

New Employee System Packet 2018-19

PO Box 2098
Everett, WA 98213
www.everettsd.org



Welcome to Everett Public Schools!

We have several information systems within Human Resources that are integral to your employment within our district. Within this document are training briefs for these three systems.

SmartFindExpress – absence substitute management system

- Absence reporting and leave information
- Setting up your SFE personal ID (PIN) number
- How to report absences in SmartFindExpress

SafeSchools - online mandatory safety training

- How to log into your account
- Taking your mandatory trainings

Frontline - Professional Growth – Professional Development system

- Setting up your account
- Registering for professional development activities

Who do you need in HR?



SFE – SmartFindExpress

Absence Reporting and Leaves of Absence

ABSENCE REPORTING

- All staff members are required to report their absence no later than the day of the absence via the SmartFindExpress absence management system even if a substitute is not required.
- Office staff cannot create your absence on your behalf.
- If not reported on the day of the absence, an absence verification form is required.

REASON CODES FOR ABSENCES

- | | |
|---|---|
| 1. Sick leave | 9. Bereavement (Verification form required) |
| 2. Serious Family Illness (Verification form required) | 10. Religious Holiday |
| 3. Personal Day (EEA) | 11. Military Leave |
| 4. Vacation (prior approval required) (EAEOP/SEIU/TRADES) | 12. Association/Union (Prior approval required) |
| 5. Subpoena/Court | 13. L&I Disability |
| 6. Jury Duty (Verification form required) | 14. Birth/Adoption |
| 7. Emergency (Verification form required) | 18. DRA Testing |
| 8. Unpaid Leave (Prior approval required) | 19. SWA Release |
| | 27. Witness/District Court (Verification form required) |
| | 32. Personal Day (Classified) (Prior approval required) |

UNPAID LEAVE

Any unpaid leave must be pre-approved by the immediate supervisor prior to the leave being taken. A Payroll Absence Verification Form is required for this type of leave.

LONG-TERM LEAVE & WORK RESTRICTIONS

When an employee is on a long-term leave (medical, personal, childcare, etc.) they **may not** work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district, attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about leave of absence requests and restrictions please contact the benefits department.

- benefits@everettsd.org 425-385-4115

Questions about absence reporting contact substitute services,

- Substitute Coordinator: Kylie Helm
- subservices@everettsd.org 425-385-4111



SFE – SmartFindExpress

Absence Reporting and Leaves of Absence

ADDITIONAL ABSENCE REPORTING TIPS

- Confirm your work schedule and location every year. You can do this by clicking on "Create an Absence" (No need to report an absence if one is not needed). Request changes with your building office manager or contact subservices@everettsd.org 425-385-4111.
- Schedules with multiple locations or classifications must enter an absence for each schedule, select alternate schedule in the drop down menu for location or classification.
- Receive email confirmations of absences and cancellations by updating your e-mail address in your SFE profile.
- Email preferred substitute name and ID to subservices@everettsd.org and request they be added to your "Priority List".
- Within your SmartFind profile, you can review or cancel absences and review the assigned substitute.
- Refer to your school/department office manager for school schedules when reporting less than a full day absence.
- Certificated long-term subs (21+ days) must be approved by Human Resources prior to placement.

REGISTERING YOUR SMARTFIND ID

1. Call 425-320-1337
2. Enter your User ID followed by the * key (your user ID is your employee ID)
3. When prompted for password, enter your User ID again, followed by the * key
4. Create your own 6 digit password (cannot begin with a zero)
5. Continue following the instructions to record your name
6. **You must REGISTER to activate your profile.**

Substitute Services
Human Resources
6:30am – 3:30pm
425-385-4111
Subservices@everettsd.org



SFE – SmartFindExpress

Absence Reporting and Leaves of Absence

All staff members are required to report their absence via the SmartFindExpress absence management system even if a substitute is not required.

- If you do not have a PIN you must register your employee ID to create a password prior to entering an absence.
- Call 425-320-1337, enter your employee ID as your password for the first time, you will then be prompted to create a 6 digit numeric password.

