

**VENTURA UNIFIED SCHOOL DISTRICT
EMPLOYEE TELEPHONE ACCESS**

System Phone Number

653-7868

Help Desk Phone Number

641-5000 Ext 1156

ID _____

PIN _____

System Calling Times to Substitutes:

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 a.m. Continues until jobs are 50% completed	5:00 - 9:00 p.m.
Saturday	None	None
Sunday	None	5:00 - 9:00 p.m.
Holidays	None	5:00 - 9:00 p.m.

Absence Reasons

Number	Description	Number	Description	Number	Description
01	Illness Self	07	Industrial Accident Leave	21	*PNL- Family Illness
03	Unpaid Personal Leave	08	Military Leave	22	*PNL- Wedding/Graduation
04	Workshop/Conference	10	Jury Duty	23	*PNL- Funeral other than Immediate Family
05	District/School Site Meeting or School Business	13	Emergency Leave/Natural Disaster	24	*PNL- Court Appearance
06	Bereavement Leave	14	Field Trip	25	*PNL- Religious Holiday
		20	*PNL- Personel Business	26	*PNL- Transportation Problem

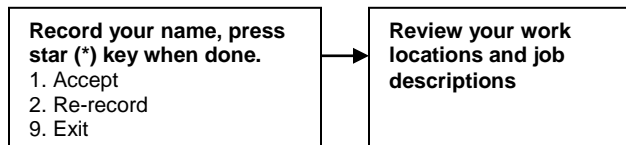
*Personal Necessity Leave (PNL) is limited to 7 days a year with deduction from Sick Leave

Employee Registration

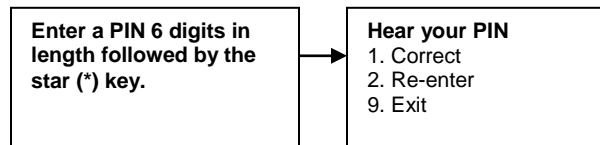
Enter your Access ID (PSL# found on check stub – do not use leading 00s), followed by the star (*) key

Enter your 6-digit PIN, followed by the star (*) key

Name does not exist



PIN does not exist

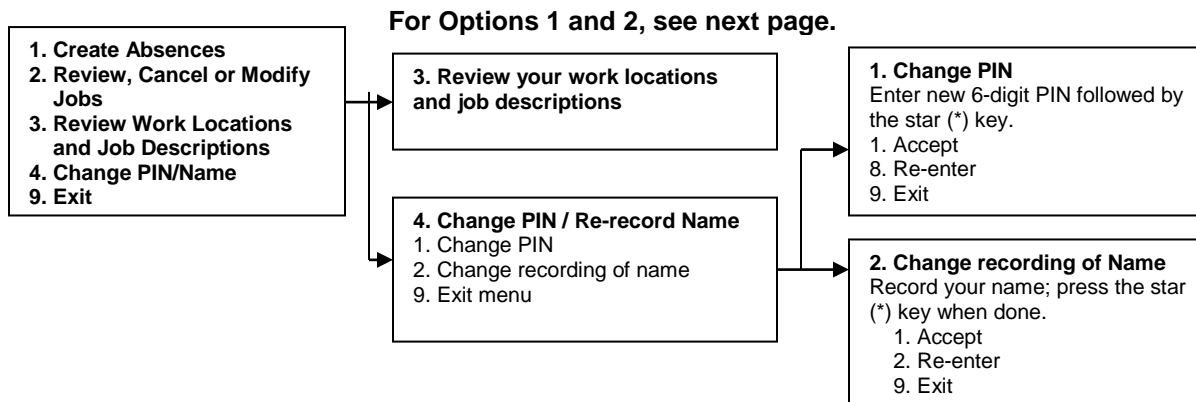


Employee Menu

Enter your Access ID (PSL# found on check stub – do not use leading 00s), followed by star (*) key

