SmartFind Guide to Payroll Entry

Revised April 2013
Please refer to the Administrator User Guide located under Help on the SmartFind home page for complete instructions on using the system.
When using the SmartFind system, daily absences will not be entered on the PS33 by the Timekeeper.

Absences and vacancies entered into SmartFind will be uploaded direct to the PS33.

The entries must be verified for accuracy before the upload.
Where is SmartFind?

From the PISD home page, click on Human Resources, SmartFind Express is located on the left hand side of the page.
Type in your user id and tab to next box (Employee ID Number). Type in your pin number and click on “submit”. If you do not know your user id/pin number, please contact the substitute office:

Debbie Garza, ext. 70122
Idalia Martinez, ext. 70123
Once you have clicked on submit, you should be on this page:
At the beginning of each school year, you will need to verify the information in the SmartFind system for each of your employees.

You will need to confirm the following items:

- Employee is at your campus
- Employee calendar is correct
- Employee schedule is correct

  The location and classification must match Lawson
  (if someone changed grade levels/positions – SmartFind needs to be corrected)

- Employee contact information is correct

*This information will need to be reviewed anytime you have staff changes*
For Employee Verification:
At the administrator tab, select Profile Inquiry/Reports - EMPLOYEE

From here, you can run reports for your location. It is mandatory that you verify each employee’s information for accuracy. SmartFind is capturing the employee’s position, calendar Track and the expected in/out time frame.
Daily Verification of Absences

At Job Status select: All, exclude cancelled.
On the Search From and To fields: click on each calendar to select the date or pay period date range that you need to verify SmartFind entries
Select Search: This will capture all of the absence entries for the selected date/date range.
- Verify the employee and substitute hours and reason for absence are correct.
- Non-exempt employees may have comp time hours available that must be used before local or state hours.
- Check the AM/PM times (this is a very common mistake when your staff is requesting a substitute)
Making a Correction

When verifying your daily reports, you may need to make a correction. Follow the instructions found on the Administrator’s Guide to correct the SmartFind entry.

If the substitute office has already uploaded that day, using the Lawson PS33 screen, you will need to reverse the absence and re-enter the correct information.
Create Final Report

- Once you have completed any necessary corrections and verified the SmartFind entries are accurate, you will need to create your report.
- The daily report is a tool for you to verify daily absences and substitutes.
- The Pay Period Verification report is an auditable record and must be kept with your payroll records.
- From the Job Inquiry screen, choose the date you want and click on Create Report.
- For the report title, type in the date and the word verified.
- Click on the Activity Code. This will display the activity code used for the absences.
Click on View Report
Print your report – file with payroll records – the Pay Period report is an auditable record.

You can utilize the SmartFind reports as you like. They are tools that are available to you to assist your timekeeping duties.

Remember, the accuracy of the SmartFind system will help you with your payroll data entry in Lawson.

This line can be used to have the employee sign and verify their absences. The report can be run individually for each employee at each payroll, month, quarterly, semester, etc. It is a tool available for you to use at your discretion.
Entering Absences / Vacancies
Creating A Vacancy

A vacancy can only be used for:

an open position or extra help (requires an activity code)

- When posting a vacancy, you must select the appropriate calendar for the position you are filling. The calendar has different Track options to capture the correct work days for each position.
- If the open position becomes a long-term assignment, please contact the substitute office to determine if you need to submit a status change through MSS.

Create Vacancy

1. Click on Create Vacancy from the Administrator menu.

2. Calendar is a pull-down menu of all the calendars that can apply to this vacancy. The “All Locations” calendar is the default.

   The calendar dictates the workdays, holidays, and “No Substitute Required” days that will apply to this vacancy.

3. Location is a pull-down menu of all the locations for which this vacancy can apply. The locations that you are authorized to view will appear in the list.

4. Classification is a pull-down menu of all the classifications for which this vacancy can apply.
Procedures for Long Term Substitute Teacher

- Any substitute teacher who is going to be in a job for the same teacher for more than 10 consecutive days is considered a long term substitute. **A request for a Temporary Worker is required for all long term assignments (MSS).** The long term pay will start on the 11th day of the assignment.
  - If the job number for this assignment changes for any reason, you must contact the sub office to assure the long term pay continues.

- If you have a **retired teacher** fulfilling a long term position they must be paid by the secretary in the PS33 screen in order to receive the correct pay. You will need to report your employee absent in SmartFind with no sub required. The retiree will need to complete a temporary/substitute time card each week. The pay code for a retired teacher is 246 and the pay is $28.00 an hour or $224.00 a day. **The long term pay starts on the first day of the assignment for retirees.** A job will need to be created in SmartFind for the employee with no sub required.

- If you have a **retired Administrator or Paraprofessional** who will be fulfilling a long term assignment, prior approval is required by Mr. Dennis. When the long term form is received by the substitute office, they send the form to Mr. Dennis for approval. If approved, a copy will be sent to payroll. The substitute will need to complete a temporary/substitute time card each pay period and that time card will need to be sent to payroll for data entry by one of the payroll specialists. A job will need to be created in SmartFind for the employee with no sub required.
Long Term Substitutes for an Open Position

****A retired teacher can not work in an open position****

- For First and/or Second Semester, you must request a temporary worker (MSS) so that the substitute can be put on a base salary.
- The Semester Sub will be set up as an employee in SmartFind so they can report their absences when needed and request a substitute.
  - A substitute cannot fill a job in SmartFind and be set up on a base at the same time.
- Send an e-mail to the sub office to end the base and transfer the substitute back to the substitute office at the end of each semester or if the open position is filled prior to the base ending. If a substitute will continue in the open position the next semester a new status will be required for the new semester.

Special Note

Employees that are on Temporary Disability Leave (Status = LV on HR11) are not considered terminations, therefore, a retiree is allowed to work in their position.
When using **Staff Development** as the reason for the absence, you must enter the **activity code** into the system.

This code is provided at the time of **registration** through *Eduphoria*.

SmartFind will not accept **Extra Help** as an absence reason without an **activity code**.

You can access a list of available activity codes from your dashboard.
For locations that use the SmartFind system:

The only absences you will need to enter in the PS33 timekeeper screen are:

- absences that are not on the SmartFind Substitute system
  Custodial Staff
  Employees that didn’t enter their absence
- corrections once SmartFind has been uploaded to Lawson

- The Child Nutrition office will continue to enter for the children’s nutrition staff absences.
You will have until Noon the next working day following the absence to verify employee absences and corresponding substitutes.

If corrections are required, this will be the time to make them. This must be done daily.

If the SmartFind system is accurate, your payroll entry is significantly reduced.