Logging into SmartFindExpress

The screenshot shows the login interface for Everett Public Schools' SmartFindExpress system. On the left, a box titled 'Everett Public Schools Absence and Substitute Management' provides contact information and a hint: 'You can also access SmartFindExpress via telephone at 425-320-1337. Enter BOTH your User ID and Password. HINT - User ID is your Employee ID without the leading zero and your Password is (in most cases) a 6 digit number.' On the right, the 'eSchool SOLUTIONS SmartFind Express' logo is displayed above a login form. The form includes fields for 'User ID' and 'Password', a checkbox for 'I'm not a robot' (labeled 'reCAPTCHA'), and a 'Submit' button. A green callout box with an arrow pointing to the login fields contains the text: 'Use your employee ID and password to log in. Click I'm not a robot box. Then Submit.' Below the 'Submit' button is a link for 'Trouble signing in?'.

The screenshot shows the dashboard after logging in. At the top, there are logos for 'eSchool SOLUTIONS SmartFind Express' and 'EVERETT PUBLIC SCHOOLS'. On the right, there are links for 'Profile', 'Help', and 'Sign Out'. Below these, a navigation bar contains links: 'Create an Absence', 'Review Absences', and 'Absence Approval'. A green callout box with an arrow pointing to the 'Create an Absence' link contains the text: 'Select Create an Absence'. Below the navigation bar, a status bar reads 'Welcome DEMO ONLY TEST TEACHER Today is July 10, 2018 9:54 AM'. The main content area is titled 'Employee Announcements' and contains several important notices: 'IMPORTANT: Do not report an absence for an incorrect location or classification. Notify your office manager or Substitute Services at 425-385-4111 if your schedule has changed or is incorrect.', 'EEA priority lists are disabled in an effort to assign substitutes. Please pre arrange or specify your sub request if you rely on the preferred list.', 'Questions? Please inquire with your school office manager or contact [Sub Services](#), 425-385-4111.', 'SmartFindExpress via phone at 425-320-1337. Enter BOTH your User ID and Password.', 'Prior approval is required for all leave without pay absences. Print out and complete the [Request For Leave of Absence Form](#) and return to Human Resources.', and 'If you need to report an absence in arrears or provide backup documentation to a special absence, please print out and complete the [Payroll Absence Verification Form](#) and return it to your principal or supervisor for authorization.'

Create an Absence

Create Job

Create Absence

Absence Information

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

Location:

Classification:

Reason:

Is a Substitute required?: ☒ Yes ☐ No

Select Date → **Select Reason**

Dates:

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"/>	07:30 AM	02:00 PM	07:30 AM	02:00 PM
Tuesday	<input checked="" type="checkbox"/>	07:30 AM	02:00 PM	07:30 AM	02:00 PM
Wednesday	<input checked="" type="checkbox"/>	07:30 AM	02:00 PM	07:30 AM	02:00 PM
Thursday	<input checked="" type="checkbox"/>	07:30 AM	02:00 PM	07:30 AM	02:00 PM
Friday	<input checked="" type="checkbox"/>	07:30 AM	02:00 PM	07:30 AM	02:00 PM

Specify a Substitute? ID:

If the specified substitute has accepted this absence: ☐ Yes ☐ No

Has the substitute accepted this job?: ☐ Yes ☐ No

Substitute Instructions:

File Attachments:

Continue **Reset**

If you have prearranged a sub, please enter his/her ID# here and indicate if he/she has already accepted.

Select continue

Verify information is correct and select Create Absence

Success!

Create Job

Create Absence Confirmation

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

Job Status: Open/Open

Employee: DEMO ONLY TEST TEACHER

Location: HEATHERWOOD MIDDLE

Classification: PARA SPEC ED LIFE SKILLS

Reason: SICK LEAVE (1)

Voice Instructions: None

Text Instructions: None

File Attachments: None

Dates: 07/11/2018 - 07/13/2018

Weekly Schedule:	Employee	Substitute
Wednesday	07:30 AM - 02:00 PM	07:30 AM - 02:00 PM
Thursday	07:30 AM - 02:00 PM	07:30 AM - 02:00 PM
Friday	07:30 AM - 02:00 PM	07:30 AM - 02:00 PM

Specified Substitute:

Assigned Substitute:

Create Absence **Cancel**

Create Job

Job Creation - Successful.

