

# Smart Find Express (SFE) Quick Reference for AFSSs Managers

Web Browser URL: <https://cslausd.sfe.powerschool.com/>  
Click to sign in with your LAUSD Single Sign-On (SSO)

## Create Absence

Create Absence:

- Classification: FSW (4391)—only

Reason for Absence:

- Illness,
- Industrial
- Vacation
- Jury duty
- Leave-to-higher

Hover the mouse over the toolbox on the left and click **Create Absence** (as shown below):

The screenshot displays the Smart Find Express (SFE) web application interface. The top navigation bar is blue and contains the 'Personnel Commission' logo, a search box for 'Employee name', and a 'Help' dropdown menu. The left sidebar is white and contains a 'Home' button, an 'Administrator' button, and a 'System Operations' section with icons for 'Telephone' and 'Reports'. The main content area is white and features a 'Communications' menu with 'Create Absence' highlighted in yellow. Below the menu, there are sections for 'Classifications' with a green progress indicator showing 79.0% and 'Today's Callout Results' for 03/27/2024, showing 'No Answer, 3848, 99.0%' with a blue progress indicator. The date and time are shown as 'March 27, 2024 at 1:00 PM'.

Enter the **Access ID**—Employee Number or click on Name Lookup and continue (as shown below)

## Employee Search

Create an Absence for an Employee by pressing 'Name Lookup' OR entering ID

Access ID:

762694

Continue

Name Lookup

Enter the **Reason** for Absence, **Date**, and **Time** (as shown below); in addition, ensure the weekly schedule matches (must be check-marked) the **Start** and End **Dates**

### Create Job

#### Create Absence

##### Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Employee: 762694 HAWKINS, ELLEN

Location: 1765401 WEST VERNON EL [Location Search](#)

Classification: FOOD SERVICES WORKER

Reason: PERSONAL ILLNESS 01

Dates: Start 03/25/2024 (MM/DD/YYYY) End 03/29/2024 (MM/DD/YYYY)

##### REPORTING MULTIPLE DAYS?

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.

If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule	Absence	
	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input checked="" type="checkbox"/>	08:00 AM	02:00 PM
Tuesday <input checked="" type="checkbox"/>	08:00 AM	02:00 PM
Wednesday <input checked="" type="checkbox"/>	08:00 AM	02:00 PM
Thursday <input checked="" type="checkbox"/>	08:00 AM	02:00 PM
Friday <input checked="" type="checkbox"/>	08:00 AM	02:00 PM

**Specify Substitute** field remains blank—unless you have prearranged to have a current FSW substitute assigned to the job request (as shown below)

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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)

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

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**Administrator**

Comments:

**Continue** **Reset**

Follow the steps shown below to assign an FSW substitute:

- Input the Employee Number or Name Lookup in the **Specify Substitute** field to assign a current FSW substitute to the job request
- Click **Yes**—only if the substitute employee accepted and is aware of the assignment details such as location, dates, and time
- Click **Continue**, and once you complete the steps, the substitute should appear in the **Assigned Substitute** field

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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)

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

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**Administrator**

Comments:

**Continue** **Reset**

Create Absence field:

- Click **Yes** to confirm the assignment exceeds the 3-hour length of the work day for the FSW substitute job classification (systematic maximum allowed hours)

### Create Absence

#### Confirm Work Day Length

Note - One or more job days exceed the work day length of the job classification.

Are you sure?

**Yes** **No**

Complete **Create Absence** for the job creation:

- Click **Create Absence** to finalize the job creation and obtain the **Job Number**

#### Create Absence Confirmation

This absence will not be created until the Create Absence button is pressed

Job Status: **Active/Pre Arranged**  
Employee: HAWKINS, ELLEN  
Location: WEST VERNON EL  
Classification: FOOD SERVICES WORKER  
Reason: PERSONAL ILLNESS 01  
Budget Code: None  
Voice Instructions: None  
Text Instructions: None  
File Attachments: None  
Dates: 03/25/2024 - 03/29/2024

Weekly Schedule:	Times
Monday	08:00 AM - 02:00 PM
Tuesday	08:00 AM - 02:00 PM
Wednesday	08:00 AM - 02:00 PM
Thursday	08:00 AM - 02:00 PM
Friday	08:00 AM - 02:00 PM

Specified Substitute: Hafizullah, Md  
Assigned Substitute: Hafizullah, Md

**Create Absence** **Cancel**

**\*Avoid Recurring Circumstances (two individuals reporting to the same work location):**

- With the job number, verify that the assigned substitute appears in the **Assigned Substitute**, not only in the **Specified Substitute** field
- **Specified Substitute** only means the manager or AFSS would like the specified substitute, if available
- The Smart Find Express does not guarantee to assign the “**specified substitute**” and will attempt to call any available substitute; this results in two substitute employees at the same location
- An employee with a valid job number is permitted to remain at the designated work location

