

System Phone Number: 1-877-403-2511

Web Browser URL: <http://tseas.eschoolsolutions.com/>

Help Desk Phone Number: (808) 441-8400

Write your Employee ID here: \_\_\_\_\_

Write PIN/Password here: \_\_\_\_\_

**The System Calls Substitutes During These Times:**

	Today's Jobs	Future Jobs
Weekdays	5:30 am – 11:00 am	5:30 pm – 10:30 pm
Saturday	None	9:00 am – 12:00 pm
Sunday	None	5:30 pm – 10:00 pm
Holidays	None	5:30 pm – 10:00 pm

**Commonly Used Leave Codes**

Contact your school administrator for more details. All leaves require prior notification to principal for approval, as appropriate. Exception: Emergencies such as illness.

- 12 Illness
- 13 Family Leave – Charged to sick
- 16 Personal Leave – Charged to sick (48 hr notice to Principal)
- 17 Professional Development – Charged to sick (Submit Form DOE OHR 300-001 with attachment to Principal)
- 31 Military Leave
- 39 Jury or Witness Leave
- 40 Critical Illness/Imminent Death
- 41 Funeral Leave for Relative
- 42 Funeral Leave for Immediate Family (In State)
- 43 Funeral Leave for Immediate Family (Out of State)
- 90 Leave Without Pay (Submit Form DOE OHR 300-001)
- 93 Leave Without Pay – Family Leave (Submit Form DOE OHR 300-001)

- 12. 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.
- 13. Select the Continue button

**COMPLETE!** You **MUST** receive a Job Number for your absence to be recorded in the system and to receive a substitute.

**Review/Cancel Absence**

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- 1. Select the format for absence display: List or Calendar view
- 2. 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
- 3. Select the Search Button
- 4. Select the Job Number link to view job details on future jobs

**Modify Special Instructions**

From the Job Details screen

- 1. Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button.
- 2. To cancel your job, select the *Cancel Job* button
- 3. 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?"
- 4. Select *Return to List* button to return to the job listing

**SIGN OUT**

At any time during the session, the Sign-Out link can be selected to end the session and disconnect from SmartFindExpress. To ensure security and privacy of information, use the Sign-Out link to disconnect from SmartFindExpress, and close the web browser when you finish your session.

**Create an Absence**

*Important Note: Items in Bold are required to complete an Absence.*

- 1. Choose the *Create an Absence* link
- 2. Select the Location
- 3. Select the Classification
  - a. Choose from the drop-down menu
- 4. Select the reason for this absence from the drop-down menu. **NOTE: if you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the "job create with this reason" or choose another reason. You can also provide an Approval Comment. \*Absence Approval may not be enabled for your district.**
  - a. Indicate if a substitute is required for this absence
    - a. Choose Yes or No
- 6. Select Start and End Dates for your absence
  - a. Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- 7. Select Start and End Times for your absence. Default times are listed.
  - a. To change defaults, enter time in HH:MM a.m. or p.m. format
  - b. Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times.
- 8. Multiple Day (Recurring) Absence
  - a. Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence.
  - b. Modify daily schedule and/or times for absence and substitute
- 9. Request a particular substitute
  - a. Enter the substitute's access ID number or use the Search feature to find the substitute by name
- 10. Indicate if the requested substitute has accepted this job
  - a. Yes = substitute is prearranged and will not be called and offered the job
  - b. No = call will be placed and the substitute will be offered the job
- 11. Enter special instructions for the substitute to view

### Classification Codes

001 Pre-School	054 SPED Speech Linguistics
002 Primary (K-3)	055 Math
003 Upper-Element(4-6)	056 Psych Examiner
004 Middle School	058 District Resource Teacher
005 High School	059 State Office Teacher
006 Language Arts	060 Behavior Mgmt Resource
007 Reading	061 Success Compact Teacher
008 English	062 Music
009 ELL	063 Band
010 Social Studies	067 Physical Education
020 Computer	068 Special Motivation Class
022 Agriculture	069 SPED Orthopedic Handicap
023 Art	070 Health/Safety
026 Business Education	073 Science
027 Home Economics	078 Dorm Counselor
029 Industrial Arts	079 Student Services Coordinator
043 Chinese	080 Registrar
044 Filipino	081 Librarian
045 French	082 Counselor
046 German	083 SPED Visual
047 Hawaiian	084 SPED Hearing
048 Japanese	085 SPED MR/LD
049 Korean	086 SPED Pre-School
050 Latin	087 SPED Emotionally Disturbed
051 Russian	088 Special School Teacher
052 Spanish	089 SPED Severe/Multi Handicap
053 Bilingual/Bicultural	

### TELEPHONE ACCESS INSTRUCTIONS

#### New Teacher Registration

1. Enter your Employee ID followed by the star (\*) key
2. Enter your Employee ID again when it asks for your PIN/Password followed by the star (\*) key
3. Record your name followed by the star (\*) key
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact the T-SEAS Help Desk to correct.
5. You will be asked to select a new PIN/Password. Enter a PIN/Password at least six (6) digits in length followed by the star (\*) key.

