

SubFinder Directions

1. Access the SmartFindExpress site from the CCPS home page. Click the link, *SubFinder*, on the left under the heading *For Employees*. The site can also be found at <http://culpepersfe.eschoolsolutions.com>.
2. Your Access ID is **100 and the last five digits of your SSN** and your PIN is your **birth date (yyyymmdd)**. Click the *submit* button.
3. At the employee home page, click *Create An Absence* and complete the requested information.
4. Please provide as much information under *Substitute Instructions* on the *Create an Absence: Request Sub/Instructions* screen as possible (i.e., location of lesson plans, your room number, etc.). Substitutes want you to be as specific as possible with your instructions on SubFinder. The more information you provide, the more likely a substitute will be quick to accept the job.
5. **Remember, in order to successfully create an absence, you must click the *Create Absence* button on the *Create Absence: Confirmation* screen and then make sure a job number comes up on the *Create Absence: Verification* screen.**
6. You may also review absences and cancel absences on SubFinder.

For all leave except sick leave, please remember to complete an Employee Leave Request form in addition to creating the absence on SubFinder.

Remember, if you are experiencing problems with your internet connection, you must call into the SubFinder system at 1-800-308-5591 to create the absence(s).