

## ON-LINE WELCOME SCREEN - EMPLOYEE

I have highlighted some of the features starting with the look of the Welcome Screen where you will Log-In. Please note the Welcome Box has a scroll bar so you can see the additional messages posted. We have also started to use CAPTCHA for additional security measures.

CAPTCHA Purpose: To provide additional security and flexibility for the site. Captcha v2 has been added to the login page to improve security when logging into the site. Users *will not* need to answer the validation questions every time they login.

OCMBOCES  
Committed to Your Success

Welcome to the OCM BOCES  
Automated Substitute Call-In Service.

If you have not registered with the system, you must register before you can  
access the system.

[PIN \(followed by the star key\). Please be sure to listen to the s](#)

This notice is to provide you with reasonable assurance  
that the district intends to employ you in the same manner  
and capacity following the holiday recess as employed

Access ID  
Pin  
[Submit](#)  
[Trouble signing in?](#)

[Privacy - Terms](#)

## HOME PAGE

The menus are located across the top of the screen –

eSchool SOLUTIONS SmartFind Express  
A PeopleAdmin Solution

OCMBOCES  
Committed to Your Success

[Profile](#) [Help](#) [Sign Out](#)

Home Create an Absence Review Absences Reason Balances

Home

Welcome PATRICIA LC (EMPLOYEE) BERRY Today is June 21, 2018 10:44 AM

This notice is to provide you with reasonable assurance that the district intends to employ you in the same manner and capacity following the holiday recess as employed prior to the holiday recess.

If you have questions, please call your District Representative or the Building Secretary for assistance.  
For additional information and directions for registration please visit: [Sub Service](#)

**Employee Announcements**  
REMINDERS

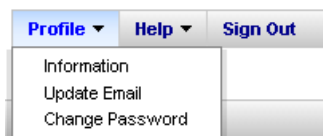
- 1) PIN numbers should NOT start with a zero.
- 2) Email address should be listed in your profile.
- 3) TEXT INSTRUCTIONS are heard by the SUBSTITUTE when the job is being offered. Please only give instructions you want the substitute to hear.

If you have multiple roles in the system such as an Employee and Substitute, you will be able to select the role you need at the top right side of the screen just below the Profile, Help, and Sign Out options -



## PROFILE MENU

Located at the top right side of the screen –

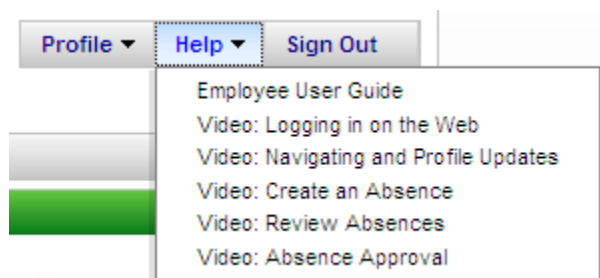


This menu allows you to:

- Information  
View your status and the address we have on file for your profile
- Update Email  
View and modify the email address in your profile (please note your email is important and will enable the system to send confirming emails to you).
- Change your Password  
This is where you can change your password (PIN) that you created at registration. Reminder: Your PIN cannot start with a zero.

## HELP MENU

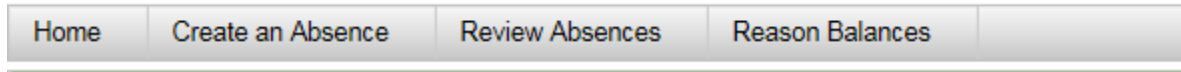
Located next to the Profile Menu provides you with access to an Employee User Guide provided by eSchools. You can also elect to view eSchool training videos to assist you in navigating the system. PLEASE NOTE: OCM BOCES Automated Substitute Call-In Service does not use all the features available.



## SIGN OUT

This is used to sign off the system when you are done.

The grey menu bar is your task bar.



## CREATE ABSENCE

On the upper left next to your “home” is the create absence feature. Location and classification are defaulted; you will need to choose a reason for your absence using the drop down menu.

