



SUB CALLING AND ABSENCE SYSTEM

WHAT'S NEW AND WHAT YOU
NEED TO KNOW

A LITTLE HOUSEKEEPING...

- REVIEW YOUR PROFILE INFORMATION
- INFORM THE BOARD OFFICE OF ANY CHANGES TO YOUR PROFILE
- PLEASE BE SURE TO ADD YOUR PHONE NUMBER
- RE-VOICE YOUR NAME IF THERE HAS BEEN A CHANGE
- WITH THE RECENT NUMBER OF TURN-OVERS AND TURN-AROUNDS, CHECK TO MAKE SURE YOUR LOCATION IS CORRECT. (I TRY TO KEEP UP, HONEST!!)

After logging in on the computer



To check and update your personal information

Unified Talent
SmartFind Express [Take a Tour!](#) [Help Video](#) Stop Impersonating AP

Absences [Employee Mobile App](#) May 18, 2022 10:14 AM

[Create Absence](#)

Status	Reason	Location(s)	Classification(s)	Start Date(s)	End Dates(s)	Substitute	Instructions
	PERS LEAVE WITHOUT CAUSE (SB6)	WIRT COUNTY HIGH SCHOOL - PROF	ENGLISH	05/25/2022	05/26/2022		>
	ALTERNATE ASSIGNMENT	WIRT COUNTY HIGH SCHOOL - PROF	ENGLISH	05/20/2022	05/20/2022	BLAIR, CHARLOTTE	>
	ILLNESS	WIRT COUNTY HIGH SCHOOL - PROF	ENGLISH	05/11/2022	05/11/2022	AMOS, LEANNA	
	ILLNESS	WIRT COUNTY HIGH	ENGLISH	05/04/2022	05/04/2022	MORRISON,	>

Personal Information

Employee

[REDACTED]

Email *Verified*

[Edit Email](#)

[REDACTED]@boe.wirt.k12.wv.us

Make sure your email is correct.

Password

[Edit Password](#)

PIN (Phone Password)

[Edit PIN](#)

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For web log in.

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6-9 #'s for phone log in.

Address

P.O. BOX 541 [REDACTED]

District Code (Mobile App)

RFFD

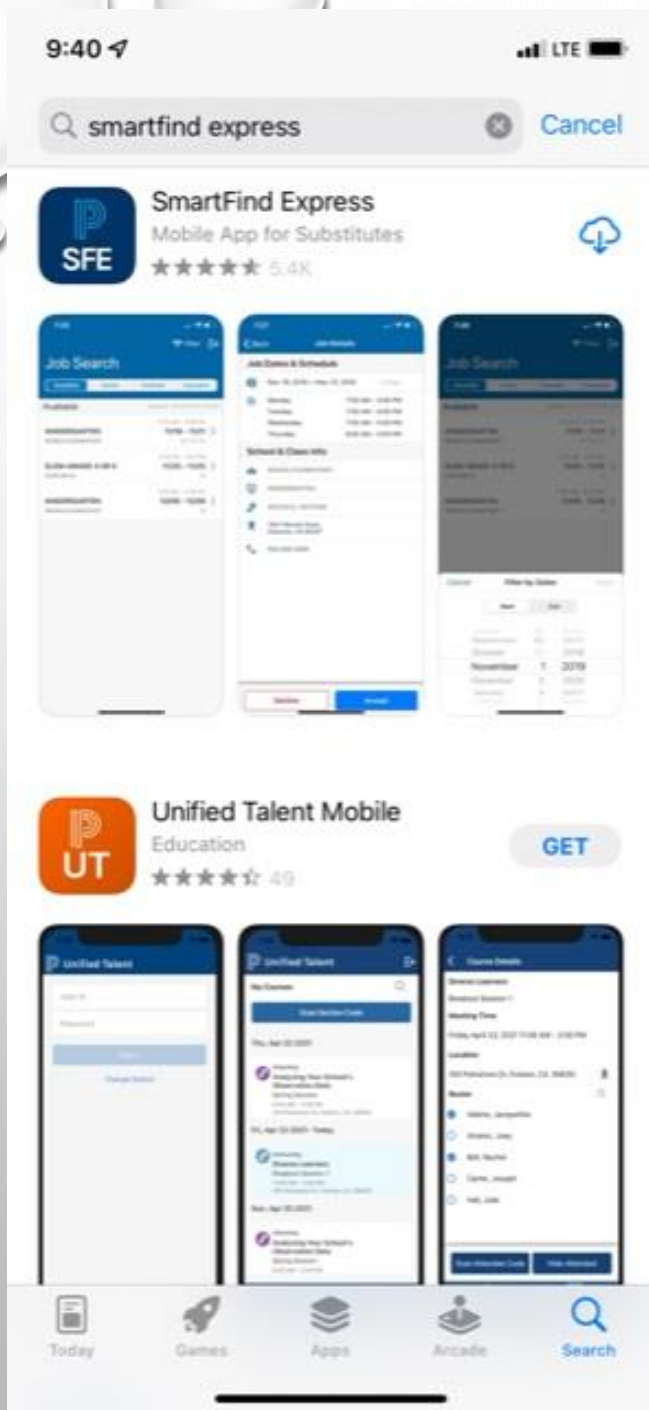
NEW AND EXCITING FEATURES...

- SMARTFIND EXPRESS IS NOW OWNED AND OPERATED BY POWERSCHOOL. WITH THIS MERGER THEY ARE NOW OFFERING



Mobile Apps
and Texting
(texting coming soon)





Substitute App

Search Apps under SmartFind Express.
Substitutes App is Blue!

Employee App

Search Apps under Unified Talent.
Employee App is Orange!



Unified Talent

SmartFind Express

Take a Tour!

Help Video

Stop Impersonating



Employee Mobile App

May 18, 2022 10:...

Absences

Absences

Create Absence

28
My Calendar

Reason Balances

My Schedule

Status	Reason	Location	Instructions
	PERS LEAVE WITHOUT CAUSE (SB6)	WIRT CC SCHOOL	
	ALTERNATE ASSIGNMENT	WIRT CC SCHOOL	
		WIRT COUNTY HIGH	

SFE Employee mobile app is now available. You can install it from the below links depending on the mobile device you use.

[Play Store](#)
[App Store](#)

After installation, the app will ask you to enter your District code, which you can find on your personal information page (Click on the blue circle having your initials on the top right corner and click on 'Personal Information'). You can use your current SFE login credentials to login.

Our District Code is RFFD. It is available under your profile.

PROFESSIONAL LEAVE FORMS

1. Needs to be completed at least 10 days prior to professional meeting.
2. Full out your estimated costs.
3. Attach your meeting agenda, email invitation, registration information, or something that shows you will be attending this meeting (we need it for the auditors).
4. Get your principal's signature. They will then forward it to Mr. McKown for approval.
5. Once it is approved, your original form will be returned to you with an authorization code. You will need this code to complete your absence in the sub calling system. You will use this code only for one absence. New codes will be issued to you for any additional meetings/trainings.

Q & A

Any Questions?????

My contact information

Heather Myers – hfmyers@k12.wv.us