

# Employee Experience User Guide

# Employee Experience User Guide

## Agenda

1. Slide 3: Overview
2. Slides 4-6: Big Differences from your previous user experience
3. Slides 7-9: FAQs

# Employee Experience User Guide

## Your New Home Page

The screenshot shows the 'Absences' page in the SmartFind Express system. The page has a dark blue header with the 'Unified Talent SmartFind Express' logo and user information (JS, 5, 1 notification). A left sidebar contains navigation icons for Absences, My Calendar, Reason Balances, Preferred Substitutes, and My Schedule. The main content area is titled 'Absences' and features a 'Create Absence' button (callout 2). Below this is a table of absence records with columns for Status, Reason, Location, Start, End, Substitute, Instructions, and Duration. Callout 1 points to the 'Reason' column, callout 3 to the 'My Calendar' icon, callout 4 to the right arrow in the first row, and callout 5 to the 'Duration' column.

Status	Reason	Location	Start	End	Substitute	Instructions	Duration
✓	Professional Development	Apple Valley Middle School	12/01	12/12	Dianna Johnson		2.00 Days
✓	Professional Development	Apple Valley Middle School	11/22	12/12	No Sub Required		4.00 Hours
✗	Personal Leave	Apple Valley Middle School	9/12	12/12	Janelle Davidson	Dear Guest Teacher, Plea...	1.00 Day
✓	Approved Time Off	Apple Valley Middle School	9/02	12/12		Dear Guest Teacher, Plea...	3.5 Hours
✓	Funeral Leave	Apple Valley Middle School	9/01	12/12		Please play the video "Civil En...	1.00 Day

- 1 Employees can **easily find their upcoming and past absences**, and their status, right on their home page!
- 2 Employees will also have a **new and improved absence creation flow** that will be more streamlined and easier to use!
- 3 Employees can also enjoy a **more interactive and user-friendly calendar** to track and schedule their absences.
- 4 If an employee **needs to edit or cancel an absence**, they can select the absence and perform those actions while never leaving the home page!
- 5 Finally, all of the **settings, notifications, and features** employees enjoyed in the old interface will be on the new one!

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## Three Big Differences

### 1 Create Absence

Create absence is now a multi-step form that comes out of the side of the page. Most of the functionality is the same, but here's a few things that have changed:

1. Instead of making you choose their locations and classifications, **we choose it for you**. It displays on the top of the form.
2. We also enable a **Complicated Schedule**. The complicated schedule allows users to set each day as different times, sub requirement, and remote requirement (right)
3. Since we are choosing the location and classification for them, there might be multiple for a particular absence. In that case, we will show them multiple forms. They can navigate via the **Skip and Next** forms:
  1. Skip - this skips the current form. We will not make an absence for that location/classification. We move the employee to the next location/classification.
  2. Next - this, in essence, creates an absence for that location/classification. We then move the employee to the next location/classification.