Create Absence Verification

Job Number: 508787

Job Status: Open/Open

Employee: DEMO ONLY TEST TEACHER

Location: HEATHERWOOD MIDDLE

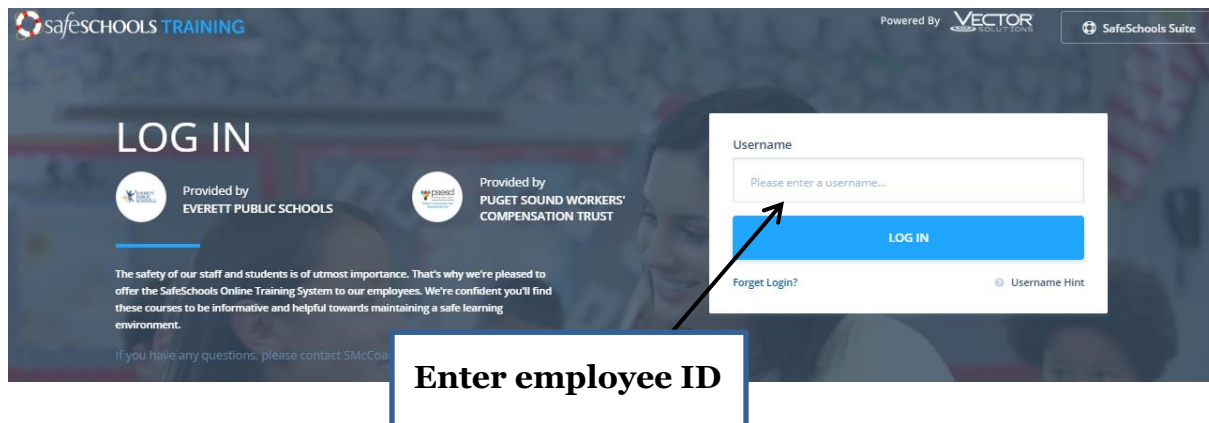
Classification: PARA SPEC ED LIFE SKILLS

The district requires all employees be trained on the following topics through *SafeSchools*. These trainings are a condition of employment and should be completed during the scheduled work day for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If they are unable to complete the training during their regular work day, it is up to the supervisor to allocate additional time.

<https://everett-wa.safeschools.com/training/home>

- Every year, the law requires each staff member to receive training in:
 - ***Bullying: Recognition & Response*** (25 minutes) [RCW 28A.300.285](#)
 - ***Health Emergencies Overview*** (School staff only) (25 minutes) [RCW 28A.210](#)
 - ***Staff Handbooks & District Policies and Procedures*** (15 min)
 - ***McKinney-Vento Homeless Assistance Act*** (10 min)
 - ***Bloodborne Pathogen Exposure Prevention*** (High-risk assignments) (21 min)
- Every three years, which included the 2016-17 school year, the law requires each staff member to receive training in:
 - ***Boundary Invasion Training*** (25 minutes) [WAC 392-190](#)
 - ***What Every Coach Must Be Told*** (45 min – coaches only)
- Upon new employment to the district, in addition to the trainings listed above, it is required each new staff member receive training in the following:
 - ***What Every Employee Must Be Told*** (66 min) [WAC 181-87](#) [RCW 28a.400](#) [RCW 26.44.030](#) [RCW 28A.400.317](#) [RCW 42.41](#) [RCW 9A.36.078](#)
 - ***What Every Coach Must Be Told*** (
 - ***Back Injury and Lifting*** (20 min) [RCW 28A.320.125](#)
 - ***Bloodborne pathogen Exposure Prevention*** (21 min) [OSHA 1910.1030](#)
 - ***District Employee Handbook*** (15 min)

Log into [SafeSchools](#) using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>



