

# PeopleSoft Handbook

## Time & Labor for Summer School

Version 2.3  
May 2023



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# Summer School Contact List

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**General Information**

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**General Information (ESY)**

Theresa Aviles  
[taviles@sandi.net](mailto:taviles@sandi.net)

**Human Resources, Staffing (Certificated & Classified)**

[summerschool@sandi.net](mailto:summerschool@sandi.net)

**Payroll**

[https://www.staff.sandiegounified.org/departments/payroll/contacts\\_payroll\\_department](https://www.staff.sandiegounified.org/departments/payroll/contacts_payroll_department)

**Request admin access in SAMS**, please send an email to [esaspdms@sandi.net](mailto:esaspdms@sandi.net) with the following information:

- Employee ID #
- Employee Name
- Location Number
- Location Name
- Position they are working/reason for requesting access
- Duration of assignment

**SmartFindExpress (SAMS/SmartFindExpress is available 24/7)**

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

**Substitute Assignment Management System (SAMS)**

(619) 297-0304

**Substitute Help Desk**

(619) 725-8090  
[subhelp@sandi.net](mailto:subhelp@sandi.net)

**Substitute Employee Resources**

[https://www.sandiegounified.org/departments/human\\_resources/substitute\\_employee\\_resources](https://www.sandiegounified.org/departments/human_resources/substitute_employee_resources)

## Payment and Timekeeping for Summer School/ESY

|   | Payment for Summer School/ESY   | Timekeeping Methods   |
|---|---|---|
| <b>Vice Principals</b>  | <p>Vice Principal/Instructional Coordinator are <b>assigned</b> to provide administrator coverage as part of their current work calendar.</p> <p>Site administrators will be compensated up to twenty (20) hours of pro-rata pay for hours worked outside of the normal workday or on weekends for work performed after receiving their summer program assignment and prior to the start of the summer program.</p>   | <p>No PARs will be necessary. Per AASD agreement, compensation for Preparation for the Summer Program:</p> <p>Administrator timecards for up to twenty (20) hours worked are sent to the Summer School Office for processing.</p>   |
| <b>Teachers</b>   |   |   |
| <b>Contract Teachers</b><br>(general education and Ed. Specialists) | <p>Payment will be based on the rate for pro-rata equivalent of <b>Salary Schedule B</b> of the Summer School/Intersession Salary Schedule based on teachers' assignment. Please refer to current summer school salary schedules on the district website.</p> <p>Teachers will be paid for eight (8) hours per day, not including July 3<sup>rd</sup> or 4<sup>th</sup>. The additional hours beyond instruction time each day are to be used for normal communications, pupil supervision, parent conferencing, data gathering, material preparation, etc.</p> | <p>Human Resources will create job records in PeopleSoft. No PARs will be necessary.</p> <p>FOR RESOURCE SPECIALISTS ASSIGNED TO MORE THAN ONE SITE: Timekeeping responsibilities as outlined in the Timekeeping Methods will be the responsibility of the site listed first on the job posting.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor Summer School/ESY assignment, found under the Hourly employees at your site, designated by S/I; use time reporting code for certificated staff, <b>CSI</b>, C - Summer Sch &amp; Intersession.</p> |
| <b>Long-Term Visiting Teacher</b><br>(primary teacher of record)    | <p>Visiting Teachers assigned to Summer School/Intersession as the primary classroom teacher of record in PowerSchool.</p> <p>Teachers will be paid for eight (8) hours per day. The additional hours beyond instruction time each day are to be used for normal communications, pupil supervision, parent conferencing, data gathering, material preparation, etc.</p>   | <p>July 3<sup>rd</sup> is a non-workday. Do <b>not</b> report July 4<sup>th</sup> as a paid holiday.</p> <p>Report absences on a new row on timesheet.</p>  |

|   | Payment for Summer School / ESY  | Timekeeping Methods   |
|---|--|---|
| <b>Teachers (cont'd)</b>  |  |   |
| <b>Contract Teachers</b><br>(For Garfield, Trace, and Twain only) | <p>Payment will be based on the rate for the pro-rata equivalent of <b>Salary Schedule B</b> of the Summer School/ Intersession Salary Schedule based on teachers' assignment.</p> <p>Please refer to current summer school salary schedules on the district website.</p> <p>Teachers will be paid for eight (8) hours per day, not including July 3<sup>rd</sup> or 4<sup>th</sup>.</p> | <p>Human Resources will create job records in PeopleSoft. No PARs will be necessary.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments will be found under the Hourly employees at your site designated by S/I; use time reporting code for certificated staff, <b>CSI</b>, C - Summer Sch &amp; Intersession.</p> <p>July 3<sup>rd</sup> is a non-workday. Do <b>not</b> report July 4<sup>th</sup> as a paid holiday.</p> <p>Report absences on a new row on timesheet.</p>  |
| <b>Contract Teachers</b><br>(Staff Meeting/Prep time)             | <p>Payment will be based on the rate for pro-rata equivalent of <b>Salary Schedule A</b> of the Summer School/Intersession Salary Schedule based on teachers' assignment.</p> <p>Please refer to current summer school salary schedules on the district website.</p> <p>Teachers must submit timecards for timekeeping purposes to summer school timekeepers.</p>                        | <p>For staff meetings, classroom setup or teacher prep time prior to summer school, the Summer School Office will pay for up to two (2) hours.</p> <p>Report two (2) hours worked in PeopleSoft Time &amp; Labor in Summer School/ESY assignment found under the Hourly employees at your site designated by S/I; use time reporting code for certificated staff, <b>CSI</b>, C - Summer Sch &amp; Intersession. Use comments field on timesheet.</p> <p>Contact Summer School Office if teacher Summer School (S/I) record is missing.</p> <p>All fully completed timecards must be kept at Summer School host site.</p> |
| <b>Visiting Teachers</b>  |  |   |
| <b>Day to Day Visiting Teachers</b><br>(excluding Long-Term)      | <p>Visiting teachers filling temporary assignments will be paid at the Day to Day Visiting Teacher Summer School daily rate of pay.</p> <p>Please refer to current visiting teacher salary schedules on the district website.</p>  | <p>For visiting teachers that are substituting for an assigned Summer School/ESY teacher, request the visiting teacher using SmartFind Express Substitute Assignment Management System (SAMS).</p> <p>Once the job is verified in SAMS, time for the visiting teacher will default to the PeopleSoft Time and Labor system with eight (8) hours and the time reporting code, <b>SIVI</b>, VT Summer Intersession, on days worked.</p> <p><b>Do not</b> verify jobs in SAMS on days substitute are absent. <b>Do not</b> add new row on timesheet for absences.</p>  |

|  | Payment for Summer School / ESY  | Timekeeping Methods  |
|--|--|--|
| <b>Visiting Teachers (cont'd)</b>  |  |  |
| <p><b>Long-Term Visiting Teacher</b><br/>(Non-primary teacher of record)</p> | <p>Visiting Teachers in Summer School substitute assignments longer than five (5) days and are <b>not</b> assigned as the primary teacher of record.</p> <p>Please refer to current visiting teacher salary schedules on the district website.</p>   | <p>For visiting teachers <b>not</b> assigned to Summer School/ESY class as the primary classroom teacher.</p> <p>Once the job is verified in SAMS, time for the visiting teacher will default to the PeopleSoft Time and Labor system with eight (8) hours and the time reporting code, <b>SIVTL</b>, VT Long Day Summer/Inter, on days worked.</p> <p><b>Do not</b> verify jobs in SAMS on days substitute are absent. <b>Do not</b> add new row on timesheet for absences.</p>   |
| <b>Special Education Itinerant Staff</b>                                     |  |  |
| <p><b>Nurses</b></p>   | <p>Payment will be based on the pro-rata equivalent of <b>Salary Schedule B</b> of the Summer School/ Intersession Salary Schedule. Nurses will be paid for eight (8) hours per day.</p> <p>Please refer to current summer school salary schedules on the district website.</p> <p>School nurse staff are paid for an eight (8) hour day. The additional hour each day is to be used for normal communications, pupil supervision, parent conferencing, etc.</p> | <p>Human Resources will create job records in PeopleSoft. Certificated Nurse assignments are made through the Nursing &amp; Wellness Program Office and are not included on the Post and Bid. No PARs will be necessary.</p> <p>July 3<sup>rd</sup> is a non-workday. Do <b>not</b> report July 4<sup>th</sup> as a paid holiday.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments are found under the Hourly employees at your site designated by S/I. Use the time reporting <b>CSI</b>, C - Summer Sch &amp; Intersession - for certificated staff &amp; <b>LSI</b>, Summer School &amp; Intersession - for classified staff.</p> <p>Report absences on a new row on timesheet.</p> |
| <p><b>Nurses</b><br/>(Prep time prior to ESY)</p>                            | <p>Payment will be based on the rate for pro-rata equivalent of <b>Salary Schedule B</b> of the Summer School/Intersession Salary Schedule based on teachers' assignment.</p>  | <p>The Special Education ESY Office will pay for up to four (4) hours of prep-time. Send fully completed timecards to the District Nursing Office for processing.</p>  |