Banglore063 - dance

Simple Schedule

**Complicated Schedule**  
*Choose this if your absence will need different requirements on different days*

Thursday : 09/16/2021  No Sub Required  Remote

Absence Schedule 7:30 AM 11:30 AM

Substitute Schedule 7:30 AM 11:30 AM

Friday : 09/17/2021  No Sub Required  Remote

Absence Schedule 7:30 AM 11:30 AM

Substitute Schedule 7:30 AM 11:30 AM

Monday : 09/20/2021  No Sub Required  Remote

Absence Schedule 12:01 PM 3:02 PM

Substitute Schedule 12:01 PM 3:02 PM

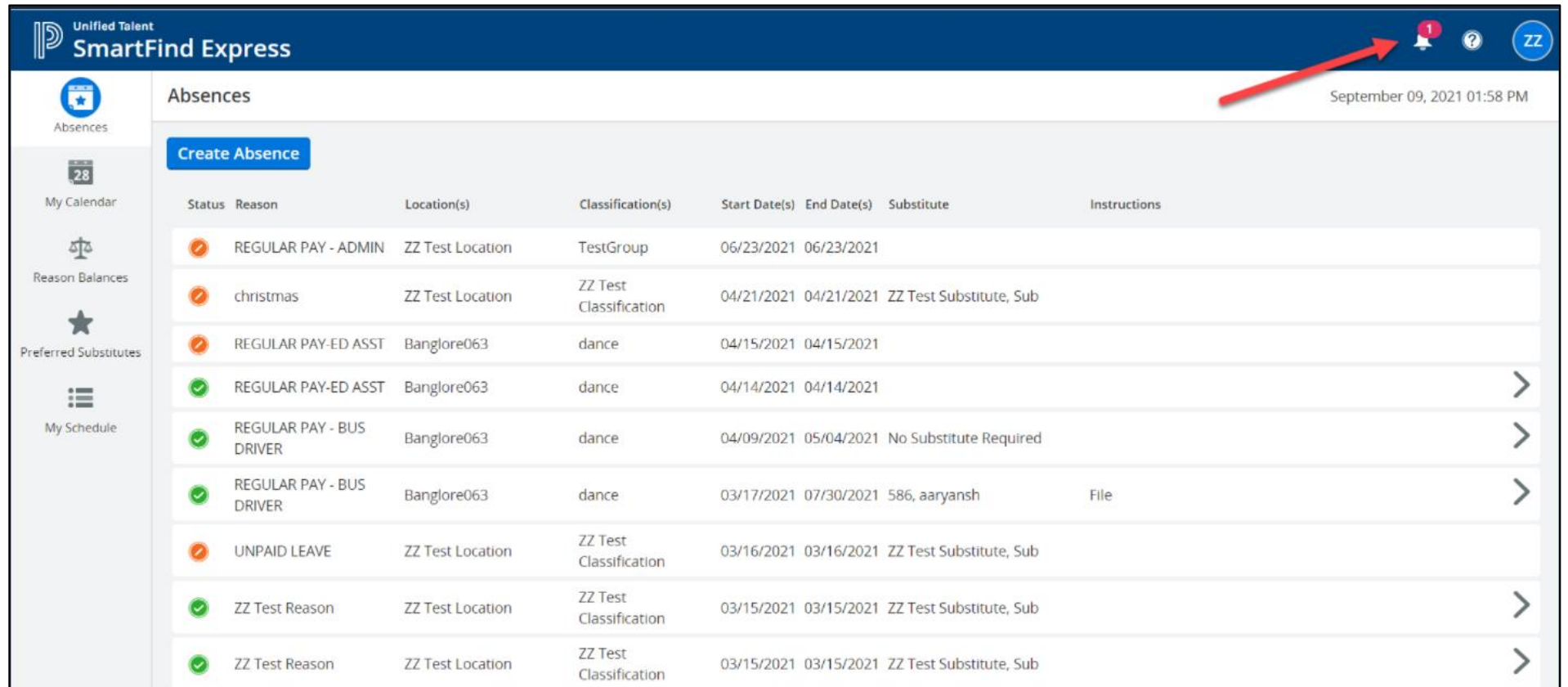
Back Skip Next

# Employee Experience User Guide

## Three Big Differences

### 2 Announcements

Announcements are no longer on the home page. You can find your announcements by clicking the bell icon on the top right of the screen.



The screenshot displays the 'Absences' page in the Unified Talent SmartFind Express system. The interface includes a sidebar with navigation options: Absences, My Calendar (showing 28), Reason Balances, Preferred Substitutes, and My Schedule. The main content area features a 'Create Absence' button and a table of absence records. The table has columns for Status, Reason, Location(s), Classification(s), Start Date(s), End Date(s), Substitute, and Instructions. A red arrow points to the notification bell icon in the top right corner of the page, which has a red '1' next to it, indicating one notification.

Status	Reason	Location(s)	Classification(s)	Start Date(s)	End Date(s)	Substitute	Instructions
🔴	REGULAR PAY - ADMIN	ZZ Test Location	TestGroup	06/23/2021	06/23/2021		
🔴	christmas	ZZ Test Location	ZZ Test Classification	04/21/2021	04/21/2021	ZZ Test Substitute, Sub	
🔴	REGULAR PAY-ED ASST	Banglore063	dance	04/15/2021	04/15/2021		
🟢	REGULAR PAY-ED ASST	Banglore063	dance	04/14/2021	04/14/2021		>
🟢	REGULAR PAY - BUS DRIVER	Banglore063	dance	04/09/2021	05/04/2021	No Substitute Required	>
🟢	REGULAR PAY - BUS DRIVER	Banglore063	dance	03/17/2021	07/30/2021	586, aaryansh	File >
🔴	UNPAID LEAVE	ZZ Test Location	ZZ Test Classification	03/16/2021	03/16/2021	ZZ Test Substitute, Sub	
🟢	ZZ Test Reason	ZZ Test Location	ZZ Test Classification	03/15/2021	03/15/2021	ZZ Test Substitute, Sub	>
🟢	ZZ Test Reason	ZZ Test Location	ZZ Test Classification	03/15/2021	03/15/2021	ZZ Test Substitute, Sub	>

# Employee Experience User Guide

## Three Big Differences

### 3 My Schedule

We have a new page - My Schedule! Here we show you your static (not editable) schedule.