LOG IN

Provided by
EVERETT PUBLIC SCHOOLS

Provided by
PUGET SOUND WORKERS'
COMPENSATION TRUST

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

If you have any questions, please contact SMCops

Username

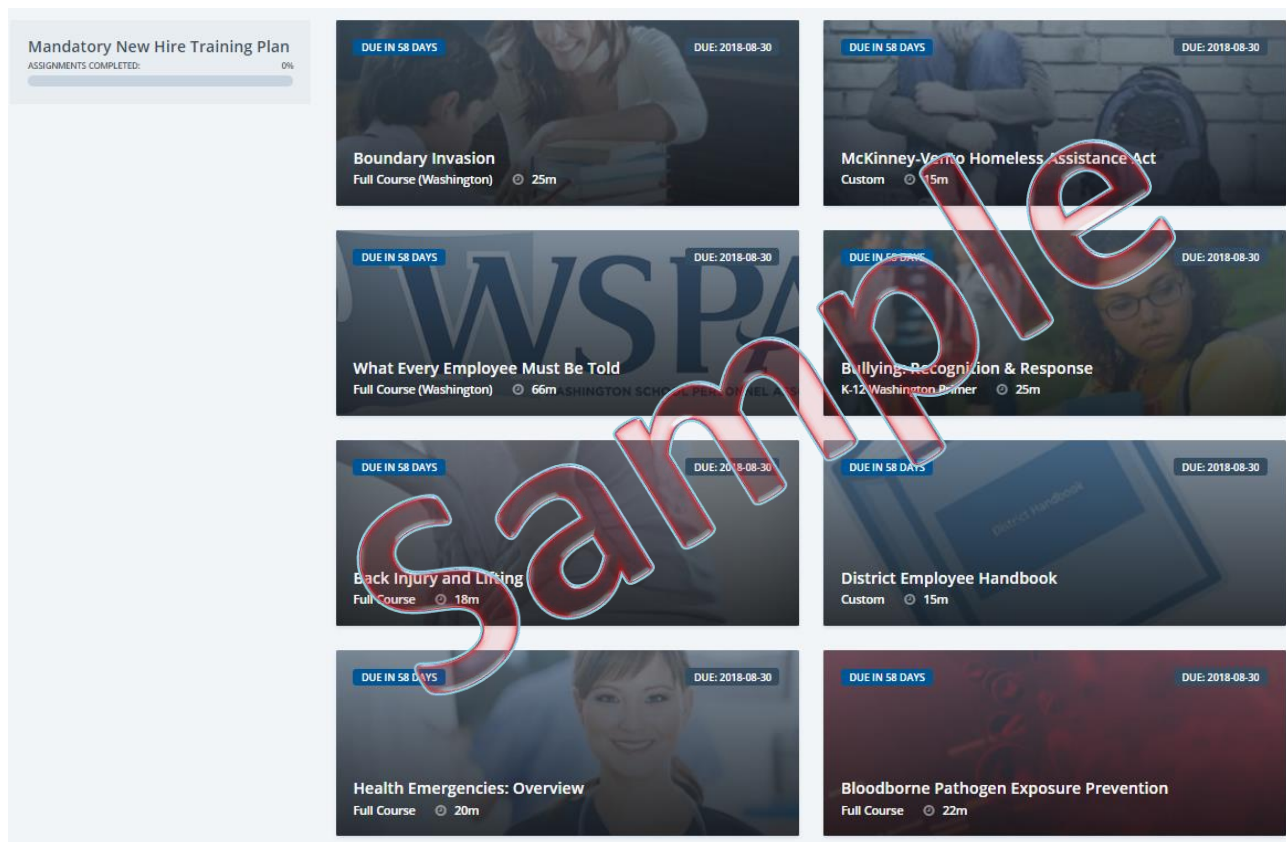
Please enter a username...

