Method
 Totals by Budget Codes
 Totals by Job Status

You may choose other options shown to make your report. These are the basic ones to use to view your daily absences.

The illustration below is accurately check marked to run a regular *staff absence report*.

Office 365 Login | Micro: X | eSchool Solutions | Smar: X | Schools / Our Schools | X | eSchool Solutions | Smar: X | X

Secure | <https://cmsd.eschoolsolutions.com/jobInquiryAction.do>

Primary Sort is on a New Page
Note: Report Sections must be selected for the fields to print

Print Details

Location Filling Method Last Modify date/by
 Classification Substitute Allocation Units Reported date/by
 Reason Job Time Verified date/by
 Dates/Times Comments

Substitute: **Employee:**

Name Name
 Access ID Access ID
 External ID External ID
 Time Worked
 Pay Rate
 Level
 Class Pay Rate

Print Totals for Primary Sort

Print a signature line
 Totals by Reason
 Totals by Filling Method
 Totals by Budget Codes
 Totals by Job Status

Print Totals at the end of the report

Totals by Reason
 Totals by Filling Method
 Totals by Budget Codes
 Totals by Job Status

The options check marked are for fill rate and absence ratio information.

Below is an example of the basic information shown on the report.

Office 365 Login | Micro... X | eSchool Solutions | Smar... X | Schools / Our Schools X | eSchool Solutions | Smar... X | jobInquiryReportAction.c... X

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jobInquiryReportAction.do 1 / 89

07/05/2018 02:59 PM

Cleveland Metropolitan School District

Job Report 1

Job #	Status Employee Substitute	Access ID Access ID	Classification Location Reason	Job Start Sub Start	Job End Sub End
1015832	Finished/Unfilled Griggs, Teresa	431276	PARA OH (ortho hand) ZZZZZZ MLK LAW & PUBLI ILLNESS/0248	07/06/2017 08:00 AM 07/06/2017 08:00 AM	07/06/2017 01:15 PM 07/06/2017 01:15 PM
1015834	Finished/NSR-User Request Pauls, Sandra No Substitute Required	431619	PARA MF (medically frag) JOSEPH M GALLAGHER ELEM ILLNESS/0248	07/07/2017 07:15 AM 07/07/2017 07:15 AM	07/07/2017 03:30 PM 07/07/2017 03:30 PM
1015837	Finished/NSR-User Request Pauls, Sandra No Substitute Required	431619	PARA MF (medically frag) JOSEPH M GALLAGHER ELEM ILLNESS/0248	07/10/2017 07:15 AM 07/10/2017 07:15 AM	07/10/2017 03:30 PM 07/10/2017 03:30 PM
1015844	Finished/NSR-User Request HUCKABEE, WILLIAM A No Substitute Required	423174	PARA (special ed/pre-k/ PAUL DUNBAR ELEMENTARY ILLNESS/0248	07/14/2017 08:00 AM 07/14/2017 08:00 AM	07/14/2017 04:15 PM 07/14/2017 04:15 PM
1015864	Finished/Web Sub Search Smith, Tina Horton, Bonita	495846 501392	PARA (one on one) SUNBEAM ELEMENTARY SPECIAL PRIVILEGE LEAVE	08/09/2017 07:15 AM 08/09/2017 07:15 AM	08/09/2017 03:15 PM 08/09/2017 03:15 PM
1015949	Finished/NSR-User Request JAMES, TIFFANY No Substitute Required	498555	PARA (one on one) CLEVE. HIGH SCH DIGITAL ILLNESS/0248	07/31/2017 08:50 AM 07/31/2017 08:50 AM	07/31/2017 03:30 PM 07/31/2017 03:30 PM
1016011	Finished/Admin Assigned WILLIAMS, INELL NO SJR RFORD BY ADMIN	462474 ?	PARA (regular ed/pre-k/ KENNETH W CLEMENT ELEME II I NFSS/0248	08/03/2017 07:45 AM 08/03/2017 07:45 AM	08/03/2017 03:45 PM 08/03/2017 03:45 PM

Office 365 Login | Micro... X | eSchool Solutions | Smar... X | Schools / Our Schools X | eSchool Solutions | Smar... X | jobInquiryReportAction.c... X

