

Leave Management System



LMS/Payroll Department:

LMS/Payroll Specialist: Christine Blanchard
E-mail: ChristineABL@leeschools.net
Phone: 239-335-1445 6:30 a.m.—2:00 p.m., Monday-Friday
Fax: 335-1505



SmartFindExpress website: <https://lms.lee.k12.fl.us>

User ID: 9 digit Employee ID number

Password: 6 digit PIN number

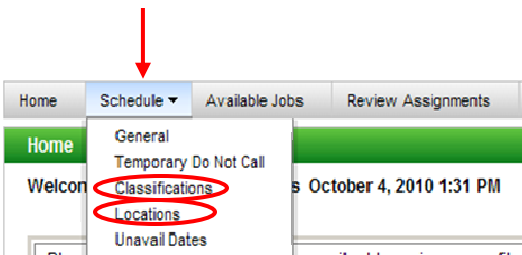
Please note:

To remain active on the substitute teacher list you will need to work a minimum of one day within the school year. **(August 8, 2011 — June 24, 2012)**

Substitute Teacher Profile Form:

If you are not making changes to your Substitute Teacher Profile form, you **do not** need to return the form. Those of you who are making changes to your locations/classifications will need to return the form so we may update your record.

You can view your current locations and classifications on SmartFindExpress under the Schedule Tab.



PIN: (Password)

You can change your Password (PIN#) to a 6 digit number you can remember. On SFE click on the Profile drop down in the upper right hand corner of the page and click on "Change Password". Enter your current password and new password twice and click Save.

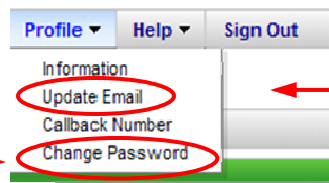
To change your Password (PIN#) by phone you will call 332-3737, enter your Employee ID # followed by the star key, enter your PIN number followed by the star key, then **PRESS 1** to change your PIN.

Please remember to keep your LMS/Payroll information up to date at all times. When you have a change of address and or phone #, you must provide us with a written request to update your information in the system. Remember, we are a very large district and any changes to your records must be submitted in writing. Also, we encourage you to sign up for direct deposit. Though your payroll statements will continue to be mailed on payday, your net income will be in your bank account on payday.

Email Address:

If you log into SmartFindExpress online and you do not have a email address in your profile or want to change your email address, you will need to fill out the Contact Change Form and submit to Personnel. You are not able to change your email address on the SmartFindExpress website. If you change your email on the SFE website it will be overridden nightly. The profile drop down to view your email is at the top of the page near the sign out tab.

If you have an e-mail address in your SmartFindExpress profile the system can send automatic emails. (Job assignments, assignment cancelations, and assignment reminders)



(You can view your email address. You are not able to add a email or modify on the website.)