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?**
- 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.

CLICK HERE TO OPEN THE SMART FIND EXPRESS.
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

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

- **Daily job count**
- **Job number**
- **Profiles**
- **Absences**
RUN DAILY ABSENCE AND PLANNING REPORT

Fill out as follows:

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

*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.
Adjust Job Type to view ALL Absences or Vacancies

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

Adjust dates and time.
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.

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

After all options chosen, click create report.

Click here to add more or change options.
More options will appear to get the final information you are requesting. Reports can be produced in two formats. You may choose the PDF version or Excel.

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

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

#### Cleveland Metropolitan School District

<table>
<thead>
<tr>
<th>Reason</th>
<th>Code</th>
<th>Job Count</th>
<th>Work Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEATH IN FAMILY</td>
<td>04</td>
<td>39</td>
<td>0.0</td>
<td>9%</td>
</tr>
<tr>
<td>FIELD TRIP</td>
<td>02</td>
<td>4</td>
<td>0.0</td>
<td>0%</td>
</tr>
<tr>
<td>HEARING SCHEDULE</td>
<td>33</td>
<td>1</td>
<td>0.0</td>
<td>0%</td>
</tr>
<tr>
<td>ILLEGAL IMMIGRANTS</td>
<td>61</td>
<td>446</td>
<td>0.0</td>
<td>64%</td>
</tr>
<tr>
<td>JURY DUTY/DRIVE</td>
<td>06</td>
<td>3</td>
<td>0.0</td>
<td>0%</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE</td>
<td>11</td>
<td>86</td>
<td>0.0</td>
<td>11%</td>
</tr>
<tr>
<td>Preschool</td>
<td>60</td>
<td>11</td>
<td>0.0</td>
<td>1%</td>
</tr>
<tr>
<td>PROF DEV - DISTRICT INITIATED</td>
<td>25</td>
<td>18</td>
<td>0.0</td>
<td>2%</td>
</tr>
<tr>
<td>PROF DEV - SCHOOL INITIATED</td>
<td>24</td>
<td>4</td>
<td>0.0</td>
<td>0%</td>
</tr>
<tr>
<td>SPECIAL EDUCATION</td>
<td>66</td>
<td>86</td>
<td>0.0</td>
<td>12%</td>
</tr>
<tr>
<td>TDSS Training - Sex-Dept- Budget Code</td>
<td>35</td>
<td>1</td>
<td>0.0</td>
<td>0%</td>
</tr>
<tr>
<td>Workday Training / E239</td>
<td>62</td>
<td>1</td>
<td>0.0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>885</strong></td>
<td></td>
<td><strong>3.0</strong></td>
</tr>
</tbody>
</table>

**Date:** 01/01/2018 02:29 PM
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.

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

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

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

The substitute's name column shows the “current” start and end date of the assignment. Use this each day to plan substitute needs.
EMPLOYEE SFE CALENDAR

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

Under the drop down for either an employee or substitute, click on the **Calendar** tab.
**Employee View:** An employee calendar view will show their absence requests.

**Substitute View:** A Substitute calendar view will show the assignments they will report to:
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](https://www.clevelandmetroschools.org/Page/14132).

**SUBSTITUTE HANDBOOK**

**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!