Your school district does not use budget codes, so that will be left blank.

Is a substitute required? This should only be changed if you do not need a substitute for your absence, i.e., Superintendent conference day.

Enter your start and end date (please note the format is in grey below the box).

A screenshot of the "Create Absence" form. At the top is a grey menu bar with "Home", "Create an Absence", "Review Absences", and "Reason Balances". Below it is a green header "Create Job". The main section is titled "Create Absence" and "Absence Information". A note says "To complete this absence, press Continue and proceed until a job number is assigned." The form has the following fields: "Location:" with a dropdown menu showing "OCM BOCES - WESTHILL - WALBERTA PARK - SKATE 404020"; "Classification:" with a dropdown menu showing "OCM - CLERICAL" and a close button "x"; "Reason:" with a dropdown menu; "Budget Code:" with an empty text box; "Is a Substitute required?:" with radio buttons for "Yes" (selected) and "No"; and "Dates:" with "Start" and "End" text boxes, each with a calendar icon and the format "(MM/DD/YYYY)" below it.

If your absence is multiple non-consecutive days, you can modify the weekly schedule. For example, if you are taking every Monday for the next three weeks, you would uncheck every box except the Monday box. One absence will be created.

If your absence is longer than the time a substitute is needed you can modify the Substitute Times. For example, students are only half day and teacher workday in the afternoon; the absence would be a full day and the substitute time would only be for the morning.

#### 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		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"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM

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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:  Browse... (Maximum file size=512K)

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

## SPECIFYING OR PREARRANGE

The system will allow you to specify or pre-arrange a substitute. If you have a substitute you would like called first, you can request that substitute (upon creation of the absence). You can use the name lookup to find the Access ID number. The system will call the specified substitute (and only the specified substitute) up to three days before the start of the job, then the specified substitute will be called first and the system will move on to the substitute sub pool. Substitutes can only be specified when the job is created. If you want to specify a substitute to a job that has already been created, you need to cancel the job and re-create it. The system will not recognize a specified substitute when added using the modify option.

You can also pre-arrange a substitute. This is when you have talked with and arranged that a substitute. When you make the box "yes", you are just reporting that you have a substitute that is responsible for the job. No phone calls or emails will be made to the pre-arranged substitute.

## SUBSTITUTE INSTRUCTIONS

You can add substitute instructions; these instructions will be converted to voice and read to the substitute during the job offer. Remember the instructions are for the substitute and will be heard by every substitute the system calls. These instructions can include helpful instructions or information the substitute might need when accepting the job.

## FILE ATTACHMENT

Choose File allows you to access any file from your computer (lesson plans, class roster, seating charts, emergency procedures) and attach them to the absence. The files will be available only to the substitute who accepts the job and they are deleted when the job is finished.

After you have attached files, you will select "Continue".

## CONFIRMATION SCREEN

You will need to verify the information below. In this example, no one has been specified or pre-arranged.

NOTE: Please make sure that you are using the correct “am” or “pm” if you have modified the times to the job.

Home	Create an Absence	Review Absences	Reason Balances
<b>Create Job</b>			
<b>Create Absence Confirmation</b>			
<b>This absence will not be created until the Create Absence button is pressed</b>			
Job Status:	<b>Open/Open</b>		
Employee:	PATRICIA LC (EMPLOYEE) BERRY		
Location:	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE		
Classification:	OCM - CLERICAL		
Reason:	JURY DUTY (200)		
Voice Instructions:	None		
Text Instructions:	None		
File Attachments:	None		
Dates:	12/07/2018 - 12/07/2018		
Weekly Schedule:	Employee	Substitute	
	Friday 08:00 AM - 03:00 PM	08:00 AM - 03:00 PM	
Specified Substitute:			
Assigned Substitute:			
<input type="button" value="Create Absence"/> <input type="button" value="Cancel"/>			