|   | <b>Payment for Summer School / ESY</b>  | <b>Timekeeping Methods</b>   |
|---|---|--|
| <b>Special Education Itinerant Staff (cont'd)</b> |   |  |
| <b>Psychologists</b>                              | <p>Payment will be based on the pro-rata equivalent of the School Psychologists Salary Schedule for days which are outside of the contract work year.</p> <p>Please refer to current salary schedules on the district website.</p> <p>Itinerant staff (Psychologists) will be paid for eight (8) hours per day. The additional hours each day are to be used for normal communications, pupil supervision, parent conferencing, etc.</p>                        | <p>Human Resources will create job records in PeopleSoft. No PARs will be necessary.</p> <p>July 3<sup>rd</sup> is a non-workday. Do <b>not</b> report July 4<sup>th</sup> as a paid holiday.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments will be found under the Hourly employees at your site designated by S/I. Use time reporting code for certificated staff, <b>CSI</b>, C - Summer Sch &amp; Intersession.</p> <p>Report absences on a new row on timesheet.</p> |
| <b>Speech/Language Pathologists</b>               | <p>Payment will be based on the pro-rata equivalent of the Speech/Language Pathologists Salary Schedule for days which are outside of the contract work year.</p> <p>Please refer to current salary schedules on the district website.</p> <p>Itinerant staff (Speech/Language Pathologists) will be paid for eight (8) hours per day. The additional hours each day are to be used for normal communications, pupil supervision, parent conferencing, etc.</p> | <p>Human Resources will create job records in PeopleSoft. No PARs will be necessary.</p> <p>July 3<sup>rd</sup> is a non-workday. Do <b>not</b> report July 4<sup>th</sup> as a paid holiday.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments will be found under the Hourly employees at your site designated by S/I. Use time reporting code for certificated staff, <b>CSI</b>, C - Summer Sch &amp; Intersession.</p> <p>Report absences on a new row on timesheet.</p> |
| <b>Support Staff</b>                              |   |  |
| <b>Health Tech</b>                                | <p>Classified staff will be paid for eight (8) hours per day.</p>   | <p>No PARs will be necessary for Classified Health support staff.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments are found under the Hourly employees at your site designated by S/I. Use the time reporting <b>LSI</b>, Summer School &amp; Intersession - for classified staff.</p> <p>Report absences on a new row on timesheet.</p>  |

|  | Payment for Summer School / ESY  | Timekeeping Methods   |
|--|--|---|
| <b>Support Staff (cont'd)</b>                    |  |   |
| <b>Paraeducators</b>                             | Payment will be based as shown at right.   | <p>Human Resources will create job records for paraeducators. Please do not submit a PAR for Summer School.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor Summer School/ESY assignments will be found under the Hourly employees at your site. Use time reporting code for classified staff, <b>LSI</b>, Summer Sch &amp; Intersession.</p> <p>Report absences on new row on timesheet.</p>   |
| <b>Secretarial, Clerical, and/or Supervision</b> | <p>Secretarial, clerical, and/or supervision will be paid for an eight (8) hour day.</p> <p>For questions, contact the Summer School Office.</p> | <p>Human Resources will create job records for classified support. Please do not submit a PAR for Summer School.</p> <p>Report eight (8) hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments will be found under the Hourly employees at your site. Use time reporting code for classified staff, <b>LSI</b> - Summer Sch &amp; Intersession.</p> <p>Report absences on a new row on timesheet.</p>  |
| <b>Food Services</b>                             | Food Services who begin on June 15 <sup>th</sup> , will be paid according to their assignment.   | <p>Human Resources will create job records for classified support. Please do not submit a PAR for Summer School.</p> <p>Report hours worked in PeopleSoft Time and Labor. Summer School/ESY assignments will be found under the Hourly employees at your site. Use time reporting code for classified staff, <b>LSI</b> - Summer Sch &amp; Intersession.</p> <p>June 19<sup>th</sup> is a non-workday (holiday). Report June 19<sup>th</sup> as a paid holiday.</p> <p>Report absences on a new row on timesheet.</p> |

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## Payroll Tips for Summer School / ESY

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### TIMEKEEPING TIPS

1. Check your staff rosters immediately to make sure all employees have assignments. If employees are not listed or job assignments are incorrect, contact HR staffing at [summerschool@sandi.net](mailto:summerschool@sandi.net).
2. Hourly time reporting is different than salaried time reporting (i.e., enter hours for time worked and add a row for absences).
3. Timekeepers must enter positive time for employees to receive pay during summer. Only report positive time **after** the employee has worked the hours. **Please do not report future time worked.** For instructions, refer to [How to Report Time Worked](#) in this handbook.
4. Salaried employees working in a summer school assignment do **not** need to fill out timecards for time worked, a sign-in sheet is sufficient.
5. The substitute assignment in SAMS must be verified online for an employee to be paid. For instructions, refer to the [Verifying Jobs in SAMS](#) section in this handbook.
6. Enter comments on employee timesheets to notate relevant details about time worked or absences.
7. Run weekly Time Summary Report and leave one copy at host location along with **all** timekeeping records. Run an additional copy for the timekeeper (if not regularly assigned to host location) to retain if timekeeping questions should arise. For instructions, refer to the [How To Run Time Summary Report](#) section in this handbook.

### CLASSIFIED EMPLOYEES

1. Summer School assignments can be found in Time and Labor under the listing of hourly employees at the site.
2. All scheduled hours worked will be reported in Time and Labor with the time reporting code **LSI**.
3. Two entries are required to report an absence for a workday during Summer School/ESY. The first entry should be **LSI** based upon on the number of hours the employee would have worked on that date. The second entry should be an absence time reporting code (i.e., Sick Leave) to show the number of hours they were absent on that date. Please refer to the Payment and Timekeeping for Summer School/ ESY table for details.
4. Sick leave and vacation taken will be charged according to the number of hours absent.
5. Sick leave and vacation accruals earned during Summer School will be manually added to employee leave balances in the fall.

### CERTIFICATED EMPLOYEES (excluding Visiting Teachers)

1. Summer School assignments can be found in Time and Labor under the listing of hourly employees at the site.
2. All scheduled hours worked will be reported in Time and Labor with the time reporting code **CSI**.
3. Two entries are required to report an absence for a workday during Summer School/ESY. The first entry should be **CSI** based upon the number of hours in the assigned position for the employee to

#### **CERTIFICATED EMPLOYEES (excluding Visiting Teachers) *cont'd.***

receive pay. The second entry should be **Sick Leave** for the number of hours they were absent on that date.

4. Sick leave may only be used if the employee has accumulated full salary sick leave.
5. Sick leave earned during Summer School cannot be used to cover an absence during the summer assignment.

#### **VISITING TEACHERS**

1. For Day to Day Visiting Teachers, use regular substitute assignment. Request assignment through SAMS. Specify the Summer School/ESY teacher position number. The time reporting code is SIVT, and hours are based on the teacher's Summer School/ESY assignment.
2. For Long-Term Visiting Teachers (not primary teacher of record), hours are based on the teachers' substitute assignment. The time reporting code is SIVTL.
3. For Long-Term Visiting Teachers (primary teacher of record), hours are based on teachers' assignment. Please refer to Summer School/ESY Payment and Timekeeping table for details.