LOG IN

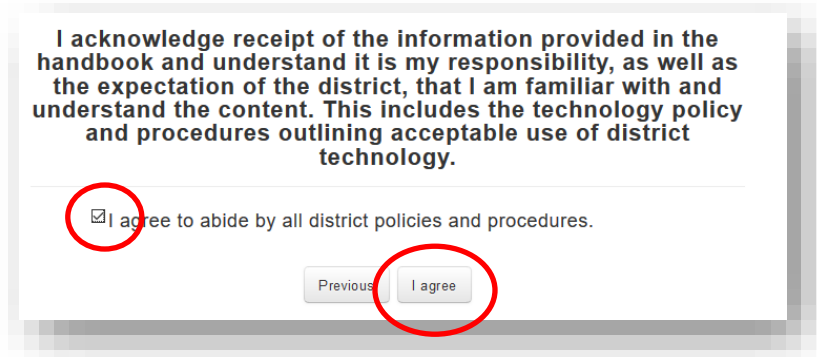
[Forgot Login?](#) [Username Hint](#)

Enter employee ID

A list of mandatory trainings are assigned to you according to your hire status and assignment. Click on a course title to begin the training. You must finish each section of the course to complete it, including the quiz. To avoid past due notices, complete all trainings assigned by the due date.



When reviewing the staff and/or district handbooks it is important to follow all the steps through completion. After opening the handbook, select the blue “Close Window” button and continue by clicking the “Next” button. Complete the training by checking “I agree”.



Helpful hints

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions



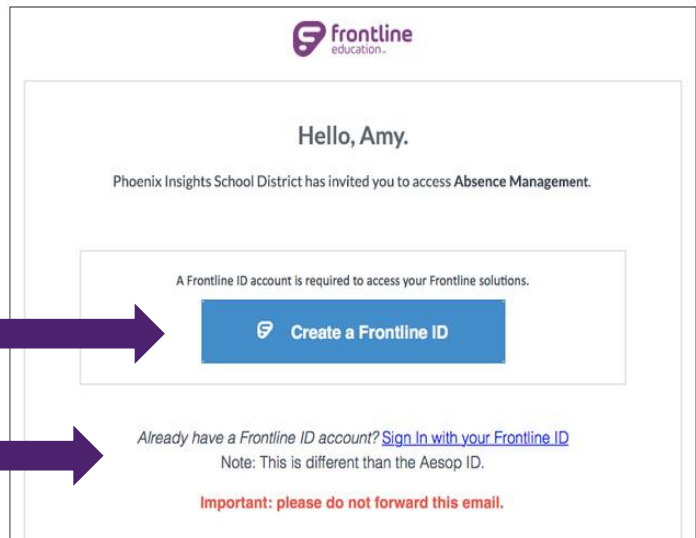
Frontline: Professional Growth

Setting up an Account

You received an email invitation from no-reply@fronlined.org to create **a new Frontline ID** or **sign in with an existing account**.

Select **Create a Frontline ID** you must use the invitation email. This selection takes you to a login page where you must create new login credentials.

Sign in with Existing Frontline Account (if you currently use Recruiting & Hiring)



OR

YOUR USERNAME IS YOUR EMAIL ADDRESS (district or personal). The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address for password recovery and click **Create Frontline ID** once you are finished.

Sign in with Existing Frontline Account (if you currently use Recruiting & Hiring)

Sign In and enter the Frontline ID login you previously created from the prior invitation email.

After creating your account you will use a single URL sign-on page at pd.everettsd.org to switch between solutions.





Frontline: Professional Growth

Navigating Your Info and Learning Plan

When you log into Frontline: Professional Growth, you will see options to view **My Info** and **Learning Plan** on the Navigation Bar.

Under **My Information**, you will be able to:

- Update your profile information, view your **User Profile**. This includes your notification settings, your email address, your assignment location, department (where applicable) and subject area
- View **My Portfolio** to see classes you've taken.
- You will also be able to look at any actives in progress.
- You can click on any completed activity to see if you have a required pending evaluation.

