

**Pembina Trails School Division  
SmartFindExpress® (SFE) Employee Quick Reference Guide  
2020-2021**

**System Phone Number**                    **1.844.294.7616**

**Web Browser URL**                        **pembinatrails.eschoolsolutions.com**

**Help Desk Phone Number**            **204.488.1767 Ext. 1236 (teachers)**  
**204.488.1767 Ext. 1290 (non-teachers)**

**Access/User ID (employee #)** \_\_\_\_\_ **PIN** \_\_\_\_\_

Email confirmation comes from *noreply\_pembinatrails@sfesubsystem.com*

**BEFORE ANY FEATURES CAN BE ACCESSED EITHER ONLINE OR BY PHONE, YOU MUST FIRST CALL THE SYSTEM TO REGISTER.**

**ONE-TIME TELEPHONE REGISTRATION 1.844.294.7616**

1. Enter your Access/User ID (employee #) followed by the star (\*) key
2. When the system asks for your PIN enter your Access ID again followed by the star (\*) key
3. Record your name followed by the star (\*) key
4. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (\*) key. A PIN must be numeric and cannot start with zero.

**ONLINE ACCESS SIGN IN INSTRUCTIONS**

Open your browser and access the *SmartFindExpress Sign In* page at [pembinatrails.eschoolsolutions.com](http://pembinatrails.eschoolsolutions.com). Review the messages to the left of the Sign In. Enter your Access/User ID and PIN and complete the Captcha.

The image shows a sign-in form with two input fields: 'User ID' and 'Password'. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a circular arrow icon with the text 'reCAPTCHA Privacy - Terms'. At the bottom left is a blue 'Submit' button.

1. Enter Access/User ID
2. Enter PIN
3. Click "I'm not a robot"
  - a. If required, complete security puzzle
4. When green check mark appears click Submit

Review additional announcements on your home page, if any.

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

### THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 a.m.	5:00-10:00 p.m.
Saturday	None	None
Sunday	None	1:00-10:00 p.m.
Holidays	None	1:00-10:00 p.m.

### REASONS FOR ABSENCE:

- |   |   |
|---|---|
| 01 To be assigned by admin ( <i>provide details of absence in Approval Comment box</i> )                  | 021 Joint PD ( <i>provide Joint PD approval # or indicate "pending"</i> ) |
| 003 Bereavement   | 024 Personal Leave with Pay   |
| 007 Family Medical Leave  | 051 Workplace Safety & Health Committee                                   |
| 008 Illness   | 054 Jury Duty   |
| 010 Recognition   | 057 Teacher in Charge   |
| 012 School PD days  | 060 Divisional First Aid/CPR Training                                     |
| 016 Billable – External Organizations ( <i>provide complete billing address in Approval Comment box</i> ) | 062 Non-teaching employees only – Day in Lieu                             |

If an Approval Comment box appears after selecting a reason provide specific details about the absence. For example, for absences charging **SAT PD** or **NonPD Program, Numeracy, Student Services or Superintendent**, enter the name of the workshop/PD event and who is facilitating in the Approval Comment box. If you don't know what reason to select use 001 "to be assigned by admin" and provide specific details of the absence in the Approval Comment box.

### TO CREATE AN ABSENCE

Choose the *Create an Absence* link

**Important Note:** Items in **Bold** are required to complete an Absence and receive a Job Number.

- Select the **Location** from the drop-down if you work at more than one location. If a sub is required for both locations create two separate absences

- Select the most appropriate **Classification** from the drop-down menu if you have more than one Classification
- Select the **Reason** for this absence from the drop-down menu. Some absence reasons require that you enter details about the absence in the **Approval Comment** box. For example, if you select SAT PD – Program (043) enter the name of the workshop and who is facilitating. Or if you select To Be Assigned by Admin enter specifics about the absence so the reason can be corrected by the school office. If an **Approval Comment** box appears details must be entered

Reason: To be Assigned by Admin. 001 ▼

Approval Comment:  (Maximum Characters=256)

- **Indicate if a substitute is required for this absence**
  - Choose Yes or No
- Select **Start and End Dates** for your absence. Absences cannot be created over a weekend. If away on a Friday and a Monday, create two separate absences
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select **Start and End Times for your absence. Default times for your location are listed.** Be careful about entering start and end times
  - To change defaults, enter time in HH:MM a.m. or p.m. format
  - Ensure that the correct time for your location is entered. If the time for the substitute is different than the absence time, enter the adjusted time

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	<input type="text" value="08:50 AM"/>	<input type="text" value="03:35 PM"/>	<input type="text" value="12:45 PM"/>	<input type="text" value="03:35 PM"/>

- If entering an absence on an **iPhone or iPad** you must type in the complete absence time, including: (colon). For example, an absence time of 8:50 to 11:45 would be typed as follows  
08:(colon)50spaceAM *tab to next field* and enter  
11:(colon)45spaceAM
- Use the tab or arrow keys to navigate through start and end times.