#### Menu Options

- 1 -- Create an Absence
- 2 -- Review, Cancel Absence or Modify Special Instructions
- 3 -- Review Work Locations and Job Descriptions
- 4 -- Change PIN/Password, Re-record Name
- 9 -- Exit and Hang-up

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### To Create An Absence

1. Enter your Employee ID followed by the star (\*) key
2. Enter your PIN/Password followed by the star (\*) key
3. Enter dates for the absence  
PRESS 1 if the Absence is only for today  
PRESS 2 if the Absence is only for tomorrow  
PRESS 3 to Enter the dates and times for the absence  
If you pressed 3 to Enter Dates and time  
Enter Start Date  
PRESS 1 to Accept the date offered  
PRESS 2 to Enter start date (MMDD)  
Enter the reason followed by the star (\*) key or wait for a list of reasons
4. Record Special Instructions  
PRESS 1 to Record special instructions. Press the star (\*) key when done.  
PRESS 2 to Bypass this step  
Is a Substitute Required?  
PRESS 1 if a substitute is required  
PRESS 2 if a substitute is not required  
If you pressed 1, a substitute is required  
PRESS 1 to Request a particular substitute. Enter the substitute Employee ID, followed by the star (\*) key.  
PRESS 1 to Accept requested substitute  
PRESS 1 if the Substitute should be called  
PRESS 2 if the Substitute has already agreed to work and does not need to be called  
PRESS 2 to bypass requesting a substitute  
Complete Absence  
PRESS 1 to receive the job number
5. Hear the job information  
PRESS 1 to Hear absence information again  
PRESS 2 to Modify special instructions  
PRESS 3 to Cancel the absence  
If you pressed 3 to Cancel the job  
PRESS 1 to Confirm the cancellation request  
If a substitute is assigned to the absence  
PRESS 1 for the System to call the assigned substitute  
PRESS 2 to not have the system call the substitute  
Once you confirm a request to cancel the job, you MUST wait for the system to say "Job Number has been cancelled."

### Review/Cancel Absence or Modify Instructions

1. Hear the job information  
PRESS 1 to Hear absence information again  
PRESS 2 to Modify special instructions  
PRESS 3 to Cancel the absence  
If you pressed 3 to Cancel the job  
PRESS 1 to Confirm the cancellation request  
If a substitute is assigned to the absence  
PRESS 1 for the System to call the assigned substitute  
PRESS 2 to not have the system call the substitute  
Once you confirm a request to cancel the job, you MUST wait for the system to say "Job Number has been cancelled."

### Change PIN/Password or Re-Record Name

1. PRESS 1 to Change your PIN/Password
2. PRESS 2 to Change the recording of your name

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### WEB BROWSER ACCESS INSTRUCTIONS

<http://tseas.eschoolsolutions.com/>

#### Sign In

Open your browser and access the SmartFindExpress Sign In page. Enter your Employee ID and PIN/Password.

#### Employee ID

This can be found on your Notification of Personnel Action (Form 5) or contact the Centralized Services Desk at (808) 564-6000.

#### PIN/Password Reminder

The "Forgot your PIN?" 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 Reminder Request page. The user's Employee 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.

#### Profile

1. Information - Review profile status and address information. If address information is not correct, you must complete Form DOE OHR 300-006 and submit to the Office of Human Resources, Certificated Transactions.
2. Update Email - Enter or change email address.
3. Change Password - Enter current PIN/Password followed by a new PIN/Password twice and click Save.

#### Web Browser Information

1. Important Note: Do NOT use the browser's BACK button to navigate to screens.
2. You can click the Help link to access Help Guides and How-to Videos.
3. Navigation buttons are on the bottom of the screens, such as the Return to List and Continue buttons.
4. To ensure security and privacy of information, use the Sign-Out link to disconnect from SmartFindExpress, and close the web browser when finished with the session.
5. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

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