#### **JULY 4<sup>th</sup> HOLIDAY**

1. Certificated employees on Summer School Salary Schedule B do **not** receive pay for the July 4<sup>th</sup> holiday, but for scheduled workdays only, since their earnings are based on a daily rate of pay of eight (8) hours/ per day. Do **not** report hours for this holiday.
2. Classified salaried employees working Summer School/ESY are paid for the July 4<sup>th</sup> holiday based upon the Summer School assignment for that classified employee. Report hours **LSI** for this holiday.
3. Regular hourly employees such as Visiting Teachers and Noon Duty Assistants do **not** receive pay for the July 4<sup>th</sup> holiday.
4. July 3<sup>rd</sup> is a non-instructional day for Summer School. Do **not** report hours for this day for summer staff.

#### **FOOD SERVICES**

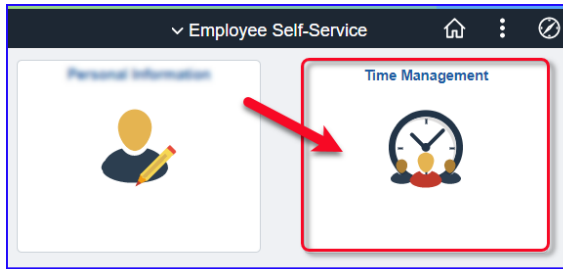
1. Food Service employees are paid for the June 19<sup>th</sup> holiday based upon the Summer School assignment for that classified employee. Report hours for **LSI** for this holiday.

# How to Report Time for Summer School

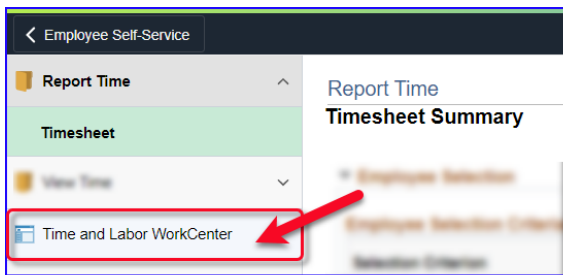
All scheduled hours worked are required to be reported in Time & Labor for Certificated and Classified Summer School/ ESY employees. Hourly staff hours must be entered based on assignment. For time worked, the timekeeper must enter the number of hours the employee worked that day.

## How to Report Time Worked

1. On the **Homepage**, click **Time Management** tile.



2. Select **Time and Labor WorkCenter**.



3. On the **Timesheet Summary** page, enter the following information based on employee type:
  - **For Hourly employees (not substitutes)** – Enter hourly group code (for example, *0007H*) in **Time Reporter Group**.
  - **For Substitutes-** Enter six-digit **Employee ID** and **First/Last Name**, if necessary.

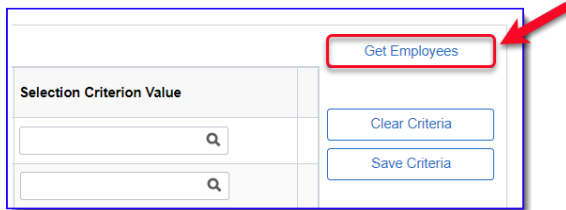
| Employee Selection Criteria |                                    |
|-----------------------------|------------------------------------|
| Description                 | Selection Criterion Value          |
| Time Reporter Group         | <input type="text" value="0007H"/> |
| Employee ID                 | <input type="text"/>               |
| Last Name                   | <input type="text"/>               |
| First Name                  | <input type="text"/>               |

For Hourly Employee search (not substitutes)

| Employee Selection Criteria |                                     |
|-----------------------------|-------------------------------------|
| Description                 | Selection Criterion Value           |
| Time Reporter Group         | <input type="text"/>                |
| Employee ID                 | <input type="text" value="199597"/> |
| Last Name                   | <input type="text" value="Doe"/>    |
| First Name                  | <input type="text" value="Chris"/>  |

For Substitute search

4. Click **Get Employees**.



Search results will display at the bottom of page. To save selection criteria, click **Save Criteria**. Next time you access the **Timesheet**, these results will display automatically. To clear selections, click **Clear Selection**.

**IMPORTANT!** For Summer Staff - Hours must be entered based on summer assignment.

5. Select the last name of the preferred employee (**Note:** Select the row which displays the Summer School/ESY designation in **Job Title**, for example "S/I...").

Employees For Chris Doe, Totals From 06/20/2022 - 06/26/2022

1-7 of 7

Time Summary Demographics

| Last Name | First Name | Employee ID | Empl Record | Job Title            |
|-----------|------------|-------------|-------------|----------------------|
| Doe       | Chris      | 195547      | 5           | Spec Ed Techn        |
| Doe       | Chris      |             | 0           | Regular Teacher-Hrly |
| Doe       | Chris      |             | 0           | Noon Duty Assistant  |
| Doe       | Chris      | 197597      | 1           | S/I Regular Teacher  |

Summer School job assignment.

6. The employee **Timesheet** will be displayed. The **Timesheet** defaults to Monday of the current week.
7. Change the **Date** to appropriate week to report time for, if necessary. Click the **Refresh Timesheet** icon.

**Timesheet**

Chris Doe  
S/I Regular Teacher

Employee ID 197597  
Empl Record 1  
Earliest Change Date 08/01/2021

Actions

Select Another Timesheet

\*View By Week

\*Date 06/19/2023

Reported Hours 0.00

Previous Week Next Week  
Previous Employee Next Employee  
Punch Timesheet

Change date if necessary. Then select **Refresh** icon.

8. Complete the following (Please refer to **Summer School/ESY Payment and Timekeeping** table, on [page 4](#), for additional details):
  - a. **Date** - Enter number of hours worked that day.
  - b. **Time Reporting Code** - Select appropriate code from drop-down.
    - CSI = Certificated staff (*excluding Visiting Teachers*)
    - SIVTL = Long-Term Visiting Teachers
    - LSI = Classified staff
  - c. **Combination Code** - Enter, if necessary.
  - d. **Comments** - Enter relevant information.

From Monday 06/19/2023 to Sunday 06/25/2023 ?

| Mon 6/19 | Tue 6/20 | Wed 6/21 | Thu 6/22 | Fri 6/23 | Total | Time Reporting Code                 | Comments    |
|----------|----------|----------|----------|----------|-------|-------------------------------------|-------------|
|          | 8.0      | 8.0      |          |          |       | CSI - C - Summer Sch & Intersession | time worked |

For Certificated Staff (excluding Visiting Teachers)

From Monday 06/19/2023 to Sunday 06/25/2023 ?

| Mon 6/19 | Tue 6/20 | Wed 6/21 | Thu 6/22 | Fri 6/23 | Total | Time Reporting Code                 | Comments    |
|----------|----------|----------|----------|----------|-------|-------------------------------------|-------------|
|          | 8.0      | 8.0      |          |          |       | SIVTL - C - VT Long Day Summer/Inte | time worked |

For Long Term Visiting Teachers

From Monday 06/19/2023 to Sunday 06/25/2023 ?

| Mon 6/19 | Tue 6/20 | Wed 6/21 | Thu 6/22 | Fri 6/23 | Total | Time Reporting Code                  | Comments    |
|----------|----------|----------|----------|----------|-------|--------------------------------------|-------------|
|          | 8.0      | 8.0      |          |          |       | LSI - L - Summer Schl & Intersession | time worked |

For Classified Staff

9. Click **Submit**.

Submit

10. Click **OK** on confirmation message.

Timesheet

**Submit Confirmation**

✓ The Submit was successful.  
Time for the Week of 2023-06-19 to 2023-06-25 is submitted

OK

## How to Report Absences

On the employee **Timesheet**,

1. Change the **Date** to appropriate week the absence occurred, if necessary. Click the **Refresh Timesheet** icon.

**Timesheet**

Chris Doe  
S/L Regular Teacher

Employee ID 197597  
Empl Record 1  
Earliest Change Date 08/01/2021

Actions >

Select Another Timesheet

\*View By Week

\*Date 06/19/2023

Reported Hours 0.00

Previous Week Next Week  
Previous Employee Next Employee Punch Timesheet

2. Click **(+)** to add a new row.
3. In the new row, complete the following (Refer to **Summer School/ESY Payment and Timekeeping** table, on [page 4](#), for additional details):
  - a. **Date**- Enter number of hours absent that day.
  - b. **Time Reporting Code**- Select appropriate code from drop-down.
    - SLF = Certificated & Classified staff
    - SISVL = Certificated staff (Long-Term Visiting Teachers)
    - VAC = Classified staff
  - c. **Comments** - Enter relevant information about absence.