- Multiple Day Absence.
  - Absences cannot be created over a weekend
  - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - Modify daily schedule and/or times for absence and substitute
  - Select the *Continue* button
  
- Request a particular substitute
  - Enter the substitute's access ID number or use the Search feature to find the substitute by name
  
- Indicate if the requested substitute has accepted this job
  - **Yes = substitute is prearranged and will not be called by the system**
  - **No = call will be placed and the specified substitute will be offered the job.** If the specified substitute declines, the system will go in to general callout
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Substitute

Specify a Substitute? ID:  [Name Lookup](#)

**PRE-ARRANGED?**  
 If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?:  Yes  No

Substitute Instructions:  (Maximum Characters=1000)

- Enter instructions for the substitute – these should include information about where to park, grade level of the assignment, subject area, duty or supervision that may be required, where to find the sub folder, and any other relevant information about the assignment. Do not include personal or student information. This step is important to ensure the substitute is comfortable in the assignment and is fully prepared to do the job.
  
  - Select the **Continue** button
    - Some absence reasons require approval from your administrator and you may see a message about this. Continue with create absence step below
  
  - Select the **Create Absence button** to receive a Job Number.
-

## TO ADD AN APPROVAL COMMENT

Some absence reasons require details about the absence so the school office can correct the absence reason or the reason requires second level approval from the Admin. Office which means an approval comment must be entered when creating an absence. If you have forgotten this comment you can add it if the job is in the future.

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence. Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the Search Button
- Select the Job Number link to view job details
- In Approval Status: Pending click the word Pending. Enter the Approval Comment on the next screen, click **Add**

Review Assignments

**Review Absence Detail**

Job Number: 205435

Job Status: Approval Pending/NSR-No Sub Required Day

Approval Status: Pending

Location: ZZ TEST LOCATION

Classification: test

Reason: To be Assigned by Admin.

Voice Instructions: None

Text Instructions:  (Maximum Characters=1000)

File Attachments: None

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Add a File:  No file chosen (Maximum file size=512K)

## TO REVIEW OR CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence. Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the Search Button
- Select the Job Number link to view job details
- To cancel your job, select the Cancel Job button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a check mark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select **Return to List** button to return to the job listing
- Special instructions for the substitute can be updated on future jobs. Be careful not to include personal or student information in instructions.

### Review Assignments

#### Review Absence Detail

Job Number: 295125  
 Job Status: Approval Pending/NSR-No Sub Required Day  
 Approval Status: Pending  
 Location: ZZ TEST LOCATION  
 Classification: test  
 Reason: To be Assigned by Admin.  
 Voice Instructions: None

Text Instructions: parking spot 14

(Maximum Characters=1000)

File Attachments: None

Add a File:  No file chosen

(Maximum file size=512K)

Start Date: 03/28/2018  
 End Date: 03/28/2018  
 Weekly Schedule: **Employee** **Substitute**  
 Wednesday 08:50 AM - 03:35 PM 08:50 AM - 03:35 PM

Note: The following days are NOT work days  
 03/28/2018

Specified Substitute: None

Assigned Substitute: Approval Pending

Notify the substitute of a cancellation?

Voice Instructions: None

Text Instructions:  (Maximum Characters=1000)

File Attachments: None

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Add a File:  No file chosen (Maximum file size=512K)

- Modify the instructions and select the Save button

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## 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 SFE. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress. To ensure security and privacy of information, use the Sign Out link to disconnect from SFE, and close the web browser when you finish with your session.

## TELEPHONE ACCESS INSTRUCTIONS

1. Call 1.844.294.7616
2. Enter your Access/User ID followed by the star (\*) key
3. Enter your PIN followed by the star (\*) key  
(If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to create a new PIN to use.)

