

Create an Absence in SmartFind Express End User

Log in using the link below:

<https://cps.sfe.powerschool.com/logOnInitAction.do>

Click to login via Microsoft



District Username

Password

Submit


[Forgot Password?](#)

OR, SIGN IN WITH



Microsoft

Click on Create an Absence

 Unified Talent

SmartFind Express

Absences

My Calendar

Reason Balances

My Schedule

Create Absence

Job ID	Reason	Location(s)	Classification(s)	Start Date(s)	End Dates(s)	Substitute	Instructions
<div><div>No Data Available.</div></div>							



Create Absence

Basic Information

Absence Reason

Required

Absence Dates

Date selection options

Does Not Repeat : For individual dates selection

< Feb ▼ 2024 ▼ >

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Next

Select Reason from the Drop down Box

Absence Reason Required

▼

Annual Leave Used Hourly 3510
Annual Leave Used Salary 3511
Curriculum Assign 3566
Jury Duty/Subpoena Hourly 3555
Jury Duty/Subpoena Salary 3556
Leave Without Pay 3021
Personal Used Hourly 3540
Personal Used Salary 3541
Professional Leave 3576
Sick Used Hourly 3525
Sick Used Salary 3526
Vacation Buyback 3517

Select Date from the Calendar

Absence Dates

Date selection options

Does Not Repeat : For individual dates selection

<

Feb

▼

2024

▼

>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Select Time off:



Schedule

Custom times for each day (Advanced Absence)



Choose this if your absence will need different requirements on different days

Thursday : 02/08/2024

- ☒ Full Day
- ☐ Half Day-AM
- ☐ Half Day-PM
- ☐ Custom Day

Add Files

[Browse...](#)

Select Custom to put specific hours in

Schedule

Custom times for each day (Advanced Absence) ☐

Choose this if your absence will need different requirements on different days

Thursday : 02/08/2024

☐ Full Day

☐ Half Day-AM

☐ Half Day-PM

☒ Custom Day

Absence Schedule

Add Files

Once submitted you will see the below message of “Absence created successfully.”

Unified Talent
SmartFind Express

Absences

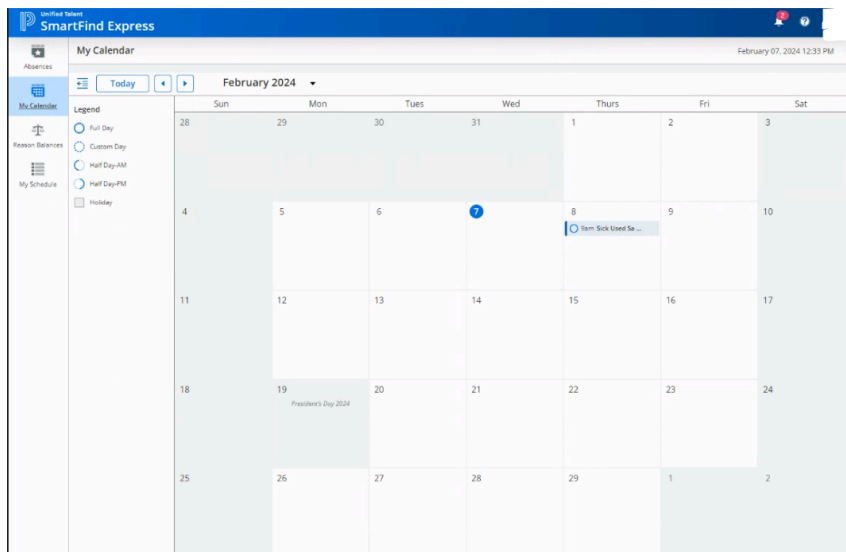
Absences

My Calendar






✓ Absence created successfully. (Job ID 7)

Job ID	Reason	Location(s)	Classifica
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After an absence is entered you can click on “My Calendar” to see your absences



“My Schedule” will show your work times with half day and full day timeframes

 Unified Talent SmartFind Express				
<div>  Absences </div> <div>  My Calendar </div> <div>  Reason Balances </div> <div>  My Schedule </div>	My Schedule			
	[Redacted]			
	Monday			
	Start Time	09:00 AM	AM Half 12:29 PM (Location time)	PM Half 12:30 PM (Location time) End Time 04:00 PM
	Tuesday			
	Start Time	09:00 AM	AM Half 12:29 PM (Location time)	PM Half 12:30 PM (Location time) End Time 04:00 PM
	Wednesday			
	Start Time	09:00 AM	AM Half 12:29 PM (Location time)	PM Half 12:30 PM (Location time) End Time 04:00 PM
	Thursday			
	Start Time	09:00 AM	AM Half 12:29 PM (Location time)	PM Half 12:30 PM (Location time) End Time 04:00 PM
	Friday			
	Start Time	09:00 AM	AM Half 12:29 PM (Location time)	PM Half 12:30 PM (Location time) End Time 04:00 PM

Or you can create an absence over the phone

CALL TO CREATE AN ABSENCE

NOTE: *If an employee has multiple schedules for the same classification, they may not be able to create an absence on the telephone for every one of the schedule entries for that classification. They will be able to do that on the Web.*

1. Enter the Absentee's access ID, followed by the star (*) key
PRESS 1 if Correct
If the employee has more than one work schedule, confirm the location and classification choice.
PRESS 2 to Enter another access ID
2. Enter dates and times for the absence
If using allowed duration when creating an absence, select Full Day, Morning Half Day
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
3. 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)
4. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
5. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done
PRESS 2 to Bypass this step
6. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
7. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute



Enter the substitute access 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

8. Complete Absence

PRESS 1 to Receive the job number

Record the Job Number. The Job Number is your confirmation.