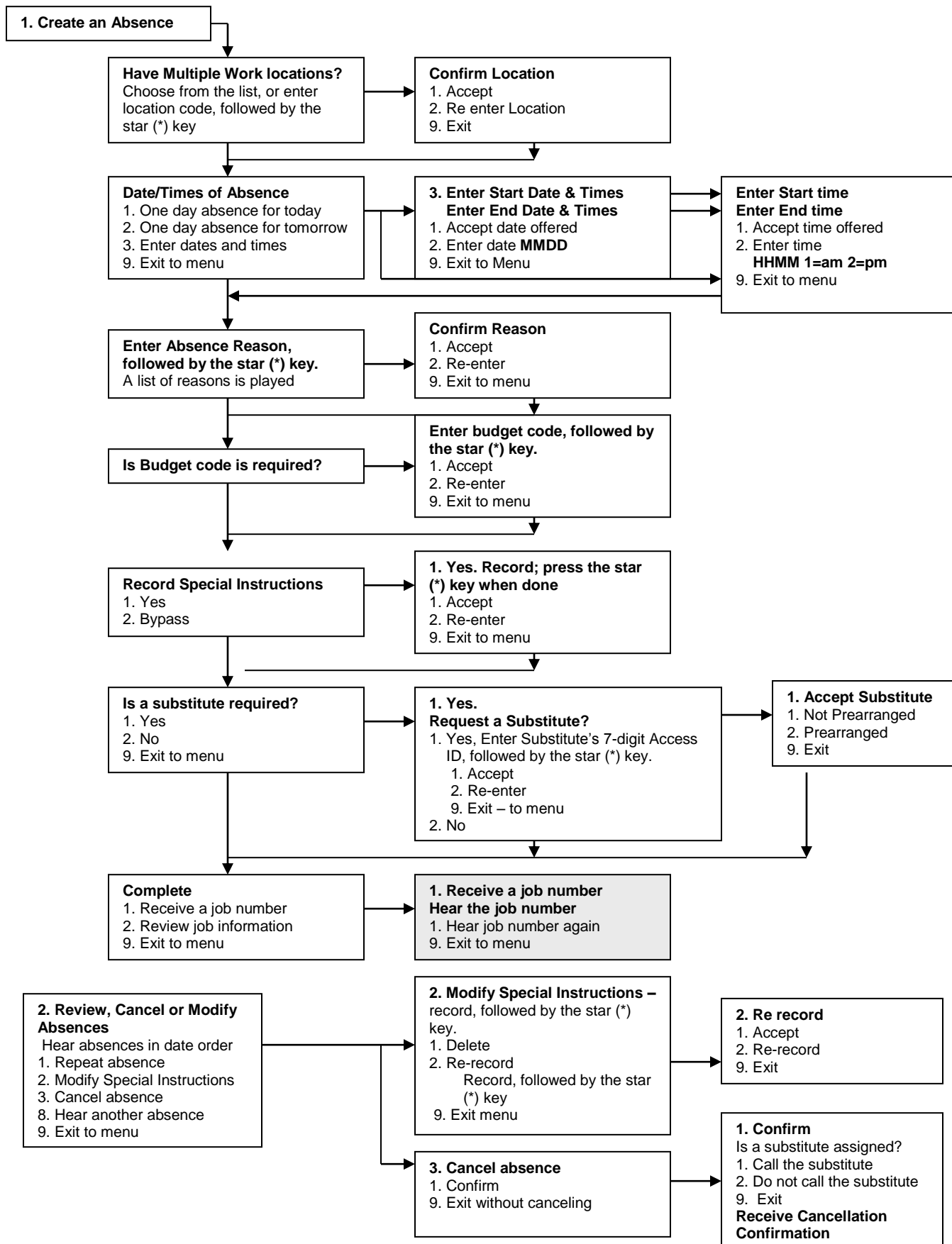
Enter your 6-digit PIN, followed by star (*) key, listen to announcements

Menu



**VENTURA UNIFIED SCHOOL DISTRICT
EMPLOYEE TELEPHONE ACCESS**

Employee Menu



VENTURA UNIFIED SCHOOL DISTRICT EMPLOYEE BROWSER ACCESS

Browser URL www.venturausd.org

Help Desk Phone Number [641-5000 Ext 1156](tel:641-5000)

Log on

Open your browser and access the SmartFindExpress sign in page. Review the messages above the Sign In. Enter your 6-digit Access ID (PLS# found on check stub – do not use leading 00s) and PIN. Review announcements.

Create Absence

Choose the Create an Absence link.

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

- **Select the Location and Classification**
Choose from the drop down menu, if not, continue with next step.
- **Select the Reason that applies to this absence from the drop down menu.**
- Enter Budget Code, if applicable.
- **Indicate if a substitute is required for this absence.**
Choose Yes or No
- **Select Start and End Dates for your absence**
Enter the dates (MMDDYY) or use the Calendar icon.
- **Select Start and End Times for you absence. Default times are listed.**
To change defaults, enter time (hh:mm am or pm). Ensure that the correct time is entered.
If the timings for the Substitute are different than the absence times, please enter the adjusted times.
- Multiple Day recurring Absence
Click Modify Schedule button
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.
Click the Continue button.
- Request a particular substitute,
Enter the Substitute's 7-digit Access ID (telephone number) or use the Search feature to find the Substitute by name.
- Indicate if the requested substitute has accepted this job. If
Yes = Substitute is prearranged and will not be called and offered the job.
No = a call will be placed and the Substitute will be offered the job.
- Enter special instructions for the substitute to view.
- **Press the Continue button.**
- **Press the Create Absence button to receive a job number. Please record this job number.**

Review/ Cancel Absences

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

Follow these steps:

- Choose format for absence display. List or Calendar view.
- Search for Jobs: Enter specific date range (MMDDYY) or Calendar icon or Enter Job Number or Leave Blank (will return all your absences).
- Press the **Search** Button.
- Press the **Job number** link to view job details on future jobs.

From the Job Details screen:

- Special Instructions can be updated on future jobs. Modify the special instructions and press the **Save** button.
- To cancel your job. Press 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 checkmark after the question "Does the substitute need to be notified of your cancellation."
- Press **Return to List** button to return to the job listing.