

Substitute Schedule - Call Times

Your schedule is permanent.

To change your schedule (call-out times or days available).

Go to your profile.
Select Schedule: General

Unified Talent SmartFind Express OCMBOCES Committed to Your Success

Home Schedule Review Assignments July 19, 2019, 7:15 AM

Home General Temporary Do Not Call
Welcome Classifications Locations Unavail Dates

Substitute Announcements
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.
REMINDERS
1) PIN numbers should NOT start with a zero.
2) Email address should be listed in your profile.
For additional information please visit: [Sub Service](#)

Select New:

Note: This is where you start for any permanent changes to your schedule. For temporary changes see: Unavailable Dates.

Unified Talent SmartFind Express OCMBOCES Committed to Your Success

Home Schedule Review Assignments July 19, 2019, 7:24 AM

Substitute Schedule

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

CHANGE TIMES the system calls you. (For Example you do not want calls after 8:00 pm)
Select: Sun and Sat (Note for changing morning call-out you do not have to select Sun and Sat)
Select: the times you do not want to be called

Schedule

Profile Substitute

Name:
Access ID:
New Return To Inquiry

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

* Start Time (hh:mm am) * End Time (hh:mm am) All Day

Available for assignments: [] [] - or -

The system will NOT call: 08:00 pm 10:00 pm - or -

Save Return To List

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

Delete check from the "All Day" box

Select: Save

Your New Schedule (The system will not call between 8:00 p.m. and 10:00 p.m.)

Schedule

Profile Substitute Profile update successful.

Name:
Access ID:
New Return To Inquiry

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day
<input type="checkbox"/>	Sunday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Monday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Tuesday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Wednesday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Thursday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Friday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Saturday	Do Not Call	08:00 PM - 10:00 PM

PRE-ARRANGE only, you can stop all system calls by:

Profile Help Sign Out

Information
Update Email
My Acknowledged Notifications
Change Password
Callback Number

Home Schedule Review Assignments

Profile

Call Back #:

Do Not Call Until: (hh:mm am)

Note Enter a time that is up to 4 hours from now. If a time is not entered, you will be called during regular calling periods.

Block phone calls from Smartfind Express

Note: you will not receive any calls from SmartFind until the parameter is turned back OFF

Save

ADDING AND DELETING DAYS – ARE DONE THE SAME WAY.

To remove day(s): Check the box in front of the day and select “delete”.

To add day(s): After you select NEW, deselect the days that are currently on your schedule, selecting only the day you want to add. Then Save.