From Monday 06/19/2023 to Sunday 06/25/2023

| Mon 6/19           | Tue 6/20 | Wed 6/21 | Thu 6/22 | Fri 6/23 | Total | Time Reporting Code                 | Comments      |
|--------------------|----------|----------|----------|----------|-------|-------------------------------------|---------------|
|                    | 8.00     | 8.00     | 8.00     | 8.00     | 36.00 | CSI - C - Summer Sch & Intersession | time worked   |
| <b>Absence Row</b> |          |          |          |          |       | SLF - Sick Leave Full               | form received |

4. Click **Submit**.

Submit

5. Click **OK** on confirmation message.

**Timesheet**

**Submit Confirmation**

The Submit was successful.  
Time for the Week of 2023-06-19 to 2023-06-25 is submitted

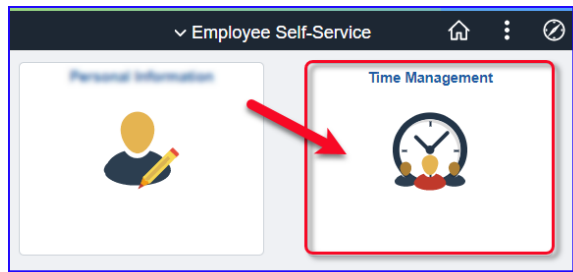
OK



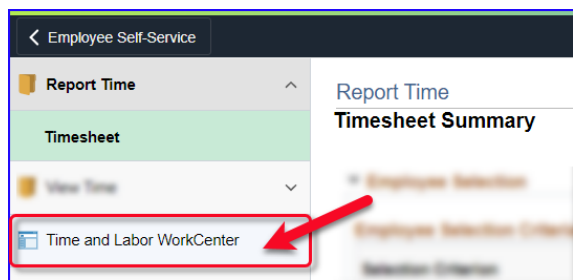
# How to Run a Time Summary Report

Summer School timekeepers are responsible for running a Time Summary Report weekly. Save/print each weekly report. At the end of Summer School, leave printed copy of all weekly reports at the Summer School/ESY host location in case questions arise and Summer School timekeeper needs to be contacted.

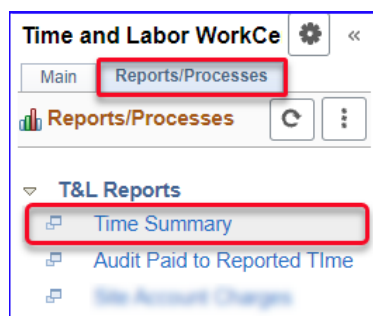
1. On the **Homepage**, click **Time Management** tile.



2. Select **Time and Labor WorkCenter**.



3. Select the **Reports/Processes** tab.
4. Click **Time Summary** under T&L Reports.



5. Click **Add a New Value** tab for first time report set up or click **Search** to Find an Existing Value (previously saved report).
6. Enter a (report)name in **Run Control ID**. **Note:** Use ( ) as a word separator instead of spaces, if applicable.

- Click **Add**.



**TL Time Summary Report**

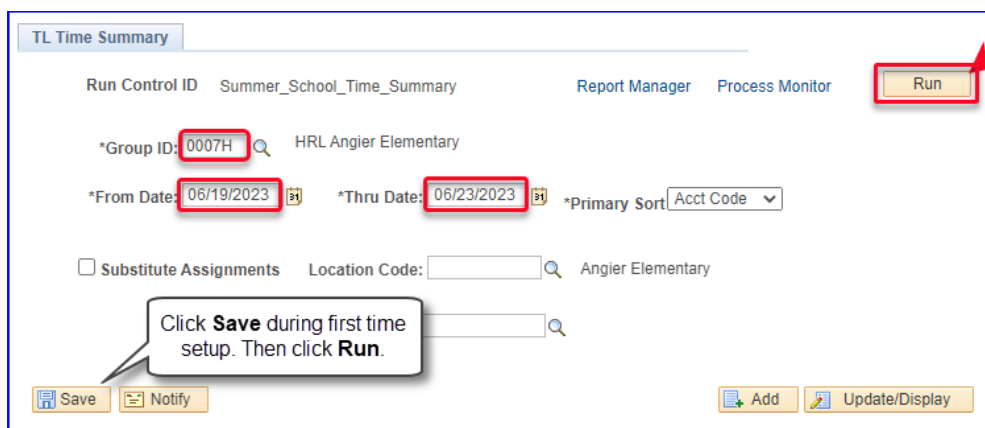
Find an Existing Value | **Add a New Value**

Run Control ID: Summer\_School\_Time\_Summary

**Add**

Find an Existing Value | Add a New Value

- Enter Hourly group ID in **Group ID** (for example 0007H) or use **lookup icon** to select Hourly Group ID. Important! If running for substitutes, enter substitute group ID, 5998H.
- Enter **From Date & Thru Date(s)**. **IMPORTANT!** Run report weekly.
- Click **Save**. (Only during first time report setup).
- Click **Run**.



**TL Time Summary**

Run Control ID: Summer\_School\_Time\_Summary | Report Manager | Process Monitor | **Run**

\*Group ID: 0007H | HRL Angier Elementary

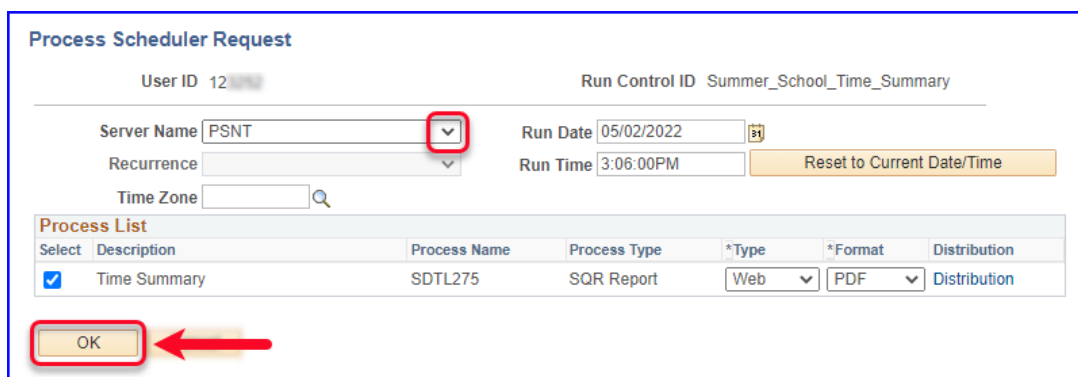
\*From Date: 06/19/2023 | \*Thru Date: 06/23/2023 | \*Primary Sort: Acct Code

Substitute Assignments | Location Code: | Angier Elementary

Click **Save** during first time setup. Then click **Run**.

Save | Notify | Add | Update/Display

- Select PSNT from **Server Name** drop-down. (Only during first time report setup).
- Click **OK**.