Home	Create an Absence	Review Absences	Reason Balances
<b>Create Job</b>			
<b>Create Absence Confirmation</b>			
<b>This absence will not be created until the Create Absence button is pressed</b>			
Job Status:	<b>Open/Open</b>		
Employee:	PATRICIA LC (EMPLOYEE) BERRY		
Location:	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE		
Classification:	OCM - CLERICAL		
Reason:	JURY DUTY (200)		
Voice Instructions:	None		
Text Instructions:	None		
File Attachments:	None		
Dates:	11/07/2018 - 11/07/2018		
Weekly Schedule:	Employee	Substitute	
	Wednesday 08:00 AM - 03:00 PM	08:00 AM - 03:00 PM	
Specified Substitute:	CIRILLO, DAVID (SUBSTITUTE)		
Assigned Substitute:			
<input type="button" value="Create Absence"/> <input type="button" value="Cancel"/>			



In this example, Mr. Cirillo was **SPECIFIED** – the system will call him, and only him until three days prior to the start of the job. At the three day mark, the system will call him first at each call-out and then open the job to any qualified matching subs.

Home	Create an Absence	Review Absences	Reason Balances
<b>Create Job</b>			
<b>Create Absence Confirmation</b>			
<b>This absence will not be created until the Create Absence button is pressed</b>			
Job Status:	<b>Active/Pre Arranged</b>		
Employee:	PATRICIA LC (EMPLOYEE) BERRY		
Location:	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE		
Classification:	OCM - CLERICAL		
Reason:	JURY DUTY (200)		
Voice Instructions:	None		
Text Instructions:	None		
File Attachments:	None		
Dates:	11/07/2018 - 11/07/2018		
Weekly Schedule:	Employee	Substitute	
	Wednesday 08:00 AM - 03:00 PM	08:00 AM - 03:00 PM	
Specified Substitute:	CIRILLO, DAVID (SUBSTITUTE)		
Assigned Substitute:	CIRILLO, DAVID (SUBSTITUTE)		
<input type="button" value="Create Absence"/> <input type="button" value="Cancel"/>			



In this example, Mr. Cirillo was **PRE-ARRANGED** – the system will only report that he is assigned to the job. The system will not call..

## JOB CREATION – JOB NUMBER ISSUED

When you select “Create Absence” you are creating the job and a Job Number is issued.

Home   Create an Absence   Review Absences   Reason Balances

**Create Job**

**Job Creation - Successful.**

**Create Absence Verification**

**Job Number:** 1293614  
**Job Status:** Open/Open  
**Employee:** PATRICIA LC (EMPLOYEE) BERRY  
**Location:** OCM BOCES - WESTHILL - WALBERTA PARK - SKATE  
**Classification:** OCM - CLERICAL  
**Reason:** JURY DUTY (200)  
**Voice Instructions:** None  
**Text Instructions:** None  
**File Attachments:** None  
**Dates:** 11/07/2018 - 11/07/2018

<b>Weekly Schedule:</b>	<b>Employee</b>	<b>Substitute</b>
	Wednesday 08:00 AM - 03:00 PM	08:00 AM - 03:00 PM


**Specified Substitute:**  
**Assigned Substitute:**

[New Absence](#)

## EMAIL NOTIFICATION

Job Creation: automated email generated for your records.

New   Reply   Reply to All   Forward   Display   More

 **Absence Creation Notice**  
OCM\_subserviceocmboces@sfesubsystem.com  
To: pberry

THIS MESSAGE CONFIRMS THE FOLLOWING ABSENCE WAS CREATED:

**Absent Employee:** PATRICIA LC (EMPLOYEE) BERRY

**Job Number:** 1293614  
**Location:** OCM BOCES - WESTHILL - WALBERTA PARK - SKATE  
**Location Address:** 400 WALBERTA ROAD,  
SYRACUSE, NY 13219  
**Google Maps:** <http://maps.google.com/?q=OCM+BOCES+-+WESTHILL+-+WALBERTA+PARK+-+SKATE,+400+WALBERTA+ROAD,+SYRACUSE,+NY+13219>  
**Classification:** OCM - CLERICAL  
**Reason:** JURY DUTY

**Start Date:** 11/07/2018  
**End Date:** 11/07/2018  
**Schedule:**  
Wednesday - 08:00 AM to 03:00 PM

**Specified Substitute:** ---  
**Assigned Substitute:** ---  
**Special Instructions:** ---

Please do not respond to this message. It is an automated e-mail generated by the system.  
Contact your SmartFindExpress system administrator if you have additional questions.