- Finally, you can also find and print your transcript from here.
- Your transcript will look like this

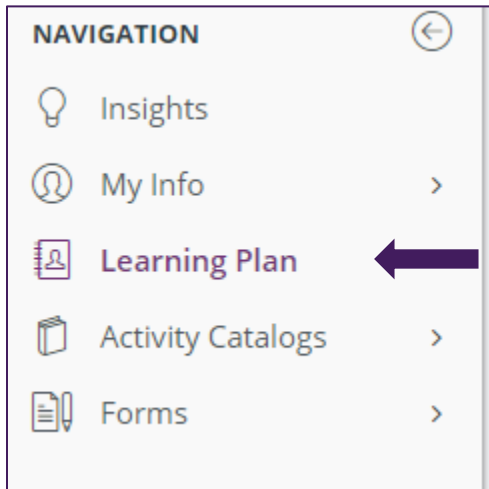
Transcript of Professional Study			
Organization: Everett Public Schools			
Name: Sample - TEST ACCOUNT, Dean			
Date	Activity Title	Hours	Credits
7/23/2018	test test 18073199	6.00	0.00
TOTALS		6.00	0.00



Frontline: Professional Growth

Navigating Your Info and Learning Plan

To find additional Professional Development information, select **Learning Plan** from your navigation bar.



From the Learning Plan tab, you will find:

- **Wait List**- if you have signed up for an activity, but the class list was full, you will automatically be added to the wait list.
- **Pending Prior Approval** – sometimes an instructor may want to restrict who can take an activity. If they are monitoring, your name will be here until approved or denied.
- **Approved and/or In-Progress** – all upcoming and in-progress activities will be listed here
- **Instructor has Confirmed or Awaiting Final Credit** this is for sessions awaiting attendance. If these are empty, it means you've been marked as attended.
- **Recently Completed** is where you will find activities that have recently ended.
- Again, if there is a clipboard, that means an evaluation is required. Select **Manage** next to the activity and then select the evaluation to complete it.

▼ My Requests - Dean Sample - TEST ACCOUNT

Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In-Progress (0 Record(s))			
-- no records --			
Instructor Has Confirmed Attendance (0 Record(s))			
-- no records --			
Awaiting Final Credit (0 Record(s))			
-- no records --			
Denied (0 Record(s))			
-- no records --			
Recently Completed (2 Record(s))			
Manage	test test 18073199	07/10/2018	07/23/2018
Manage	Test course 06/01/2018	06/01/2018	06/01/2018
View My Portfolio for full list			

Activity Details

st 18073199

Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

or(s): SUSAN MCCOARD

Meeting(s)

Date	Time	Location
Tue Jul 10, 2018	9:00 am to 12:00 pm	here
Mon Jul 23, 2018	9:00 am to 12:00 pm	there

Approval Status

Administrator	Approval Type	Comments
	Final Approval	

If you have any questions regarding the approval of this request, please contact the administrator.

Activity Team Room Summary

Recent Discussion

No discussion topics have been added to the Team Room.

Recent File

No files have been added to the Team Room.

ons

View/Print Form

Team Room

2 - CLASSIFIED COURSE EVALUATION (Anonymous)



Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

app.frontlineeducation.com

Professional Growth
Formerly MLP PDMS and MLP OASYS

Sign In

Username

Password

Sign In

[I forgot my username](#) [I forgot my password](#)

[Having trouble signing in?](#)

You will receive an invitation from the system shortly after your hire date. Please use your district email address as your username and follow the prompts to set up your password. Add pd.everettsd.org as a favorite link on your desktop for future access.

You will be directed to access Frontline: Professional Growth to register for all in-district classes, workshops, and other professional opportunities.

NAVIGATION

- My Info
- Learning Plan
- Activity Catalogs**
- Activities
- Forms

CATALOGS

- District Catalog**
- Calendar

In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for Professional Development offerings.

Or use the Calendar option to browse by date.

Catalog: Everett Public Schools

▼ Search Options

Search Term(s) **Search**

All Events All Programs

Between: and

▼ Advanced Search Options

Purpose:

Goal:

You can search by date, content area, purpose, etc. Be sure to select **search**.



Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

app.frontlineeducation.com

After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

Catalog: Everett Public Schools

▼ Search Options

first aid

All Events

Between: 07/05/2018 and 06/30/2019

► Advanced Search Options

▼ Search Results (1 - 20 of 20)

1. Coaches Only First Aid/CPR/AED Certification 18061803

Program: District Catalog
Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.org
Dates: 8/14/2018

Coaches Only Provide coaches with the mandatory First Aid, CPR and AED

2. First Aid / CPR 18062002

Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. We regret the seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

*Sessions are held twice per month on Mondays, except on Holidays.

