

Create an Absence

*Important Note: Items in **Bold** are required to complete an Absence.*

1. Choose the *Create an Absence* link
2. **Select the Location**
3. **Select the Classification**
 - a. Choose from the drop-down menu
4. **Select the Reason for this absence from the drop-down menu.** **NOTE:** *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the “job create with this reason” or choose another reason. You can also provide an Approval Comment. *Absence Approval may not be enabled for your district.*
5. **Indicate if a substitute is required for this absence**
 - a. Choose Yes or No
6. **Select Start and End Dates for your absence**
 - a. Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
7. **Select Start and End Times for your absence. Default times are listed.**
 - a. To change defaults, enter time in HH:MM a.m. or p.m. format
 - b. Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times.
8. Multiple Day (Recurring) Absence
 - a. Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence.
 - b. Modify daily schedule and/or times for absence and substitute
9. Request a particular substitute
 - a. Enter the substitute’s access ID number or use the Search feature to find the substitute by name
10. Indicate if the requested substitute has accepted this job
 - a. Yes = substitute is prearranged and will not be called and offered the job
 - b. No = call will be placed and the substitute will be offered the job
11. Enter special instructions for the substitute to view

12. Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
13. **Select the Continue button**

COMPLETE! You **MUST** receive a **Job Number** for your absence to be recorded in the system and to receive a substitute.

Review/Cancel Absence

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

Follow these steps

1. Select the format for absence display: List or Calendar view
2. Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
3. Select the *Search* Button
4. Select the *Job Number* link to view job details on future jobs

Modify Special Instructions

From the Job Details screen

1. Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button.
2. To cancel your job, select the *Cancel Job* button
3. 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 in the box prior to the question “Notify the Substitute of Cancellation?”
4. Select *Return to List* button to return to the job listing

SIGN OUT

At any time during the session, the Sign-Out link can be selected to end the session and disconnect from SmartFindExpress. To ensure security and privacy of information, use the Sign-Out link to disconnect from SmartFindExpress, and close the web browser when you finish your session.

State of Hawaii
Department of Education

BU05 Employees T-SEAS Quick Reference

System Phone Number: **1-877-403-2511**

Web Brower URL: **<http://tseas.eschoolsolutions.com/>**

Help Desk Phone Number: **(808) 441-8400**

Write your Employee ID here: _____

Write PIN/Password here: _____

The System Calls Substitutes During These Times:

	Today’s Jobs	Future Jobs
Weekdays	5:30 am – 11:00 am	5:30 pm - 10:30 pm
Saturday	None	9:00 am – 12:00 pm
Sunday	None	5:30 pm - 10:00 pm
Holidays	None	5:30 pm - 10:00 pm

Commonly Used Leave Codes

Contact your school administrator for more details. All leaves require prior notification to principal for approval, as appropriate. Exception: Emergencies such as illness.

- 12 Illness
- 13 Family Leave – Charged to sick
- 16 Personal Leave – Charged to sick (48 hr notice to Principal)
- 17 Professional Development – Charged to sick (Submit Form DOE OHR 300-001 with attachment to Principal)
- 31 Military Leave
- 39 Jury or Witness Leave
- 40 Critical Illness/Imminent Death
- 41 Funeral Leave for Relative
- 42 Funeral Leave for Immediate Family (In State)
- 43 Funeral Leave for Immediate Family (Out of State)
- 90 Leave Without Pay (Submit Form DOE OHR 300-001)
- 93 Leave Without Pay – Family Leave (Submit Form DOE OHR 300-001)

Classification Codes

02 Primary (K-3)	53 World Languages
03 Upper-Elem(4-6)	55 Math
04 Middle School	56 Psych Examiner
05 High School	58 District Resource Teacher
07 Reading	59 State Office Teacher
08 English	62 Music
09 ELL	63 Drama/Theatre Arts
16 Social Studies	64 Dance
20 Computer	67 Physical Education
22 Agriculture	68 Special Motivation
23 Art	70 Health
26 Business Education	73 Science
27 Family Consumer Sci	78 Student Activities Coordinator
28 CTE	79 Student Services Coordinator
29 Industrial Arts	80 Registrar
43 Chinese	81 Librarian
44 Filipino	82 Counselor
45 French	83 SPED Visual
46 German	84 SPED Hearing
47 Hawaiian	85 Special Education
48 Japanese	86 SPED Pre-School
49 Korean	88 Special School Teacher
50 Latin	89 SPED - Inclusion
51 Russian	90 Pre-School
52 Spanish	

TELEPHONE ACCESS INSTRUCTIONS

New Teacher Registration

1. Enter your **Employee ID** followed by the star (*) key
2. Enter your **Employee ID** again when it asks for your PIN/Password followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact the T-SEAS Help Desk to correct.
5. You will be asked to select a new PIN/Password. Enter a PIN/Password at least six (6) digits in length followed by the star (*) key.

Menu Options

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN/Password, Re-record Name
- 9 – Exit and Hang-up

To Create An Absence

1. Enter your Employee ID followed by the star (*) key
2. Enter your PIN/Password followed by the star (*) key
3. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
4. If you **pressed 3** to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
PRESS 3 to Enter the reason followed by the star (*) key or wait for a list of reasons
5. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done.
PRESS 2 to Bypass this step
7. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
8. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute. Enter the substitute Employee ID, followed by the star (*) key.
PRESS 1 to Accept requested substitute
PRESS 1 if the Substitute should be called
PRESS 2 if the Substitute has already agreed to work and does not need to be called
PRESS 2 to bypass requesting a substitute
9. Complete Absence
PRESS 1 to receive the job number

Review/Cancel Absence or Modify Instructions

1. Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence
2. If you **pressed 3** to Cancel the job
PRESS 1 to Confirm the cancellation request
If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to not have the system call the substitute
3. Once you confirm a request to cancel the job, you **MUST** wait for the system to say "**Job Number has been cancelled.**"

Change PIN/Password or Re-Record Name

1. **PRESS 1** to Change your PIN/Password
2. **PRESS 2** to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

<http://tseas.eschoolsolutions.com/>

Sign In

Open your browser and access the SmartFindExpress Sign In page. Enter your Employee ID and PIN/Password.

Employee ID

This can be found on your Notification of Personnel Action (Form 5) or contact the Centralized Services Desk at (808) 564-6000.

PIN/Password Reminder

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN/Password. When this link is selected, the system displays the PIN Reminder Request page. The user's Employee ID and the security code being displayed must be entered on this page. Note: You must be registered with the system to use this option.

Profile

1. **Information** - Review profile status and address information. If address information is not correct, you must complete Form DOE OHR 300-006 and submit to the Office of Human Resources, Certificated Transactions.
2. **Update Email** - Enter or change email address.
3. **Change Password** - Enter current PIN/Password followed by a new PIN/Password twice and click Save.

Web Browser Information

1. Important Note: Do NOT use the browser's BACK button to navigate to screens.
2. You can click the Help link to access Help Guides and How-to Videos.
3. Navigation buttons are on the bottom of the screens, such as the Return to List and Continue buttons.
4. To ensure security and privacy of information, use the Sign-Out link to disconnect from SmartFindExpress, and close the web browser when finished with the session.
5. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.