## REVIEW ABSENCES

You can search for a list of absences or for a specific job number. Reviewing multiple absences can be displayed in either list or calendar format.

Home   Create an Absence   Review Absences   Reason Balances

**Review Absences**

**Review Absences**

Display Format:  List of    Calendar

Search From:    To:    
(MM/DD/YYYY)   (MM/DD/YYYY)

Job Number:    **Note: Search by job number will not use the date range**

**Search**

## JOB DETAILS

From the search you can open any job by using the hyperlink. This will display all the job details for the job number.

Home   Create an Absence   Review Absences   Reason Balances

**Review Absences**

**Review Absences**

Display Format:  List of    Calendar

Search From:    To:    
(MM/DD/YYYY)   (MM/DD/YYYY)

Job Number:    **Note: Search by job number will not use the date range**

**Search**

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<b>Job #</b>	<b>Start Date/Time</b>	<b>Location</b>	<b>Reason</b>
	<b>End Date/Time</b>	<b>Classification</b>	<b>Substitute</b>
<a href="#">1293614</a>	11/07/2018 08:00 AM	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE	JURY DUTY
	11/07/2018 03:00 PM	OCM - CLERICAL	Open

## MODIFYING A JOB

From this screen you can review job details for any finished jobs, and modify or cancel any open jobs.

Home Create an Absence Review Absences Reason Balances

**Review Assignments**

**Review Absence Detail**

Job Number: **1293614**  
 Job Status: Open/Open  
 Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE  
 Classification: OCM - CLERICAL  
 Reason: JURY DUTY  
 Voice Instructions: None  
 Text Instructions:  (Maximum Characters=1000)  
 File Attachments: None

Add a File:  Browse... (Maximum file size=512K)

Start Date: 11/07/2018  
 End Date: 11/07/2018  
 Weekly Schedule: **Employee** **Substitute**  
 Wednesday 08:00 AM - 03:00 PM 08:00 AM - 03:00 PM  
 Specified Substitute: None  
 Assigned Substitute: Open  
 Notify the substitute of a cancellation?

[Save](#) [Cancel Job](#) [Return To List](#)

Home Create an Absence Review Absences Reason Balances

**Review Absences**

**The Job was canceled successfully.**

**Review Absences**

Display Format:  List of  Calendar

Search From:  To:   
(MM/DD/YYYY) (MM/DD/YYYY)

Job Number:  **Note: Search by job number will not use the date range**

[Search](#)

Job #	Start Date/Time	Location	Reason
	End Date/Time	Classification	Substitute
1293614	11/07/2018 08:00 AM	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE	JURY DUTY
<b>Canceled</b>	11/07/2018 03:00 PM	OCM - CLERICAL	

Job Cancellation automated email generated for your records.





**Absence Cancellation Notice**  
**OCM\_subserviceocmboces@sfesubsystem.com**  
To: pberry

THIS MESSAGE CONFIRMS THE FOLLOWING ABSENCE WAS CANCELLED:

Absent Employee: BERRY, PATRICIA LC (EMPLOYEE)

Job Number: 1293614

Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE

Classification: OCM - CLERICAL

Start Date: 2018-11-07

End Date: 2018-11-07

Schedule:

Wednesday - 08:00 am to 03:00 pm

Please do not respond to this message. It is an automated e-mail generated by the system.  
Contact your SmartFindExpress system administrator if you have additional questions.