The screenshot displays the 'My Schedule' page in the SmartFind Express system. The page title is 'My Schedule' and the user is identified as 'Bangalore063 : dance'. The schedule is for the week of September 09, 2021, at 01:25 PM. The schedule is static and non-editable. The left sidebar contains navigation options: Absences, My Calendar, Reason Balances, Preferred Substitutes, and My Schedule (selected). The main content area shows the schedule for Monday through Friday. Each day has a start time, AM Half, PM Half, end time, and an unpaid break.

Day	Start Time	AM Half	PM Half	End Time	Unpaid Break
Monday	12:01:00			15:02:00	
Tuesday	07:30:00			11:30:00	
Wednesday	07:30:00			11:30:00	
Thursday	07:30:00			11:30:00	
Friday	07:30:00			11:30:00	

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## How do I view the details of my absence?

### Steps:

- 1 From the Home Page, just click on the absence! The details will appear on the right side.
  - You cannot see the details of cancelled absences.
- 2 From here, you can edit and/or cancel your absence, depending on your district's settings.

**Mind Express**

Absences

Create Absence

Status	Reason	Location(s)	Classification(s)	Start Date(s)	End Date
	02 Illness Sick	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	11/03/2021	11/03/2021
	PD Day Teacher	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/22/2021	10/22/2021
	COVID Employee	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/19/2021	10/22/2021
	Jury Duty	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/13/2021	10/13/2021
	Jury Duty	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/13/2021	10/13/2021
	Jury Duty	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/12/2021	10/12/2021
	COVID Family	Abraham Lincoln H.S.	English K-6	10/11/2021	10/11/2021
	COVID Family	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/11/2021	10/11/2021
	PD Day Teacher	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/08/2021	10/08/2021
	Jury Duty	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/06/2021	10/07/2021
	Jury Duty	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/04/2021	10/06/2021
	PD Day Teacher	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/04/2021	10/04/2021
	02 Illness Sick	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/04/2021	10/06/2021
	PD Day Teachers	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	09/24/2021	09/24/2021
	02 Illness Sick	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	09/22/2021	09/23/2021
	Sick Leave	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	09/15/2021	09/15/2021
	Extra Help	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	05/12/2020	05/12/2020

**Bessie Carmichael E.S. - PHYSICAL EDUCATION\_Male**

Job ID: 1035 Pending

Reason: 02 Illness Sick Approval Level: 0/2

Reason Assignment: You attest that the reason for absence is factual

Budget Code Add'l information required

111-1133

Schedule

Wednesday : 11/03/2021

Absence Schedule: 08:00 AM - 03:00 PM Substitute Schedule: 08:00 AM - 03:00 PM

Instructions

Class Instructions

class instructions.

Custom Fields

Virtual (only): N  
COVID Symptoms: N  
COVID Exposure: N

Cancel Absence Edit

# Employee Experience User Guide

## How do I change my personal information and settings?

### Steps:

- 1 From the Home Page, just click on your initials on the top right.
- 2 The page you land on will show you your personal information.

The image shows a screenshot of the 'Personal Information' page in the Employee Experience system. The page is titled 'Personal Information' and contains the following fields:

- Employee: PowerSchool Employee
- Email: *Not Verified*
- Password: [Redacted] [Edit Password](#)
- PIN (Phone Password): [Redacted] [Edit PIN](#)
- Address: Sadie1989@gmail.com
- Identity Providers

On the right side, there is a navigation menu with a blue header. The menu includes a notification bell icon with a red '2', a question mark icon, and a blue circle with 'PE' and a blue '1'. A red arrow points to the 'PE' icon. Below the menu, the date and time 'September 28, 2021 02:29 PM' are displayed.



# Employee Experience User Guide

## How do I find Help Documentation if I get lost?

### Steps:

- 1 The (?) icon on the top right will lead you to “Online Help” (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!).

