# The School District of Lee County
## Leave Management System
### Guest Teacher Quick Reference

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|---|---|
| **System Phone Number** | **239-449-9914** |
| **Help Desk Phone Number** | **239-335-1445** |
| (Service Center phone hours:  6:30 am – 2:00 pm) | |
| **Write your Access ID here** | _____ (9 digit Employee ID number) |
| **Write your PIN here** | _____ |
| **Web Browser URL** | https://leecounty-fl.eschoolsolutions.com |

**THE SYSTEM CALLS GUEST TEACHERS DURING THESE TIMES:**

| | Today's Jobs | Future Jobs |
|---|---|---|
| **Weekdays** | Starts at 5:30 a.m. | 6:00 p.m. – 10:00 p.m. |
| **Saturday** | None | None |
| **Sunday** | None | 6:00 p.m. – 10:00 p.m. |
| **Holidays** | None | 6:00 p.m. – 10:00 p.m. |

**DECLINE/CANCEL REASONS:**

1. WORKING AT ANOTHER JOB
2. PERSONAL ILLNESS
3. FAMILY MEMBER ILLNSESS OR DEATH
4. NO TRANSPORTATION
5. NO CHILD CARE
6. PERSONAL REASONS
7. NOT COMFORTABLE WITH ASSIGNMENT
8. NO LONGER AVAILABLE TO SUBSTITUTE
9. RELIGIOUS HOLIDAY
10. JUDICIAL SUBPOENA/JURY DUTY

## REGISTRATION INSTRUCTIONS

1. Call the System phone number:  239-449-9914
2. Enter your **Access ID  (9 digit Employee ID)** followed by the sta**r** (*) key.
    Note:   Your *Access ID* is your ***9 digit Employee ID number***
3. Enter your **Employee ID#** again when it asks for your PIN followed by the star (*) key
4. Record your name followed by the star (*) key
5. Enter a phone number  (Area code plus 7 digit phone number)
6. You will be asked to select a new PIN.  Enter a PIN six (6) digits in length followed by the star (*) key.

You may change the number the System calls to contact you (called the Callback Phone Number) as often as you wish in the future.  If your phone number ever changes permanently, inform the LMS SERVICE CENTER immediately!

**<u>NOTE:</u>  When the Leave Management phone system calls out, guest teachers need to <u>only enter in their 6 digit PIN number.</u>** Additionally, there is a new playback feature that will allow the guest teacher to confirm they entered their PIN correctly before submitting. **Please note, this is for when the system calls you for an assignment**. Both <u>9 digit Employee ID</u> and <u>PIN</u> are required when you call INTO the system.

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### WHEN THE SYSTEM CALLS YOU…..

**Enter your 6  digit PIN number** (password) followed by the **star key**.

**HEAR THE JOB OFFER**

1.     **PRESS 1** to Hear the job offer
        **PRESS 2** to Set temporary Do Not Call
        **PRESS 9** to Exit and hang-up
2.     If you **pressed 1** to Hear the job offer
        **PRESS 1** to Hear the job description
        **PRESS 2** to Decline the job (without hearing the description)
                Enter the decline reason from page 1 followed by the star (*) key
3.     If you **pressed 1** to Hear the job description
        **PRESS 1** to Accept this job
                **Record the Job Number. You are successfully assigned to the job.**
        **PRESS 2** to Repeat the job description
        **PRESS 3** to Decline the job
                Enter the decline reason from page 1 followed by the star (*) key
                    **PRESS 1** to Accept
        (*If you Decline the Job, the System will not offer that particular job again.*)
4.      If you **pressed 2** to Set temporary Do Not Call, hear a time offered
                **PRESS 1** to Accept the time offered
                **PRESS 2** to Enter an earlier time in HH:MM format.   Enter two digits for the hour and
                two digits for the minutes.  Enter 1 for am and 2 for pm

(The job number is the Guest Teachers receipt for the day(s) worked.  This guarantees your pay.)

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### HEAR THE CANCELLATION

1.     Hear "This assignment has been cancelled" and the job information
2.     **PRESS 1** to Repeat the job information
        **PRESS 9** to Exit and hang-up

# CALLING THE SYSTEM

**Use your telephone keypad to select the following options:**
1 - Review or Cancel Assignments
2 - Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time
5 - Review or Modify Unavailability Dates
6 - Review or Modify Daily Availability
7 - Change PIN or Re-record Name
9 - Exit and hang-up

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**REVIEW OR CANCEL ASSIGNMENTS   (Call system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 1)**

1.  Hear assignments in chronological order
    **PRESS 1** to Hear assigned job information again
    **PRESS 2** to Cancel this assigned job
    **PRESS 8** to Hear another assigned job

2.  If you **pressed 2** to Cancel assignment
    **PRESS 1** to Confirm cancellation (Enter cancellation reason followed by the * key)

    You cannot cancel an assignment within 1 hour of the start time.

    Canceling an assignment on the day of the job will result in being disqualified from being offered other jobs that day.

