Employee Quick Guide

SmartFind Express (SFE) 2.5

SmartFind Express is the online tool for reporting and managing absences from work for most employees. ("Bi-weekly" employees who are paid on an hourly, not monthly, basis use the Kronos System for managing their attendance.) SmartFind Express takes care of tracking the absences, as well as identifying and placing a substitute employee if needed.

Register with SmartFind Express

1. From any telephone, dial 522-8987
2. Follow the verbal instructions to establish your account
3. Your "Access ID" is your employee number without the "e" prefix and without any leading zeros. For instance, employee ID e055577 would be entered as 55577.
4. *When prompted for PIN, repeat your Access ID. You will be able to create you PIN later.*

Log On to SmartFind Express

SmartFind Express is located on the drop-down menu for Employees on the NISD website. Log in with your e# and your network password. *(In this case, you must use the "e" prefix and any leading zeros.)*

REGISTRATION and LOG On Assistance is available online at:
https://intranet.nisd.net/departments/humanresources/smartfind-express-sfe

Create an Absence

1. From the Home screen, click Create an Absence
2. Complete the form by providing the reason, date and time for the absence. TEACHERS should also leave instructions and attached documents for their substitutes.
3. When you have entered all of the required information, click Continue at the bottom of the page.
4. SFE will display for your review, the absence you have just entered. After verifying the details of your absence, click CREATE ABSENCE.
5. DO NOT CLOSE SmartFind Express UNTIL YOU RECEIVE A JOB NUMBER for the absence.

Modify an Absence

1. From the Home screen, click REVIEW ABSENCES
2. Select the date from the calendar for your absence.
3. Click SEARCH
4. Click the job number link
5. Make your modifications or add/delete attachments for substitutes. **(Sub will receive email re: changes)**
6. DO NOT CLOSE or LOG OFF until the Job Cancelled Successfully notice is displayed.

Cancel an Absence

7. From the Home screen, click REVIEW ABSENCES
8. Select the date from the calendar for your absence.
9. Click SEARCH
10. Click the job number link
11. Click CANCEL JOB
12. DO NOT CLOSE or LOG OFF until the Job Cancelled Successfully notice is displayed.

Employee User Guides and Employee Videos are available at the Help tab in the upper right hand corner of the screen.