**Process Scheduler Request**

User ID: 12 | Run Control ID: Summer\_School\_Time\_Summary

Server Name: PSNT | Run Date: 05/02/2022

Recurrence: | Run Time: 3:06:00PM | Reset to Current Date/Time

Time Zone: |

| Select                              | Description  | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|--------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Time Summary | SDTL275      | SQR Report   | Web   | PDF     | Distribution |

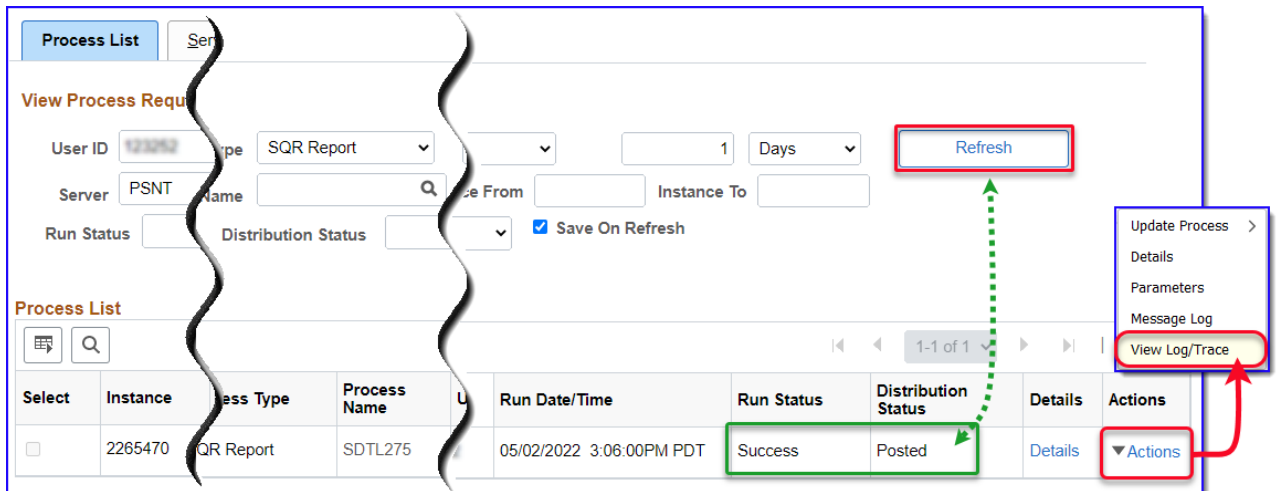
**OK**

14. Review **Process Instance** number located in upper right corner. Click **Process Monitor** link.

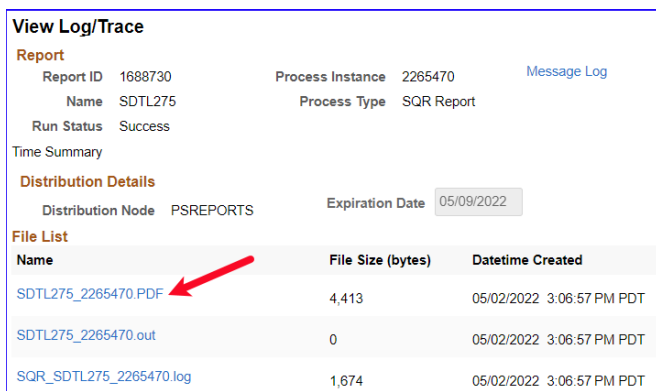


The report name is displayed under **Process List**. It is ready to view when the **Run Status** displays “Success” and **Distribution Status** displays “Posted”.

15. Click **Refresh** to update report status, if necessary.  
 16. When the report is ready to view, click the **Actions** link.  
 17. Click **View Log/Trace** link.



18. Under **File List**, select the **.pdf file extension** link which contains the **Process Instance** number assigned in Step 14.



| Name                                    | File Size (bytes) | Datetime Created          |
|---|-------------------|---------------------------|
| <a href="#">SDTL275_2265470.PDF</a>     | 4,413             | 05/02/2022 3:06:57 PM PDT |
| <a href="#">SDTL275_2265470.out</a>     | 0                 | 05/02/2022 3:06:57 PM PDT |
| <a href="#">SQR_SDTL275_2265470.log</a> | 1,674             | 05/02/2022 3:06:57 PM PDT |

19. The report will open in Adobe format in the browser. **IMPORTANT!** Be sure to save a copy for your records and print a copy to leave at Summer School/ESY host location.

| Account Cd      |        | Descr             | Department/Description |                        | Resource                 | Budget | Account | Program    | Class | Fund | Extended |  |
|-----------------|--------|-------------------|------------------------|------------------------|--------------------------|--------|---------|------------|-------|------|----------|--|
| Type            | EmplId | Name              | Rcd                    | Department/Description | Jobcode/Description      |        |         | Date       |       | QTY  | TRC      |  |
|                 |        | Comments          |                        |                        |                          |        |         |            |       |      |          |  |
| No account code |        |                   |                        |                        |                          |        |         |            |       |      |          |  |
| H               | 113942 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/21/2023 |       | 2.50 | WKC      |  |
|                 |        | ACCOUNT DEFAULTED | EmplId                 | Teach                  |                          |        |         |            |       |      |          |  |
| H               | 193942 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/21/2023 |       | 8.00 | CSI      |  |
| H               | 193942 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/22/2023 |       | 2.50 | WKC      |  |
|                 |        | ACCOUNT DEFAULTED | EmplId                 | Teach                  |                          |        |         |            |       |      |          |  |
| H               | 193942 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/22/2023 |       | 8.00 | CSI      |  |
| H               | 193942 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/23/2023 |       | 8.00 | CSI      |  |
| H               | 193942 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/23/2023 |       | 8.00 | CSI      |  |
| H               | 196521 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/20/2023 |       | 8.00 | CSI      |  |
| H               | 196521 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/21/2023 |       | 8.00 | CSI      |  |
| H               | 196521 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/22/2023 |       | 8.00 | CSI      |  |
| H               | 196521 | Chris Doe         | 1                      | 0007-Angier Elementary | 2904-S/I Regular Teacher |        |         | 06/23/2023 |       | 8.00 | CSI      |  |

# Summer Procedures in SmartFindExpress (SAMS)

1. Summer School employees are required to use SAMS/SmartFindExpress to report their absences and to request a substitute if one is needed. Their profiles are changed to reflect the summer school location, the eight (8) hour summer schedule, and the work calendar '4'. You will need your Employee ID # and District password to log in. If you do not have Admin access to your site in SFE, request admin access by sending an email to [esaspdms@sandi.net](mailto:esaspdms@sandi.net) with the following information;
  - Employee ID #
  - Employee Name
  - Location Number
  - Location Name
  - The position that you are working/reason for requesting access.
  - Duration of Assignment access

## Absence Reporting

### Vacancy

When your site has an unfilled position and a substitute is needed, use the selection 'Create Vacancy' from the 'Administrator' link in SmartFindExpress.

### Summer School Calendar (Track Code)

**All vacancies must be reported with the correct Calendar Code.** On the 'Create Vacancy' screen, click the downward arrow to the right of 'Calendar' and select 'Track 4 -Summer School', otherwise it will give you an error message.

### Create a 'Vacancy' for the following reasons:

- When there is a Summer School vacancy, use the reason 'Vacancy' with the summer school position number.
- If the school requires extra help, use the reason 'Extra Help'.
- If a regular summer school teacher is under the wrong location in SAMS and/or PeopleSoft, use the reason 'Vacancy.' If a position number is not available, use 'Extra Help' until you have the number, and then change the assignment to the reason code 'Vacancy' and enter the number.

### Reason Codes used for creating a Vacancy

|           |               |                      |
|-----------|---------------|----------------------|
| 8-Vacancy | 28-Extra Help | 29-Extra help/Roving |
|-----------|---------------|----------------------|

### Position Number for Vacancy

All vacancy jobs with the reason 'Vacancy' reported in SAMS/SFE will require entering the appropriate 8-digit position number for your site in the 'Position Number' field before the system will accept the request for a substitute. Position Numbers for the site(s) may be obtained from summer school staffing.

Contact Summer School Staffing about vacancies for your site. Do not report a vacancy in SAMS /SFE unless you have approval from the Staffing Unit. This will help avoid overbooking. You can also run a job report to see if the assignment has been created.

## Absence

No absence should be reported by an employee showing at an incorrect location in SFE. Leaving special instructions about the work location of the assignment does not fix the problem and creates problems with timekeeping for both sites. If your site requires a substitute, open a vacancy by clicking on the link 'Create Vacancy' instead of 'Create Absence'. Continue the vacancy until a correct record for the employee is showing in PeopleSoft Time and Labor and SAMS. This will help minimize errors in time and labor. If you notice an absence was reported by an employee that was transferred to another location, please call the Substitute Help Desk and we will cancel the job and inform the other school of the absence, so that the other site can create the vacancy and maintain the substitute records. If an employee says that they created an absence, but you cannot view it in SAMS, call the SAMS Help Desk.