Secure | https://cmsd.eschoolsolutions.com/jobInquiryReportAction.do

07/05/2018 02:59 PM

Cleveland Metropolitan School District

Job Report 88

Job #	Status Employee Substitute	Access ID Access ID	Classification Location Reason	Job Start Sub Start	Job End Sub End
Totals by Filling Method					
No Substitute Required				Job Count	Work Units
					Percentage
			NSR-Filled In House	20	0.0
			NSR-User Request	166	0.0
			Total	186	0.0
					26.8%
Filled					
			Admin Assigned	16	16.0
			IVR Assigned	10	0.0
			IVR Sub Search	1	0.0
			Web Sub Search	4	0.0
			Total	31	16.0
					4.5%
Not Filled					
			Total	476	0.0
					68.7%
Total				693	16.0
Filled by Step					
				5	0.0
			Classification List-Location	10	0.0
			Preferred-Location	14	0.0
			Specified Substitute	2	0.0
					0.7%
					1.4%
					2.0%
					0.3%
Totals by Job Status					
Status	Job Count	Work Units			
Open	0	0.0			
Active	0	0.0			
Finished	693	0.0			

Office 365 Login | Micro... x | eSchool Solutions | Smar... x | Schools / Our Schools x | eSchool Solutions | Smar... x | jobInquiryReportAction... x

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jobInquiryReportAction.do 89 / 89

07/05/2018 02:59 PM

Cleveland Metropolitan School District

89

Job Report

Job #	Status Employee Substitute	Access ID Access ID	Classification Location Reason	Job Start Sub Start	Job End Sub End
Totals by Reason					
		Reason	Code	Job Count	Work Units
		DEATH IN FAMILY/0248	04	38	0.0
		FIELD TRIP/0248	02	4	0.0
		HEARING SCHEDULED/0248	33	1	0.0
		ILLNESS/0248	01	446	0.0
		JURY DUTY/0235	06	3	0.0
		LEAVE OF ABSENCE	15	80	0.0
		PreK-Preschool PD	60	11	0.0
		PROF DEV - DISTRICT INITIATED/0235	25	18	0.0
		PROF DEV - SCHOOL INITIATED/0248	24	4	0.0
		SPECIAL PRIVILEGE LEAVE/0248	05	86	0.0
		TDES training - See Dept. Budget Code	35	1	0.0
		Workday training / 0235	62	1	0.0
		Total		693	0.0

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+
-

PLAN AHEAD – CURRENT DAY REPORT

To view your **daily absences and plan ahead for the week/month**, etc., use the current day report without any other options.

The screenshot shows the 'Job Inquiry' page in the eSchool Solutions interface. A yellow callout box on the left contains the following instructions:

- Job Type - absences**
- Job Status - open & active**
- Default to current date.**
- Click search bottom left.**

On the page, the 'Job Type' is set to 'Absences' and 'Job Status' is set to 'Open & Active'. The 'Search from' and 'Search to' dates are both set to 07/05/2018. The 'Search' button is circled in red.

LOOK FOR: Coverage on your substitute needs for the current day, following day and any long term absence to ensure consistent coverage.

The screenshot shows the results of the job inquiry, displaying a table of substitute assignments. A yellow callout box on the right contains the following instruction:

- The absence reason and current end date should be considered daily to determine any absence extensions (5-7 days prior).**

Another yellow callout box on the left contains the following instruction:

- The substitute's name column shows the "current" start and end date of the assignment. Use this each day to plan substitute needs.**

Job #	Employee Name	Substitute Name	Location	Classification	Reason	Report	Text
1024503	Hardwick-Shields, Alice	CORBIN, CINDY CLEOPATRA	GEORGE W CARVER STEM ELEMENTARY	PRIMARY GR'S 1-3	LEAVE OF ABSENCE		
1026915	Thomas, Nashay	LARRY, BRENDOLYN Y	MARY B MARTIN ELEMENTARY	KINDERGARD	LEAVE OF ABSENCE		
1029583	Medina, ...	COSPER, GREGORY A	NEWTON D BAKER ELEMENTARY	SPEC ED (emotional dist)	LEAVE OF ABSENCE	10/19/2017 2:31 PM	No No No No
		NEDY, SHONTA	GARFIELD ELEMENTARY	GENERAL SCIENCE	ILLNESS/0248	10/19/2017 2:31 PM	No No Yes No
		FLOYD, DORIS	EAST TECHNICAL HIGH SCHOOL	MEDIA SPECIALIST	LEAVE OF ABSENCE	10/24/2017 5:38 PM	No No No No
1031250	Beck, D	Dashiell, Allison	TREMONT ELEMENTARY	ELEMENTRY GR'S 4-5	LEAVE OF ABSENCE	10/27/2017 6:08 AM	No No Yes No

EMPLOYEE SFE CALENDER

How do I view a specific employee's calendar?