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## MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name or Change Language Preference
- 9 – Exit and hang-up

## DO YOU WORK AT MULTIPLE LOCATIONS?

If you pressed 1 to Create an absence

1. Enter the location code followed by the star (\*) key or wait to hear a list of locations
2. **PRESS 1** to Accept location choice  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options

## DO YOU HAVE MORE THAN ONE CLASSIFICATION?

If you pressed 1 to Create an absence

1. Enter the classification code followed by the start (\*) key or wait to hear a list of classifications
  2. **PRESS 1** to Accept location choice  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
- 

## TO CREATE AN ABSENCE

1. Enter dates for the absence  
**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 for the absence  
**PRESS 9** to Exit to menu options
2. 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  
Enter two digits for the month and two digits for the day (MMDD)  
**PRESS 9** to Exit to menu options

### For all options

Enter Start Time

**PRESS 1** to Accept offered time

**PRESS 2** to Enter time

Enter two digits for the hour and two digits for the minutes in HH:MM format.

Enter 1 for a.m. or 2 for p.m.

Repeat procedure for end date and time

**PRESS 9** to Exit to menu options

3. Enter the reason from **page 1** followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
4. Record Special Instructions for the Substitute  
These should include grade level of the assignment, any duty or supervision required, where sub plan is located, parking spot etc.  
**PRESS 1** to Record special instructions. Press the star (\*) key when done  
**PRESS 2** to Bypass this step



5. Is a Substitute Required?
    - PRESS 1** if a substitute is required
    - PRESS 2** if a substitute is not required
    - PRESS 9** to Exit to menu options
  
  6. 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 9** to Exit to menu options
    - PRESS 2** to Re-enter
    - PRESS 2** to Bypass requesting a substitute
  
  7. Complete Absence
    - PRESS 1** to Receive the job number
    - Record the Job Number. The Job Number is your confirmation.**
    - PRESS 1** to Hear the job number again
    - PRESS 9** to Exit to menu options
    - PRESS 2** to Review absence information
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## **TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS**

1. Hear the job information
  - PRESS 1** to Hear absence information again
  - PRESS 2** to Modify special instructions
  - PRESS 3** to Cancel the absence
  - PRESS 8** to Hear the next absence
  - PRESS 9** to Exit to menu options
  
2. If you pressed 2 to Modify special instructions
  - PRESS 1** to Delete
  - PRESS 2** to Re-enter
  - Record instructions. Press the star (\*) key when done
  - Hear the new instructions
  - PRESS 1** if Correct
  - PRESS 2** to Re-enter
  - PRESS 9** to Exit and hear next absence
  
3. If you pressed 3 to Cancel the absence
  - PRESS 1** to Confirm the cancellation request

If a substitute is assigned to the absence

**PRESS 1** for the System to call the assigned substitute

**PRESS 2** to Not have the system call the substitute

**PRESS 9** to Exit and hear next absence

**PRESS 9** to Exit and hear next absence (without canceling)

**Once you confirm a request to cancel the job, you MUST wait for the system to say "Job Number has been cancelled."**

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## **TO REVIEW WORK LOCATIONS AND JOB DESCRIPTIONS**

1. Hear a list of your work locations and job descriptions
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## **TO CHANGE PIN, RE-RECORD NAME**

1. **PRESS 1** to Change your PIN
  - PRESS 2** to Change the recording of your name
  - PRESS 9** to Exit to menu options
2. If you pressed 1 to Change your PIN
  - Enter a new PIN at least six (6) digits in length, followed by the star (\*) key
  - PRESS 1** if Correct
  - PRESS 2** to Re-enter
  - PRESS 9** to Exit to menu options
3. If you pressed 2 to Change the recording of your name
  - Record your name. Press the star key (\*) when done
  - PRESS 1** to Accept
  - PRESS 2** to Re-record name
  - PRESS 9** to Exit to menu options



## 2020/2021 SCHOOL CALENDAR

No classes

## SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Labour Day	8 Metro Common Day DAY 1	9 First Day of Classes DAY 2	10 DAY 3	11 DAY 4	12
13	14 DAY 5	15 DAY 6	16 DAY 1	17 DAY 2	18 DAY 3	19
20	21 DAY 4	22 DAY 5	23 DAY 6	24 Strong Beginnings DAY 1	25 Strong Beginnings DAY 2	26
27	28 DAY 3	29 DAY 4	30 DAY 5			

## OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DAY 6	2 DAY 1	3
4	5 DAY 2	6 DAY 3	7 DAY 4	8 DAY 5	9 DAY 6	10
11	12 Thanksgiving Day	13 DAY 1	14 DAY 2	15 DAY 3	16 Div. Common Day DAY 4	17
18	19 DAY 5	20 DAY 6	21 DAY 1	22 DAY 2	23 MTS PD Day DAY 3	24
25	26 DAY 4	27 DAY 5	28 DAY 6	29 DAY 1	30 DAY 2	31 Halloween

## NOVEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 DAY 3	3 DAY 4	4 DAY 5	5 DAY 6	6 DAY 1	7
8	9 DAY 2	10 DAY 3	11 Remembrance Day	12 DAY 4	13 DAY 5	14
15	16 DAY 6	17 DAY 1	18 DAY 2	19 DAY 3	20 DAY 4	21
22	23 DAY 5	24 DAY 6	25 DAY 1	26 DAY 2	27 DAY 3	28
29	30 Div. Common Day DAY 4					

## DECEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DAY 5	2 DAY 6	3 DAY 1	4 DAY 2	5
6	7 DAY 3	8 DAY 4	9 DAY 5	10 DAY 6	11 DAY 1	12
13	14 DAY 2	15 DAY 3	16 DAY 4	17 DAY 5	18 DAY 6	19
20	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25 Christmas Day Winter Break	26
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		

## JANUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day Winter Break	2
3	4 DAY 1	5 DAY 2	6 DAY 3	7 DAY 4	8 DAY 5	9
10	11 DAY 6	12 DAY 1	13 DAY 2	14 DAY 3	15 DAY 4	16
17	18 DAY 5	19 DAY 6	20 DAY 1	21 DAY 2	22 DAY 3	23
24	25	26	27	28	29 Semester 1 Ends DAY 2	30
31	DAY 4	DAY 5	DAY 6	DAY 1		



2020/2021 SCHOOL CALENDAR

**FEBRUARY 2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Semester 2 Begins Metro Common Day DAY 3	2	3	4	5	6
7	8 DAY 2	9 DAY 3	10 DAY 4	11 DAY 5	12 DAY 6	13 DAY 1
14	15 Louis Riel Day	16 DAY 1	17 DAY 2	18 DAY 3	19 DAY 4	20
21	22 DAY 5	23 DAY 6	24 DAY 1	25 DAY 2	26 DAY 3	27
28						

**MARCH 2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 DAY 4	2 DAY 5	3 DAY 6	4 DAY 1	5 DAY 2	6
7	8 DAY 3	9 DAY 4	10 DAY 5	11 DAY 6	12 DAY 1	13
14	15 DAY 2	16 DAY 3	17 DAY 4	18 DAY 5	19 Metro Common Day DAY 6	20
21	22 DAY 1	23 DAY 2	24 DAY 3	25 DAY 4	26 DAY 5	27
28	29 Spring Break	30 Spring Break	31 Spring Break			

**APRIL 2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Spring Break	2 Good Friday	3
4	5 DAY 6	6 DAY 1	7 DAY 2	8 DAY 3	9 DAY 4	10
11	12 DAY 5	13 DAY 6	14 DAY 1	15 DAY 2	16 Metro Common Day DAY 3	17
18	19 DAY 4	20 DAY 5	21 DAY 6	22 DAY 1	23 DAY 2	24
25	26 DAY 3	27 DAY 4	28 DAY 5	29 DAY 6	30 DAY 1	

**MAY 2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 DAY 2	4 DAY 3	5 DAY 4	6 DAY 5	7 DAY 6	8
9	10 DAY 1	11 DAY 2	12 DAY 3	13 DAY 4	14 DAY 5	15
16	17 DAY 6	18 DAY 1	19 DAY 2	20 DAY 3	21 DAY 4	22
23	24 Victoria Day	25	26	27	28	29
30	31 DAY 3	DAY 5	DAY 6	DAY 1	DAY 2	

**JUNE 2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DAY 4	2 DAY 5	3 DAY 6	4 DAY 1	5
6	7 DAY 2	8 DAY 3	9 DAY 4	10 DAY 5	11 Div. Common Day DAY 6	12
13	14 DAY 1	15 DAY 2	16 DAY 3	17 DAY 4	18 DAY 5	19
20	21 DAY 6	22 DAY 1	23 DAY 2	24 DAY 3	25 DAY 4	26
27	28 DAY 5	29 DAY 6	30 Last Day of Classes DAY 1			

No classes      There will be two additional school designated Admin/PD days.