**When reporting an absence or a vacancy, remember to leave special instructions about the job to ensure that the substitute gets accurate information before accepting the assignment.**

### Reason Codes used when reporting an Absence

|                      |                             |
|----------------------|-----------------------------|
| 1-Illness            | 6-Workers Compensation      |
| 2-Personal Necessity | 7-Jury Duty                 |
| 3-Bereavement        | 11-Court Appearance         |
| 4-Personal Business  | 15-Unpaid Personal Business |

## Summer School Work Hours

When reporting an absence/vacancy, change the work hours if they are not correct. This will ensure that substitutes get the correct information before accepting the assignment. You should contact the substitute helpdesk immediately if the hours are not correct for your school or the employee. The normal summer school day should read a total of 8 hours for certificated assignments and the substitutes are paid at the daily summer school rate. If your Summer school has longer hours, we will need it to show correctly in SAMS. Step-by-step instructions for creating an Absence or Vacancy can be found on page [18](#).

## Substitute Reporting

### Summer School Timekeeping

As the summer school timekeeper, you will need to review the job information in SAMS/SFE and make necessary adjustments/changes when a classified substitute arrives late, leaves early, or reassigned different work hours in the SAMS assignment. Changes need to be made before verifying the job and payable hours automatic transfer to PeopleSoft Time and Labor.

➤ **Classified Positions**

Classified jobs need to show 8.5 hours because the system deducts .5 from the payable hours

during the SAMS interface into time and labor. Time reported for classified substitute assignments is based upon the actual hours worked on site, excluding the duty-free break. The duty-free break is deducted from assignments of substitutes working eight (8) hours or more per day. For example, a substitute that has worked and will be paid for eight (8) hours has to show an 8.5-hour assignment in SAMS.

|  |   |
|--|---|
| Time Reporting Code for Classified Assignments | <b>LSI</b> = Summer School/Intersession Pay (Hourly Rate) |
|--|---|

➤ **Certificated Positions**

It is extremely important to monitor daily assignments on SAMS/SmartFindExpress. A full instructional day of work for visiting teachers during summer school will show in PeopleSoft time and labor as eight (8) hours. In cases where the visiting teacher worked less than a full summer school day, no corrections are made in SAMS or time and labor because they are paid the daily rate of pay, not by the hour. All regular Summer school location times will default to 8 hours for certificated substitute pay. **Note:** There is no long-term pay rate for Summer School.

|   |   |
|---|---|
| Time Reporting Codes for Certificated Assignments | <b>SIVT</b> = VT Summer School/Intersession working as substitute for another teacher – eight (8) hours |
|   | <b>SIVTL</b> = VT Summer School/Intersession assigned as the teacher – eight (8) hours                  |

**Verification of Jobs**

Verification of finished jobs is a very important part of your timekeeping responsibility during your summer school assignment. Hours will not populate in PeopleSoft/Time and Labor and substitutes will not be paid unless the job is verified in SAMS. Timekeepers **must verify** all jobs in SAMS the day before the timekeeping cut-off date for each payroll period **at the very latest**. However, **it is strongly recommended that timekeepers take a few moments each day to verify *Finished and Filled jobs***. If there is a problem with a job, the substitute won't get paid correctly or hours won't go through in time for the payroll deadline. Do not wait until the last minute.

**At the end of the Summer school session, it is your responsibility to make sure all jobs are verified and that everything is finished and closed out before you leave the site.** Please double-check that all the jobs that were worked by a substitute are verified by payroll deadline dates and before you leave at the end of the Summer school session. Please make sure that you enter the payable hours in Time and Labor for all the summer employees. Their pay is dependent upon your manual entry into time and labor which is not automated.

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## SAMS/SmartFind Express Operation

### 2. Run Your Job Report First Thing Each Morning

Login to SmartFindExpress with your User ID #, and District Password first thing each morning. Read the announcements to see any new information posted. Run your absence report and print a sign-in sheet. Follow these steps:

- Choose the *Job Inquiry Report* link.
- Change *Sort Order* to 'Substitute Name' and click on *Search*.
- Select the *Create Report* button for a list of all jobs for today.
- Under *Print Details*, uncheck the info boxes that are not needed on your sign-in sheet.
- Under *Print Totals for Primary Sort*, select *Print a signature line*.
- Print your sign-in sheet.

### 3. Require each substitute to sign in and out as proof that the assignment has been worked.

4. Refer to this job report when you verify 'Finished and Filled' jobs. Check the time and that the sub signed in. If you have made any changes during the morning, print and attach the revised report before you leave for the day. Also, check the next day to see if an employee entered their absence and made the mistake in the evening by forgetting to enter the correct date. *If a substitute does not show up and sign in, please remove them from the assignment after an hour after they accept the assignment or the start of the job. If you no longer need a substitute, please click on the 'stop call out button' so that no one else takes the assignment.* Use this report to document activity.

**Under no circumstance should a school allow a substitute to work without a current job number that is visible in SAMS. That way you know the substitute is qualified to work Summer school before they go to the classroom.** If you need to assign a substitute to a job, you must stop the call out in SAMS, if a job is in callout, so that you can place them in the job. You do this by opening the job 'Detail screen' and pressing 'Stop Callout'. You must click on 'Return to List' and then open the job on the detail screen again. If there is a 'Save' button, you can assign the substitute. If no 'Save' button is showing, then keep hitting the refresh button until it shows the button. Check to see if another substitute has taken the job before assigning the substitute. Sometimes someone else has accepted while you are trying to stop the job and you will need to call them right away to let them know that you already have someone and that they are being released from the assignment. Enter the ID number of the sub that you are assigning the job to.

If no assignment was created, then create a new absence or vacancy immediately and assign the job to the substitute. **Call us immediately if you can't put them in the assignment.** *Many of our Visiting Teachers are not updated to work after traditional schools close. Please do not assume that every substitute is available. During the summer, it is best to have the system call out to the available Visiting Teachers on the system.* If you have a list of preferred substitutes, you may want to send the list to the Substitute Help Desk so that we can check to see if they are available.



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## Substitute Assignments

### Preferred List

**\*Very Important\*** During the summer we have a very reduced number of visiting teachers available on the system, because of a lower number of assignments posted on SAMS. Please do not call in a substitute or have your summer school staff make verbal agreements with visiting teachers. If the system lets them enter the substitute in the job, they are approved, and it is okay for them to work. If it doesn't allow them to enter the sub, then the employee needs to let the system call out to the available substitutes that are qualified for summer. We have the most active visiting teachers that qualify to work and regular teachers that also want to substitute during Summer School.

**Please explain this to all employees.** You can send us a list of preferred certificated substitutes and will update them if they have turned in their request to work in the summer.

### Matching Classification between employee and substitute

The substitute system matches the classification (grade level/subject area) of a regular employee with the substitute's profile. When SAMS does not find matching a classification, the following error message appears, 'Error: The assigned substitute is not available for this job. Job Classification is not in profile.' When you see this message, specifying or prearranging is not possible without calling the Sub Desk for assistance. We can add teaching classifications to Visiting Teacher profiles. A Classified substitute needs to qualify or be approved by Human Resources for the assignment. Do not have them work, if you cannot put them in the assignment.

- Under NO circumstance should a substitute be allowed to work without a job number that has been entered on SAMS/SFE. Otherwise, you may inadvertently allow someone to work that was not approved for Summer School or someone that has an expired TB, credential, or CPR. If you have a problem entering a substitute into a job, call the Sub Help Desk.

### Reporting a 'Sub for a Sub'

Substitutes cannot order a substitute for themselves like regular employees. They should not cancel their long-term job. They will need your assistance in modifying their current/future job as the following examples show:

- a. 'Sub for a Sub' for the current date  
Modify the long-term assignment to start on the day the long-term substitute will be back.  
**Important:** Click 'Save' and verify that the dates are correct. Create an absence or open a vacancy for the day(s) the long-term substitute will need a 'Sub for a Sub.' Match job information with those on the original job.
- b. 'Sub for a Sub' needed at a future date  
Modify the long-term assignment to end on the last day the long-term substitute can work.

**Important:** Click 'Save' and verify that the dates are correct. Create a new absence or vacancy for the day(s) a 'Sub for a Sub' is needed. Re-create the absence or vacancy to start from the day the long-term substitute will be back on the long-term assignment. Match job information with those on the original job. Be sure to prearrange the job with a long-term substitute.

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## What to Do at The End of Summer Session

- ✓ **Make sure all jobs are verified and that everything is finished and closed out before you leave the site.**
- ✓ **Please double-check that all the jobs that were worked by a substitute are verified by payroll deadline dates before you leave at the end of the Summer school session.**
- ✓ **Please make sure that you enter the payable hours in Time and Labor for all the summer employees. Their pay is dependent upon your manual entry into time and labor which is not automated.**

To verify jobs, you will need to have on hand the printed substitute sign-in sheet for the day/days you want to verify. Follow the steps below listed on page [28](#).

