

Requesting and Reporting Absences

Pre-Arranged Absences (require at least a two week notice for approval)

- 1) Enter your absence into SmartFind (SFE) by phone, app or online. Choose the date(s), time, and reason. Always choose **NO SUBSTITUTE REQUIRED** (even if you have a sub). Be sure to note your **JOB NUMBER** once submitted. You will need it to complete this process.
- 2) Secure a sub for your time off.
- 3) Complete the "Request for Time Off" online form. Your job number is required to submit your request. If one of your staff members is "stepping up" as your sub, please include this information in the comments section of the request.
- 4) Choose your Supervisor from the drop down and then submit. The form will be sent to your Supervisor. A copy will be emailed to you once it is approved.

Unplanned Absence Due to Same Day Illness or Emergency

- 1) Find a substitute for the date and time of your absence.
- 2) Contact your Program Supervisor and program staff to report the absence with the name of your substitute.
- 3) Report the absence to the SFE system by midnight, the **day of** the absence. When reporting the absence, select: **NO SUBSTITUTE REQUIRED** (even though you have already secured a substitute) and record the **JOB NUMBER** for your personal records.

Ways to report an absence:

System Phone Number: 327-SUBS (7827)

Web Browser URL: <https://sems.cusd.com>

Mobile App: *There is now a FREE Mobile App that Employees can install on any Smartphone. The App can be found in the Google Play store or the Apple

Store. The App is called Unified Talent Mobile. The District Code that will be needed is WZWX. Once the app is installed, you will need to log in with your long CUSD email and password that you use to log into your computer. Then you will be able to use the Microsoft Icon, just like your computer.