1. Go to www.clevelandmetroschools.org, then select staff, then select CMSD Substitute Center
2. Login into SFE using the school access id and pin, then under the Administrator tab, select "General"
3. Enter the employee's name or employee id
4. You are now in the "Profile" page. Select either "Employee" or "Substitute" tab and select "Calendar"

This view will greatly assist you in monitoring and planning your staffing needs. An employee calendar will only show their absence requests. The calendar will also show the substitute's job number and assignments. It also help you determining whether to shorten or extend and assignment. Remember to notify the Substitute Center 5-7 days in advance if you are extending an assignment. Always work with your Talent Management Partner.

Sign on to SFE. Under the **Administrator**, click on **Profile Inquiry/Reports** and use **General or Employee** to locate their calendar.

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CLEVELAND METROPOLITAN SCHOOL DISTRICT

Profile Help Sign Out

Home Administrator System Operations System Configuration Parameters Telephone Reports

Home Announcements Create Absence Create Vacancy Daily Job Count Job Inquiry/Reports Location Balances Priority Lists

Welcome is July 5, 2018 4:16 PM Number of Errors Reported on the System Activity Log today is 0.

Profile Inquiry/Reports

Profile New Administrator Smart Find Express! Absence Approval Employee 782. Substitute

WELCOME TO THE SMART FIND SYSTEM PHONE NUMBER 782.

SUBSTITUTE OFFICE CONTACT INFORMATION

PHONE HOURS ARE 6:00 AM UNTIL 11:00 AM PHONE NUMBERS: 216-838-0077 GENERAL QUESTION? EMAIL Substitutes@clevelandmetroschools.org

TIME ENTRY OR PAYROLL QUESTION? Substitutespayroll@clevelandmetroschools.org

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community

Administrator Announcements
***** WORK DAY ERROR? First confirm the absence or job is in Smart Find. When Smart find is accurate and Workday is not, You/Timekeeper makes the entry correction. Also share "job aides" information to help employee train selves on the entry.

ALL ABSENCES, ASSIGNMENTS, JOB NUMBERS AND CHANGES ON ANY SMART FIND ENTRIES, MUST, BE SENT INTO THE SUB CENTER BY 11:00 AM EACH DAY.

EXTEND ANY/ALL VACANCIES OR LEAVES 2 OR 3 DAYS BEFORE THE CURRENT JOB ENDS.

Substitute Announcements
WATCH THIS SUBSTITUTE TRAINING VIDEO FOR USING SMART FIND----[System Orientation Training for Substitutes](#).

[Sub-Employee Reference Documents](#)

<https://cmsd.eschoolsolutions.com/profileInquiry/InitAction.do?topMenuSel=1> Paras and Sub Secretaries Click here

Enter the employee name, choose the correct one as shown and click search.

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Profile Inquiry

Search Criteria

Last Name: Begins with Contains

First Name: Begins with Contains

Access ID:

External ID:

Call Back #:

Custom Field:

Records Per Page: 50

[Search](#)

2 items found, displaying all items.

Select	Name	Access ID	Is Administrator	Is Employee	Is Substitute
Select	HHLAVATY, DIANE	23	Yes	Yes	Yes
Select	HHLAVATY, DIANE	49775	Yes	Yes	Yes

2 items found, displaying all items.

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Under the drop down for either an employee or substitute, click on the “Calendar” tab.

Microsoft Office Home | Mail - Diane.Hlavaty | eSchool Solutions | Schools / Our Schools | eSchool Solutions | Workday / WD Labels | Enter Time - Work

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eSchool SOLUTIONS SmartFindExpress® CLEVELAND METROPOLITAN SCHOOL DISTRICT

Profile

Profile: **Employee** (dropdown menu open showing: Schedule, Absences, **Calendar**, Dates, Optional Information, Priority Lists, Reason Balances, Report Detail)

Profile last: PIN: [Return To List](#)

Eligible to work?:

Hire/Reg info sent?:

Current sub status:

License field:

Telephone Number: Reset? Registered on 10/23/1997

E-mail:

Address Line 1:

Address Line 2:

City:

State/Prov.: Zip/Postal:

Gender:

Ethnicity:

* Language:

javascript:document.location.replace("employeeProfileCalendarAction.do?submitInit=1&topMenuSel2=3");

Employee View: An employee calendar view will show their absence requests.