1. In the *SmartFindExpress* (SAMS) system, select *Job Inquiry/Reports*.
2. In *Job Type*, select *All*.
3. In *Job Status*, select *Finished*.
4. In *Sub Status*, select *Filled*.
5. Enter the date range (Search 'From' date and the 'To' date).
6. Click *Search*.
7. Scroll down to view the search results.
8. With your substitute sign-in sheet(s), check the times of each job and that the substitute signed in. If a substitute did not work the job, click on the job number so that it opens to the detail screen and cancel the sub out of the assignment. We do not want to accidentally pay a substitute.

When all records are corrected, you are ready to verify jobs. Indicate the jobs in which the substitute worked (signed in) **in either of the following ways:**

9. Manually click the checkbox for each job the substitute signed in and worked and click on **Save Verified**. Review the confirmation that jobs were verified. Hit the search button again to see if there are more jobs to verify. Repeat until you get the message in red 'No Records Found'.
10. Click **Set All to Verify**. This automatically checks all the job checkboxes. If a job was not worked by the substitute and you forgot to take them out, remove the checkmark to clear it. Then click **Save Verified**.

The message 'Jobs successfully verified' appears at the top of the screen. You will want to hit the search button again to make sure all jobs were verified, repeating as many times as necessary until the system shows 'No Records Found', then you know you are finished. After the verification process is complete, the hours worked by the substitutes will be loaded into PeopleSoft Time and Labor in the evening, if it is a workday. SAMS interface does not run during the weekend and holidays, so you will need to verify all jobs by 5 PM before the weekend, holiday, payroll deadline, or leaving at the end of summer school.

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**WARNING:** The *Set All to Verify* button may seem like a good idea, but make sure that all the information is correct and that the substitute did work the job before saving.

It is recommended that you verify each job individually by checking your roster and then clicking on the verify boxes. If you notice that data is incorrect, make your corrections, click save, and then go back to verify the job. The system needs each entry to be separate from the other. It can be a problem when a user tries to make two changes at the same time. **It may create system errors or lock up if you try to change details on the job and verify at the same time.**

**REMINDER:** *Verify the assignments for the last day of summer school before you leave your summer school assignment.*

Jobs that should not be verified, i.e., due to 'substitute-no show' or if they did not work the assignment for any reason, **must be modified by removing the substitute from the assignment.** Please do not cancel the job if it is an absence. In other words, if a substitute did not work in the assignment, remove them by selecting 'Yes' where it asks, 'Cancel the assigned substitute?' Select 'No' for calling the substitute, then select the reason they did not work the job. Then press the 'Save' button. If you must cancel a job before the start time, you should call the substitute, because the system does not leave a message to inform them of the cancellation. If the substitute never answers their phone, they will not know the job was canceled. **Do not leave substitutes in unverified jobs. Auditors will be looking at your SAMS data and it should not be left showing as a worked job. The record will show in the substitute's calendar, and they may claim later that they worked on the assignment.** It also increases the chance of accidentally verifying the job later and paying the substitute.

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## How to Create an Absence / Vacancy

**IMPORTANT:** When reporting an absence or a vacancy, remember to leave special instructions about the job to ensure that the substitute gets accurate information before accepting the assignment.

### How to Create an Absence

1. Log in, click on 'Administrator', and choose the 'Create an Absence' link.
2. Enter the employee ID or use 'Name lookup.'
3. Hit 'Continue' and double-check that it is the correct employee and classification.
4. Select the reason for absence.
5. If a substitute is not needed, please select 'No' where it asks if a substitute is needed.
6. Enter date/dates.
7. Check employee and substitute times making sure that there is a space after the minutes, then enter the AM or PM.
8. If you are assigning a substitute, enter the substitute ID number. If using a name lookup, watch out for multiples of the same name. Make sure you answer 'Yes' if the substitute has accepted the assignment.
9. Enter instructions for the substitute under 'Substitute Instructions.' Enter notes under 'Administrator Comments' if needed for later reference. They are viewable by you and the SAMS operators only.
10. Select the Continue button.
11. Confirm that absence information. If the substitute has been accepted, their name should appear twice.
12. Select the 'Create Absence' button to receive a job number.

### How to Create a Vacancy

1. Log in, click on 'Administrator', and choose the *Create Vacancy* link.
2. Select *Calendar* - (code 04) for Summer School/Intersession\*.
3. Select Location if it does not show your location.
4. Select Classification.
5. Select the vacancy reason.
6. Enter date/dates.
7. Enter substitute times.
8. Specify a *Prearranged Substitute* if you have one, making sure you answer 'Yes' if the substitute has accepted the assignment.
9. Enter instructions for the Substitute and/or Administrator comments if needed for record keeping.
10. Select the 'Continue' button.
11. Confirm the Vacancy information by checking all data.
12. Select the 'Create Vacancy' button to receive a Job Number. Please record the job number.

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## How to Run Reports

### How to create the Finished and Filled Report

Run this report backdated from the first day of summer school to the current date, so that no jobs needing verification are overlooked. It is easy to backdate a missing assignment and then forget to verify the job.

1. Select *Job Inquiry/Reports*.
2. In *Job Type*, select *All*.
3. In *Job Status*, select *Finished*.
4. In *Sub Status*, select *Filled*.
5. Enter the date range (*Search From* date and *To* date) Past 30 days.
6. Click *Search*.
7. Scroll down to view the search results.

### How to create a Current Day Absence Report

1. Click on *Job Inquiry/Report*, change the sort of option to 'substitute name', and hit *Search*.
2. Click on *Create Report* and de-select all information unnecessary for your report ☒
3. Click on select *Print a signature line*.
4. Click on *View Report* and print the report for your sign-in sheet.
5. Data can change during the morning but run another report later to check for updates or missing information.

### How to create a Future Day Absence Report

1. Click on *Job Inquiry/Report*.
2. Enter the date range search and hit *Search*.
3. Click on *Create Report* and de-select all information unnecessary for your report.
4. Click on *View Report* and print report.

### How to Create a Past Day Absence Report

1. Click on *Job Inquiry/Report*.
2. Enter date range search.
3. Enter *Job Status* *Finished* and *Verified*.
4. Click on '*More Search Options*' to define your search.
5. Hit *Search*.
6. Click on *Create Report* and de-select all information unnecessary for your report.
7. Click on *View Report* and print report.

*NOTE:* You can bring up all the absences for one employee, a group, or all your employees for some time.

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### How to create the Employee Report List

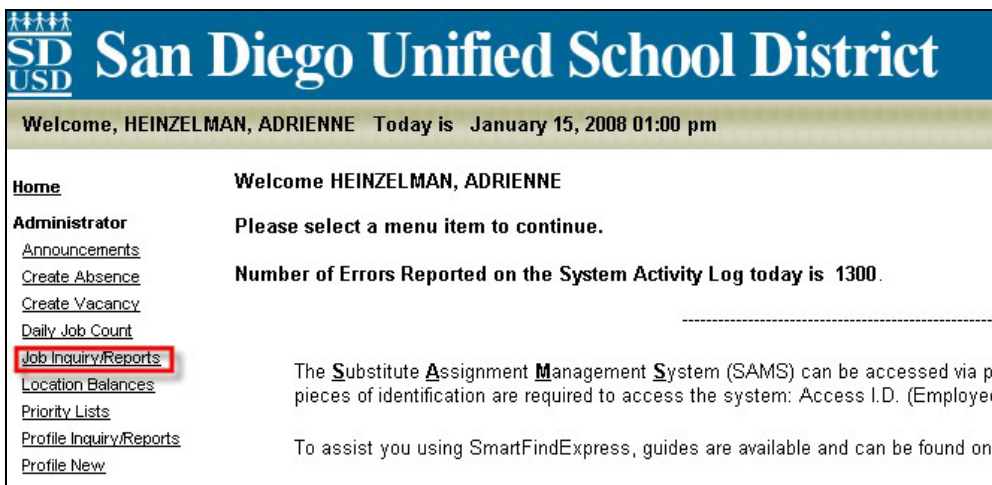
1. Go to Profile Inquiry/Reports.
2. Click on Employee.
3. Select the Status 'Active' button.
4. Select 'Calendar Code' 04 - Summer School/Intersession.
5. Hit the Search Button and a list of all summer school employees will show. You can sort by clicking on any column title.
6. Click on Create Report and select the second 'View Report' button under the Employee List section to view the PDF file. *From this report screen you can print a list with the data checked that you would like, using the first View Report button or create labels from the last View Report button.*

## Verifying Jobs in SmartFindExpress (SAMS)

As part of the district's effort to reduce overpayments, timekeepers will need to "verify" in the SmartFindExpress (SAMS) system that substitutes assigned to your location showed up and worked the assigned jobs. **Substitutes will not be paid unless jobs they worked have been verified in SAMS.**

Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, **it is strongly recommended that timekeepers take a few moments each day to verify the previous day's jobs.** To verify jobs, you'll need to have at hand the printed substitute sign-in sheet for the day(s) you want to verify; then follow the steps below.

