Verifying Jobs in SmartFindExpress (SAMS)

As part of the district's effort to reduce overpayments, timekeepers will need to "verify" in the SmartFindExpress (SAMS) system that substitutes assigned to your location actually showed up and worked the assigned jobs. **Substitutes will not be paid unless the jobs they worked have been verified in SAMS.** Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, **it is strongly recommended that timekeepers take a few moments each day to verify the previous day’s jobs.** To verify jobs, you'll need to have at-hand the printed substitute sign-in sheet for the day(s) you want to verify; then follow the steps below.

1. In the SmartFindExpress (SAMS) system, select **Job Inquiry/Reports**.

   ![Login Screen]

   **Welcome, HEINZELMAN, ADRIENNE**  
   Today is: January 15, 2008 01:00 pm

   - **Home**
   - **Administrator**
   - **Announcements**
   - **Create Assignment**
   - **Create Vacancy**
   - **Daily Job Count**
   - **Job Inquiry/Reports**
   - **Location Information**
   - **Priority Lists**
   - **Profile Inquiry/Reports**
   - **Profile New**

   - **Welcome HEINZELMAN, ADRIENNE**
   - **Please select a menu item to continue.**

   - **Number of Errors Reported on the System Activity Log today is:** 1300

   - **The Substitute Assignment Management System (SAMS) can be accessed via pieces of identification required to access the system. Access ID:** (Employee ID)

   - **To assist you using SmartFindExpress, guides are available and can be found on**

2. In **Job Type**, select "All". In **Job Status**, select "Finished". In **Sub Status**, select "Filled". Then enter the date range (Search From date and To date) of the jobs you want to verify. If verifying daily, enter the previous work day. Click **Search**.

   ![Job Inquiry Screen]

   **Job Inquiry**

   **Search Criteria**

   **Enter Job #:**

   Or

   - **Job Type:** ○ All  ○ Absences  ○ Vacancies
   - **Job Status:** Finished
   - **Sub Status:** Filled

   **(mm/dd/yyyy) (mm/dd/yyyy)**

   **Search From:** 01/14/2008  01/14/2008

   **Sort Order:**
   - **Job #:**
   - **Then by:**

   **Records Per Page:** 50

   **Search**

   **More Search Options**  **Create Report**  **Export**

   **Note:** If you are a timekeeper for multiple locations, click "More Search Options" and in **Location**, select the location you want to verify jobs for. (Timekeepers for only one location need not select a location as it is pre-selected for you.)
3. Scroll down to view the search results. With your substitute sign-in sheet for the date(s) selected above in-hand, indicate the jobs which the substitutes actually worked (signed in) in either of the following ways:

- Manually click the checkbox for each job for which the substitute signed in.

- Or-

  - Click **Set All to Verify**. This automatically checks all the jobs' checkboxes. If not all jobs were actually worked by substitutes, remove checkmarks for those you do not want to verify by clicking the checkbox.

4. Click **Save Verified**.
5. The message "Jobs successfully verified" appears at the top of the screen. The verification process is complete and the time for those substitutes will be loaded into PeopleSoft Time and Labor.

If you have questions or need further assistance, please contact the Substitute Help Desk at 619-725-8090.