## IMPORTANT!
You must observe District Policy when you cancel an assignment.
**Note to Guest Teacher:** If you cancel a job within 24 hours, you must also contact the school.

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**HEAR AVAILABLE JOBS   (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 2)**

1.  Hear assignment information
    **PRESS 1** to Repeat assignment
    **PRESS 2** to Accept assignment
    **PRESS 3** to Decline assignment
    **PRESS 8** to Hear next assignment
    **PRESS 9** to Exit to menu options

2.  If you pressed 2 to Accept the assignment, hear the job assignment
    **PRESS 1** to Repeat assignment
    **PRESS 2** to Hear next assignment
    **PRESS 9** to Exit to menu options

3.  If you **pressed 3** to Decline assignment
    Enter decline reason from page 1 followed by the star (*) key or wait for a list of reasons
    PRESS 1 to Accept
    PRESS 2 to Re-enter
    PRESS 9 to Exit and hear next assignment

If you Accept, the System gives you the Job Number, If you do not wait to *HEAR THE JOB NUMBER*, there is no assurance you have been assigned, and another guest teacher will be called.

If you DECLINE, the System will not offer that particular job again.

**Please note:** If you accept an assignment and you have an e-mail address present in your SmartFind*Express* profile, the system will automatically send an e-mail to confirm you have been assigned to the job.

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**CHANGE YOUR CALLBACK NUMBER   (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 3)**

1. Hear the Callback telephone number
   **PRESS 1** to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.
3. **PRESS 1** if Correct
   **PRESS 2** to Re-enter the number
   **PRESS 9** to Exit to menu options

*Please Note:* You must also sign into PeopleSoft if you changed it permanently. (https://PeopleSoft.leeschools.net)

**TO REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES   (Call the system phone #, enter Access ID and PIN, then PRESS 4)**

1. Hear the temporary Do Not Call time
   **PRESS 1** to Enter a time
   **PRESS 2** to Delete this time
   **PRESS 9** to Exit to menu options

2. If you **pressed 1** to Enter a time, hear a time offered
   **PRESS 1** to Accept the time offered
   **PRESS 8** to enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes.  Enter 1 for AM or 2 for PM
   **PRESS 9** to Exit to menu options

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**TO REVIEW OR MODIFY UNAVAILABILITY DATES   (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 5)**

1. **PRESS 1** to Review or delete unavailability period
   **PRESS 2** to ADD a new unavailability period

2. If you press 1 to Review or delete, hear the unavailable period information
   **PRESS 1** to Delete this unavailability period
   **PRESS 2** to Hear the next availability period

3. If you **press 2** to Add dates
   Enter Start Date; two digits for the month, two digits for the day, two digits for the year. (MMDDYY)
   Enter End Date; two digits for the month, two digits for the day, two digits for the year. (MMDDYY)
   Indicate unavailable all day?
       **PRESS 1** for YES

**PRESS 2** to Enter time
Enter Start time in HH:MM format.  Enter two digits for the hour and two digits for the minutes.  **Enter 1** for **am** or **2** for **pm**
Repeat procedure for End time

Receive calls for future assignments during unavailable period?
    **PRESS 1** to Receive calls for future jobs during this unavailability period
    **PRESS 2** if you do not want to receive calls for future jobs during this unavailability period

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## TO REVIEW OR MODIFY DAILY AVAILABILITY   (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 6)

1.  **PRESS 1** to Review or delete, hear a time period you are available to work
    **PRESS 2** to Enter a new time period you are available to work
    **PRESS 3** to Review or delete, hear a time period you should not be called
    **PRESS 4** to Enter a new time period you should not be called
    **PRESS 9** to Exit to menu options

2.  If you **pressed 1** to Review or delete a time period you are available to work or **pressed 3** to review or delete a time period you should not be called, hear the day and time period in chronological order
    **PRESS 1** to Delete this time period
    **PRESS 8** to Hear the next time period
    **PRESS 9 to** Exit to review or modify daily availability

4.  If you **pressed  2** to Enter a new time period you are available to work, or **pressed 4** to a new time period you should not be called
        Select the day of the week
    **PRESS 1** for Monday through Friday
    **PRESS 2-8** for Sunday through Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)
        If you pressed 1 thru 8, enter a time
        **PRESS 1** for ALL DAY
        **PRESS 2** to Enter a start and end time
        Enter the time in HH:MM format.  Enter two digits for the hour and two digits for the minutes. Enter 1 for AM and 2 for PM
        **PRESS 9** to Exit to review or modify daily availability (without saving changes)

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## TO CHANGE PIN or RE-RECORD NAME   (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 7)

1.  **PRESS 1** to Change your PIN    (enter a new PIN 6 digits in length)
    **PRESS 2** to Change the recording of your name

    If you **pressed 1** to change your PIN
    Enter a new PIN (6) digits in length followed by the star (*) key

**Forgot your PIN?**  You can either contact the LMS Service Center to have your PIN reset or if you have an e-mail address in your SmarfFind*Express* profile, you can log onto the SFE website and click on the Trouble Signing In link.