1. In the SmartFindExpress (SAMS) system, select **Job Inquiry/Reports**.



**San Diego Unified School District**

Welcome, HEINZELMAN, ADRIENNE Today is January 15, 2008 01:00 pm

**Home** Welcome HEINZELMAN, ADRIENNE

**Administrator** Please select a menu item to continue.

Announcements

Create Absence

Create Vacancy

Daily Job Count

**Job Inquiry/Reports**

Location Balances

Priority Lists

Profile Inquiry/Reports

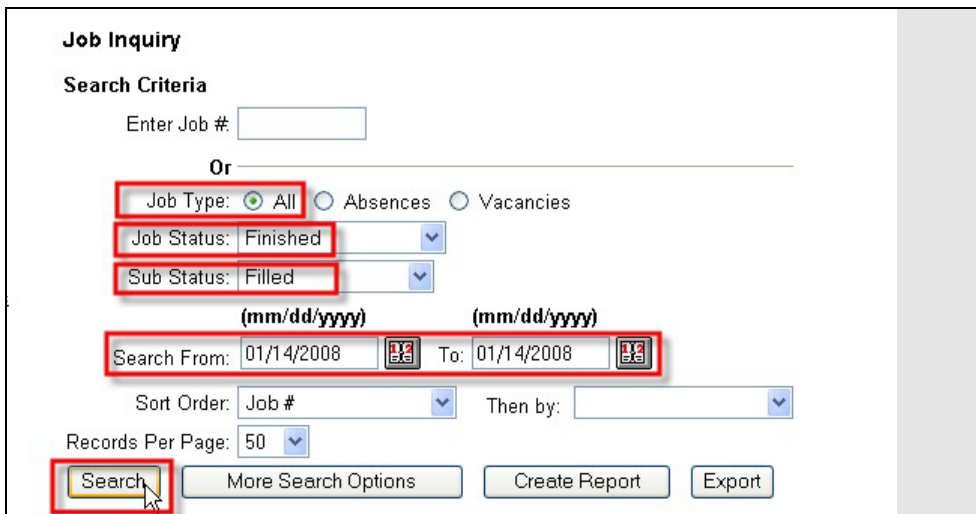
Profile New

Number of Errors Reported on the System Activity Log today is 1300.

The Substitute Assignment Management System (SAMS) can be accessed via pieces of identification are required to access the system: Access I.D. (Employee

To assist you using SmartFindExpress, guides are available and can be found on

2. In **Job Type**, select "All". In **Job Status**, select "Finished". In **Sub Status**, select "Filled". Then enter the date range (**Search From** date and **To** date) of the jobs you want to verify. If verifying daily, enter the previous workday. Click **Search**.



**Job Inquiry**

**Search Criteria**

Enter Job #

Or

Job Type:  All  Absences  Vacancies

Job Status: Finished

Sub Status: Filled

(mm/dd/yyyy) (mm/dd/yyyy)

Search From: 01/14/2008 To: 01/14/2008

Sort Order: Job # Then by:

Records Per Page: 50

**Search** More Search Options Create Report Export

**Note:** If you are a timekeeper for multiple locations, click "More Search Options" and in Location, select the location you want to verify jobs for. (Timekeepers for only one location need not select a location as it is pre-selected for you.)

3. Scroll down to view the search results. With your substitute sign-in sheet for the date(s) selected above in hand, indicate the jobs in which the substitutes worked (signed in) in either of the following ways:
  - Manually click the checkbox for each job for which the substitute signed in. <OR>
  - Click **Set All to Verify**. This automatically checks all the jobs' checkboxes. If not, all jobs were worked by substitutes, remove checkmarks for those you do not want to verify by clicking the checkbox.

| <input type="button" value="Search"/> <input type="button" value="Create Report"/> <input type="button" value="Export"/> |   |   |   |                |       |
|--|---|---|---|----------------|-------|
| Job List   |   |   |   |                |       |
| <input type="button" value="Set All to Verify"/> <input type="button" value="Save Verified"/>                            |   |   |   |                |       |
| Job #  | Status  | Employee Name   | Location  | Sp. Instr.     |       |
|  | Start Date/Time   | Substitute Name   | Classification  | Class Pay Rate |       |
|  | End Date/Time   | Reported On   | Reason  | Sub Pay Rate   |       |
|  | Verify  | Position Number   |   | Time Worked    |       |
| 1152012  | Finished/IVR Assigned<br>01/14/2008 07:30 AM<br>01/14/2008 02:00 PM | Vacancy<br>STINSON,TERRY - SP<br>8/29/07 10:40 AM<br>10006816           | SCRIPPS RANCH HIGH<br>5 - INSTR BEHAV TECH<br>LONG TERM VACANCY | Text           | 06:30 |
|  | <input type="checkbox"/>  |   |   |                |       |
| 1153191  | Finished/Pre Arranged<br>01/14/2008 07:00 AM<br>01/14/2008 02:27 PM | Vacancy<br>STANDIFER, TOMMIE - ROTC ONLY<br>9/5/07 11:21 AM<br>10006795 | SCRIPPS RANCH HIGH<br>ROTC<br>LONG TERM VACANCY                 | None           | 07:27 |
|  | <input type="checkbox"/>  |   |   |                |       |

4. Click **SAVE VERIFIED**.

| <input type="button" value="Search"/> <input type="button" value="Create Report"/> <input type="button" value="Export"/> |   |   |   |                |       |
|--|---|---|---|----------------|-------|
| Job List   |   |   |   |                |       |
| <input type="button" value="Set All to Verify"/> <input type="button" value="Save Verified"/>                            |   |   |   |                |       |
| Job #  | Status  | Employee Name   | Location  | Sp. Instr.     |       |
|  | Start Date/Time   | Substitute Name   | Classification  | Class Pay Rate |       |
|  | End Date/Time   | Reported On   | Reason  | Sub Pay Rate   |       |
|  | Verify  | Position Number   |   | Time Worked    |       |
| 1152012  | Finished/IVR Assigned<br>01/14/2008 07:30 AM<br>01/14/2008 02:00 PM | Vacancy<br>STINSON,TERRY - SP<br>8/29/07 10:40 AM<br>10006816           | SCRIPPS RANCH HIGH<br>5 - INSTR BEHAV TECH<br>LONG TERM VACANCY | Text           | 06:30 |
|  | <input checked="" type="checkbox"/>                                 |   |   |                |       |
| 1153191  | Finished/Pre Arranged<br>01/14/2008 07:00 AM<br>01/14/2008 02:27 PM | Vacancy<br>STANDIFER, TOMMIE - ROTC ONLY<br>9/5/07 11:21 AM<br>10006795 | SCRIPPS RANCH HIGH<br>ROTC<br>LONG TERM VACANCY                 | None           | 07:27 |
|  | <input checked="" type="checkbox"/>                                 |   |   |                |       |



- 
5. The message "Jobs successfully verified" appears at the top of the screen. The verification process is complete and the time for those substitutes will be loaded into PeopleSoft Time and Labor.

**Jobs successfully verified.**

  
**Job Inquiry**  
**Search Criteria**  
Enter Job #:   
Or \_\_\_\_\_  
Job Type:  All  Absences  Vacancies

If you have questions or need further assistance, please contact the Substitute Help Desk at 619-725-8090.