Principal/AP SFE Verification Reference

TO ACCESS SMARTFIND EXPRESS:
1. If you are a new user please call **980-819-4422** to register. You will enter your Access ID = CMS/Lawson Employee Id and PIN = your Access Id when you register. Follow the prompts and create your PIN.
2. Go to the CMS Homepage at www.cms.k12.nc.us, Click **"Staff"** at the top of the page.
3. Select **"Substitute Information".** Select SmartFind Express next to "Welcome to" or the blue box.
4. Login to **SmartFind Express**: **User ID = CMS/Lawson Employee ID.** and **PASSWORD.** <u>First time web users:</u>
   select "Forgot Password" on sign in page, the system will send you an email to select a password for web log in only.
5. The system will open to a Home page, "**Welcome (your name)**" Screen. This page displays the User Name, and messages related to the school day.

WHEN YOU LOG IN:
1. Your Administrator Profile Homepage will open. To change to your Employee Profile Homepage to create your own absence click **"Employee"** at the top of the page under "Sign Out". Click **"Help"** to view the help menu. Follow the instructions on the "SFE Employee Web Reference".

TO VERIFY FOR PAYROLL:
1. Click the **ADMINISTRATOR** drop down**,** click **Job Inquiry/Reports.** Click the drop down beside **Job Status** and select All, exclude canceled.
2. Enter the date range. Current Payroll dates.
3. Click the drop down beside **Sort Order** and select Location Name.
4. Click Search, Click Set All to Verify, Click Save Verified.
5. If more than one page of absence information exists a **NEXT** button will be at the bottom of the page. Click **NEXT** and Click Set All to Verify, Click Save Verified. Continue until all absences are verified.
6. Click Create Report
7. Select your parameters or remove the checks from substitute allocation units, job time, pay rate, level, and class pay rate. Check the box next to print a signature line, Click View Report
8. Print and Sign (principal or the payroll alternate who verified). Keep this report with your payroll information for audit purposes.

TO VIEW UNVERIFIED ABSENCES:
1. Click the **ADMINISTRATOR** drop down**,** click **Job Inquiry/Reports.**
2. Click the drop down beside **Job Status** and select **Finished**.
3. Enter the date range = Current Payroll range.
4. Click the drop down beside **Sort Order** and select Start Date.
5. Click Search
6. if any absences are at the bottom of the page they have **not been** verified and steps 1-10 from the above section **TO VERIFY FOR PAYROLL** need to be completed. If the message **NO RECORDS FOUND** is at the top of the page all absences currently in the system for the date range entered **have been** verified.