First Aid / CPR 18062002

Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

▼ 1 Meeting(s)

#	Date	Time
1.	Mon Sep 3, 2018	4:30 pm to 7:30 pm

First Aid/CPR is a required course for positions considered high risk. We regret the seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

*Sessions are held twice per month on Mondays, except on Holidays.

Purposes	CLOCK HOURS
Categories	Human Resources HMR
Goals	5. Current or anticipated assignme
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	SUSAN MCCOARD (SMccoard@ INGRID STAFFORD (IStafford@e MYRNA WEISS (JWeiss@everett Joan Weiss

Registration Options

Sign Up Now

To review your schedule, click on Learning Plan from the Navigation bar.

NAVIGATION

My Info




Learning Plan

Activity Catalogs

Activities

Forms

All activities for which you have signed up will appear under Approved and/or In-Progress

Approved and/or In-Progress (3 Record(s))						
Manage		Updating Your Classroom Website LITS 18052501	07/24/2018	07/24/2018		In-District PD Request Form
Manage		test 05/15/2018	05/16/2018	05/17/2018		
Manage		HMR - Sample Activity TEST - 18052199	05/01/2018	05/03/2018		In-District PD Request Form
Instructor Has Confirmed Attendance (0 Record(s))						

You can also use the Calendar view to find an Activity.

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs >
- Activities >

CATALOGS

- District Catalog
- Calendar**

While you can search by day or month, we find that the **LIST** view is the most user friendly.
 (Shown below)

Make sure that you've selected **District Catalog** and **EPS Online Catalog** to see all of Everett's courses.

Professional Development

- Personal Calendar
 - ☒ My Calendar
 - [+] Add Event
- District Catalog
 - ☒ District Catalog
 - ☒ EPS Online Catalog
 - ☐ Online Courses

Calendar - Everett Public Schools

<< May Jun Jul **Aug** Sep Oct Nov Dec Jan Feb Mar Apr May >>

Add Event | Search | Print

August 2018

DAY MONTH **[LIST]**

Wednesday, August 1, 2018

7:30a-4:30p Superintendent's Leadership Team Retreat 18072603

Thursday, August 2, 2018

8a-4p Equipped to Lead 18072602

Friday, August 3, 2018

8a-3:15p Equipped to Lead 18072602 [2]

Monday, August 6, 2018

7:30a-4:30p Office Professionals Meeting 18061201

Tuesday, August 7, 2018

8a-11a LITS Building a Classroom Website18060506

8a-12p Substitute Para Pro Assessment 18061929

9a-10:30a Frontline PD System "Catalog Administrator" Training 18062506

12p-3p LITS Updating Your Classroom Website 18060507

Wednesday, August 8, 2018

8a-3p LITS Canvas Camp Day 1 18060522

Thursday, August 9, 2018

8a-11a LITS Classroom Notebook 18060526

8a-11a LITS Elementary Gradebook 2018 18060542

Follow the steps above to sign up for an activity.

Questions regarding this process, contact Susan or Ingrid in HR.

Who do you need in HR?

Frontline Systems—Professional Growth, SafeSchools

Ingrid Stafford—System Coordination — 425-385-4114

Susan McCoard—Professional Development System Support — 425-385-4127

Frontline Systems—Recruiting and Hiring

Linda Conti—Employment — 425-385-4113

Shawnacy Smith—Employment — 425-385-4112

Ingrid Stafford—System Coordination — 425-385-4114

Susan McCoard—Professional Development System Support — 425-385-4127

Absence Management

Kylie Helm—Substitute Services — 425-385-4111

Ingrid Stafford—System Coordination — 425-385-4114

Susan McCoard—Professional Development System Support — 425-385-4127

Benefits

Cris Bosket—Benefits 425-385-4116

Angie Erickson—Benefits 425-385-4128

Help Desk

425-385-4127 (HELP)