**Releasing** undesired or unspecified FSW substitute & **Assigning** a specific FSW substitute:

- If there is a substitute in place (at the site), you must:
- Release the “assigned” substitute and compensate the employee with two hours of travel time (paid) since they have lost the workday; it will be challenging to find another assignment by then
- Assign the **current substitute** to the job

## Create Vacancy

Classifications:

- **FSW (4391)—true vacancies only**
- FSW II (Driving) (4388)—applies all the reasons below
- SFSW (4395) —applies all the reasons below
- Managers (all) —applies all the reasons below

Reason for Vacancy:

- Vacant Position (true vacancy)
- Industrial
- Vacation
- Jury duty
- Leave-to-higher
- Staff Development

Hover the mouse over the toolbox on the left and click **Create Vacancy** (as shown below):

The screenshot displays the Personnel Commission web application interface. The top navigation bar includes the logo, the text "Personnel Commission Classified Substitute Request System", an "Employee name" search field, a "Help" dropdown, and a "CA" button. The date and time "March 27, 2024 at 12:59 PM" are shown in the top right corner. The left-hand toolbox contains several categories: Home, Administrator (highlighted), System Operations, Telephone, and Reports. The "Create Vacancy" option is highlighted in yellow within the Administrator category. The main content area shows a "Classifications" section with a green gauge chart and a "Today's Callout Results" section for 03/27/2024, showing "No Answer, 3848, 99.0%" with a blue gauge chart. The "AM" radio button is selected for the callout results.

- Click on **Location Search** (as shown below):

Create Job

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**Create Vacancy**

**Vacancy Information**

To complete this vacancy, press Continue and proceed until a job number is assigned.

Calendar:

Location:  **Location Search**

Classification:

Reason:

Budget Code:

Dates: **Start**  **End**

(MM/DD/YYYY) (MM/DD/YYYY)

Substitute Times: **Start**  **End**

(HH:MM AM) (HH:MM AM)

**REPORTING MULTIPLE DAYS?**  
If the days are non-consecutive or if every day of the vacancy does not start and end at the same time, press Modify Times.

**Modify Times**

- **Enter** the name of the location and click **Search** (as shown below):

Location Search

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Enter Location Name (or partial name), then press Search

Location:

**Search** **Exit**

- Click on the **Location**

Location Search

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Enter Location Name (or partial name), then press Search

Location:

**Search** **Exit**

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**Location Search Results**

9 Items found, displaying all Items.

1

Code	Name
1029601	BELMONT LAAMP SFC
1167201	BELMONT HC
1186601	BELMONT COLLEGE PREP
1773939	BELMONT SH CAMPUS
1821001	BELMONT SH-LA Tchr Prep
1854301	BELMONT SH
1854302	BELMONT NEWCOMER CTR
1899503	BELMONT CAS-AEWC
1903901	BELMONT CAS

9 Items found, displaying all Items.

1

Enter:

- Classification
- Reason (select the applied reason, such as vacancy or in place of one of the higher job classifications for coverage purposes)
- Dates
- Times

**Create Vacancy**

**Vacancy Information**

To complete this vacancy, press Continue and proceed until a job number is assigned.

Calendar: All Locations

Location: 1854301 BELMONT SH [Location Search](#)

Classification: FOOD SERVICES WORKER 22204391

Reason: PERSONAL ILLNESS 01

Dates: Start 03/25/2024 End 03/29/2024  
(MM/DD/YYYY) (MM/DD/YYYY)

Substitute Times: Start 08:00 AM End 02:00 PM  
(HH:MM AM) (HH:MM AM)

**REPORTING MULTIPLE DAYS?**

If the days are non-consecutive or if every day of the vacancy does not start and end at the same time, press Modify Times.

[Modify Times](#)

**\*\*\*Required Field\*\*\***

Administrator Comments/Notes:

Enter the required notes as shown below:

**Administrator**

Comments: IPO:  
SFSW  
DIANE SMITH  
966554  
ILLNESS  
INITIALS

[Continue](#) [Reset](#)

## **Examples:**

### **Administrator Comments/Notes:**

- IPO:  
6.5 HOURS/FSW VACANCY (30008880)  
SITE CURRENTLY INTERVIEWING  
INITIALS
- SFSW VACANCY (30008890)  
SITE CURRENTLY INTERVIEWING  
INITIALS
- SFSW  
DIANE SMITH 738005  
VACATION  
INITIALS
- DIANE SMITH 738005
- NMCC TRAINING
- NET CLASS
- SERVSAFE
- DISTRICT EXAM  
INITIALS
- DIANE SMITH 738005  
LTH/FSMI/KENNEDY EL (PENDING LTH DOCUMENTS)  
INITIALS  
FSW 4 HRS/RELIEF POSITION (30089020)  
FROM 03-01-2024 – 09-02-2024  
INITIALS