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# WEB BROWSER ACCESS INSTRUCTIONS

## SIGN IN

Open your browser and access the SmartFind*Express* Sign In page. Enter your Access ID and PIN.

**SmartFind *Express* address:**  https://leecounty-fl.eschoolsolutions.com

**User ID**:    (enter your 9 digit Employee ID number)

**Password:**  (enter your PIN number)

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## PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access 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.*

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## PROFILE TAB

   **Email -** Enter or change email address   (**If you have an e-mail present in your SmartFind *Express* profile, the system can send automatic emails. (Job assignments, assignment cancellations and assignment reminders)**

   **Callback # -** Update the phone # you want the system to use to call to offer you jobs

*Please Note:*  You must submit a written request in order to change the number permanently.

   **Change Password** - Enter your current PIN followed by a new PIN twice and click Save.
   (**Enter a new PIN 6 digits in length**)

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## SCHEDULE

   **General**
   - **Modify an Availability Schedule**
     - ° Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
     - ° Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above

   **Temporary Do Not Call**
   - Enter the telephone number where you can be contacted by the system.
   - Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

   **Classifications and Locations**
   - Review classifications and locations you have chosen for assignments
   *Note: If you need to change your classifications and locations then you will need to fill out a new Guest Teacher Profile Form.*

   **Unavailable Dates Tab**
   - **Create Unavailability Schedule**
     - ° Select the *New* button
     - ° Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
     - ° Select the *All Day* check box or enter the time range in HH:MM am or pm format
     - ° Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
     - ° Select *Save* button

- **Delete Unavailability Schedule**
  - ° Place a checkmark in the desired date range box
  - ° Select the Delete button

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## AVAILABLE JOBS

**Choose the *Available Jobs* link to view and accept assignments**
To view and accept jobs
- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:
- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - ° Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - ° Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - ° Select the *Return to List button* to return to the job listing

**Please note:** If you accept an assignment and you have an e-mail address present in your SmartFind*Express* profile, the system will automatically send an e-mail to confirm you have been assigned to the job. The system will also send you an e-mail to remind you of the assignment start date 2 days prior to the job assignment.

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## REVIEW ASSIGNMENTS

**Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment**
Follow these steps:
- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - ° Select the *Return to List* button to review other jobs assigned to you
  - ° Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification.
  - ° An assignment may contain file attachments. To view or download a file attachment, click on the file name.

Canceling an assignment on the day of the job will result in being disqualified from being offered other jobs that day.

If you have an e-mail address present in your SmartFind*Express* profile, the system will automatically send an e-mail to you to confirm that the assignment has been cancelled.

**SIGN OUT AND WEB BROWSER INFORMATION**

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFind*Express*. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind*Express*.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind*Express,* and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

**Important Note**: *Do NOT use the browser's BACK button to navigate to screens.*
*Navigation buttons are on the bottom of* SmartFind*Express screens, such as the Return to List and Continue button*

## Things to know:

If you are not available to sub one day or even one week **PLEASE** make yourself unavailable in the system.

On the current day you can review future jobs online or by phone after 12 p.m.

You are able to set up multiple unavailability periods when you are not available to work.

You will need to work 1 day in the fiscal school year to remain on the guest teacher list.

Complete your **"Required Trainings"** at the beginning of each school year.

- Safety Training (Safe Schools- OSHA):   Guest Teacher Training Requirements  (*Required every year : July 15$^{th}$ - Oct 31$^{st}$*)  *For all new hires, there is a 4 week (30 days) waiting period in order for your EMPL ID to be active in the Safety Schools System.)*   (**http://lee.fl.safeschools.com/login**)

- Acceptable Use of Internet and Technology Training  **(Required Every Year)**
  **http://acceptableuse.leeschools.net**

- Identifying and Reporting Child Abuse and Neglect Training:  (**one time training**)
  http://www3.fl-dcf.org/RCAAN/
  **You will submit your completion certificate to Student Welfare & Attendance.  (2855 Colonial Blvd., Ft Myers, FL  33966)**

When schools make verbal arrangements with a guest teacher to work on a particular day, it is the guest teacher's responsibility to make certain they receive a job number from that school.

Once you register you do not need to register again.  Do not disclose your PIN number to anyone.  If a teacher wishes to specify you for a job, they use your Access ID number. (Your Employee ID number)

Canceling an assignment on the day of the job will result in being disqualified from being offered other jobs that day.

The system will not permit you to cancel an assignment within 1 hour of the assignment start time.  If you need to cancel an assignment within the last hour prior to the assignment start time you must contact the school or the Help Desk at 335-1445.

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

Keep a list or calendar of job dates, teacher names, and job numbers as proof of your assignments.  Job history past and future can also be reviewed and printed online.
If you are called late and it is after the school start time and you are available to sub, accept the job & call the school to let them know you accepted the assignment.  If they do not need you, please make sure they have canceled you out of the job assignment.