The screenshot shows the 'Employee Profile' calendar view for May 2018. The page header includes the eSchool SOLUTIONS SmartFindExpress logo and the CLEVELAND METROPOLITAN SCHOOL DISTRICT logo. The navigation menu includes Home, Administrator, System Operations, System Configuration, Parameters, Telephone, and Reports. The 'Calendar' section has tabs for Profile and Employee. The employee's Name and Access ID are redacted. A 'Return To Inquiry' button is present. The calendar grid shows dates from Sunday to Saturday. Absence requests are indicated by shaded cells with text: '1068460 09:00 AM - 03:50 PM' on Friday, May 4th and Saturday, May 5th; and '1068461 09:00 AM - 03:50 PM' on Monday, May 7th. Navigation buttons for 'Prev Month' and 'Next Month' are visible. The footer contains 'Terms of Use | Privacy | www.eschoolsolutions.com © 2001-2018 eSchool Solutions, Inc. All rights reserved.' and 'SmartFindExpress 2.5.0.10063'.

Substitute View: A Substitute calendar view will show the assignments they will report to:

The screenshot shows the 'Substitute Profile' calendar view for April 2018. The page header includes the eSchool SOLUTIONS SmartFindExpress logo and the CLEVELAND METROPOLITAN SCHOOL DISTRICT logo. The navigation menu includes Home, Administrator, System Operations, System Configuration, Parameters, Telephone, and Reports. The 'Calendar' section has tabs for Profile and Substitute. The substitute's Name and Access ID are redacted. A 'Return To Inquiry' button is present. The calendar grid shows dates from Sunday to Saturday. Assignments are indicated by shaded cells with text: 'Avail All Day' on Monday, April 2nd; '1062105 08:20 AM - 03:50 PM' on Tuesday, April 3rd; '1062626 07:50 AM - 02:40 PM' on Wednesday, April 4th; '1062742 07:50 AM - 03:28 PM' on Thursday, April 5th; '1063059 07:50 AM - 02:30 PM' on Friday, April 6th; '1063422 08:20 AM - 03:10 PM' on Monday, April 9th; '1063712 07:50 AM - 03:00 PM' on Tuesday, April 10th; 'Avail All Day' on Wednesday, April 11th; '1064437 07:50 AM - 02:40 PM' on Thursday, April 12th; '1064670 07:50 AM - 02:40 PM' on Friday, April 13th; '1066285 07:50 AM - 02:40 PM' on Monday, April 16th; '1065631 07:50 AM - 02:40 PM' on Tuesday, April 17th; '1065631 07:50 AM - 02:40 PM' on Wednesday, April 18th; '1065631 07:50 AM - 02:40 PM' on Thursday, April 19th; '1065631 07:50 AM - 02:40 PM' on Friday, April 20th; '1065631 07:50 AM - 02:40 PM' on Monday, April 23rd; '1065631 07:50 AM - 02:40 PM' on Tuesday, April 24th; '1065631 07:50 AM - 02:40 PM' on Wednesday, April 25th; '1065631 07:50 AM - 02:40 PM' on Thursday, April 26th; '1065631 07:50 AM - 02:40 PM' on Friday, April 27th; and '1065631 07:50 AM - 02:40 PM' on Monday, April 30th. Navigation buttons for 'Prev Month' and 'Next Month' are visible.

Use this to view the current end dates to extend prior to the current job ending. Give the sub and the sub center 5-7 days in advance to extend all open positions.

On days with parent teacher conferences, report cards, etc., please confer with all substitute staff who should or should not be reporting.

General or Miscellaneous substitutes should be requested by the school administration and not by an employee using it for an absence.

ADDITIONAL RESOURCES

NEW EDUCATOR PORTAL

In the spring of 2019, the Talent Department launched a new educator portal. This portal serves as a tool for all new hires to the District as it provides invaluable information on new educator orientation, how to get started, network/email, Workday, Licensure, Substitutes, Professional Development, benefits, policies and procedures and much more. You can access the site at <https://www.clevelandmetroschools.org/Page/14132> .

SUBSTITUTE HANDBOOK

A substitute teacher/paraprofessional handbook is available to all Cleveland Teachers Union substitutes in the District. It includes job descriptions, definitions, substitute protocols, classroom management techniques and expectations amongst other important information. You can access the handbook at <https://www.clevelandmetroschools.org/cms/lib/OH01915844/Centricity/Domain/41//2019/SubTeacherParaHandbook2019.pdf> .

PUBLIC SCHOOLWORKS

The District provides online safety and regulatory (Federal, State and District) compliance programs for K-12 schools through Public SchoolWorks. Completion of all the training modules is mandatory. In addition to the initial request for completion, there are additional training modules that must be completed throughout the year. The number and type of training modules may vary by job.

Thank you for all you do every day for our scholars!