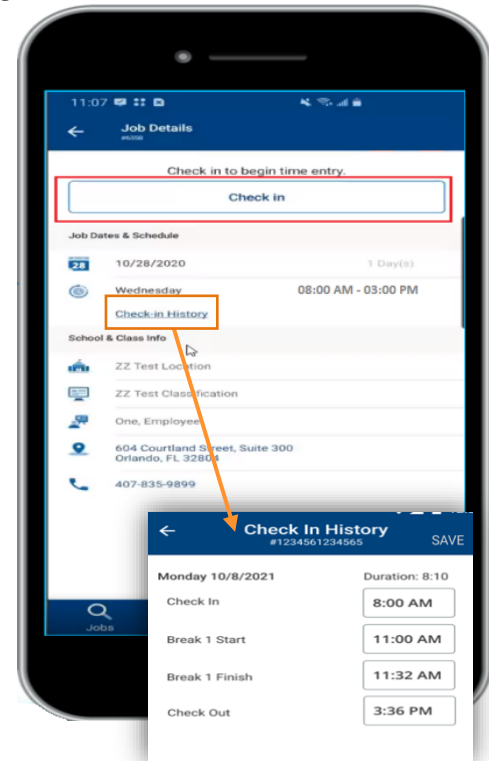


# SmartFind Substitute Timekeeping

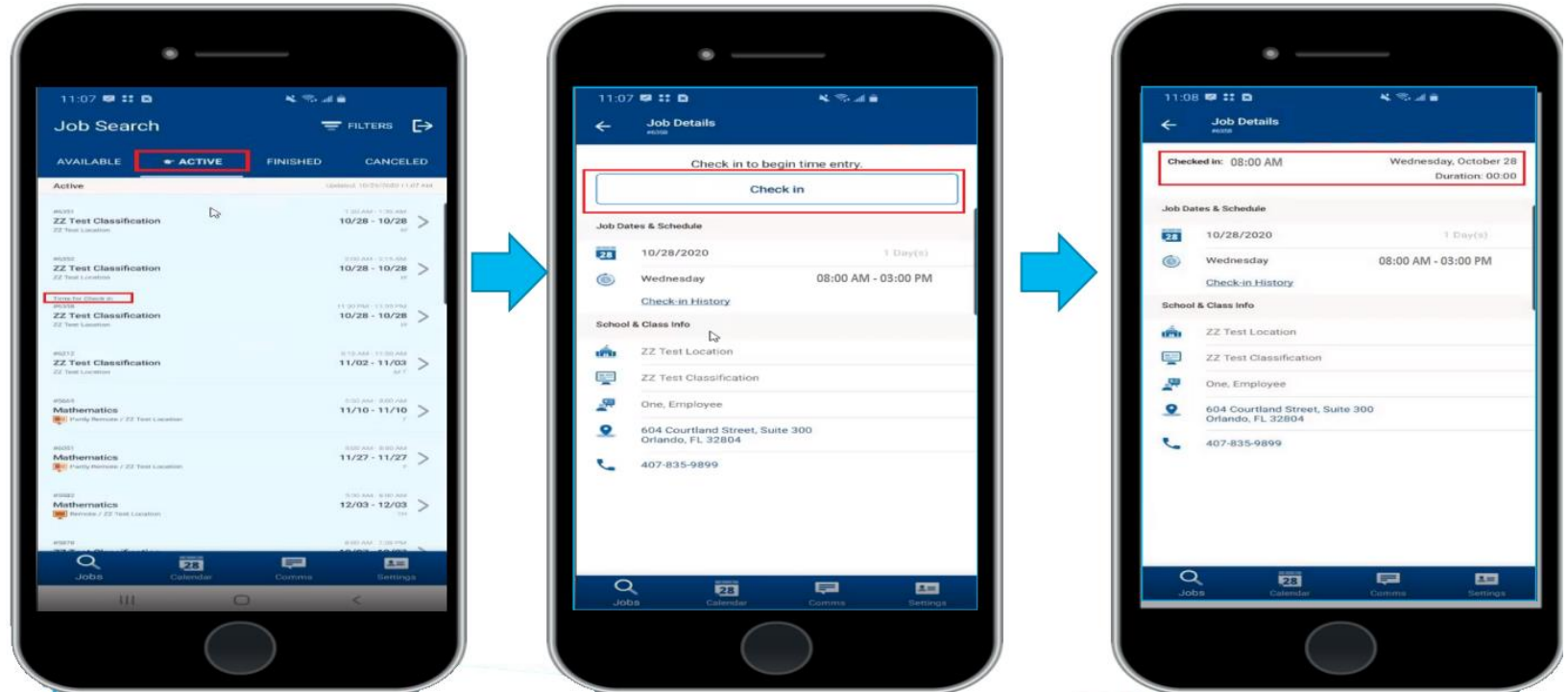
- Allows user to record time in/out via the SmartFind Substitute Mobile App or Substitute Website
  - Check In at the start of your assignment
  - Use Start Break/Stop Break to record any unpaid break periods
  - Finish Time Entry at the end of your assignment
  - Review your Check In History and modify time entries up until Monday 11:59pm weekly
- Contact Kelly Education as soon as possible if:
  - You are unable to make a correction to your recorded Check In/Out times or Break times
  - Your assignment in SmartFind does not accurately reflect the school/position you worked
- Timecards not captured correctly in SmartFind by Monday 11:59pm may cause a delay in paycheck distribution.

**If timesheets are not submitted in a timely manner and remain outstanding, it may impact your ability to accept future assignments.**



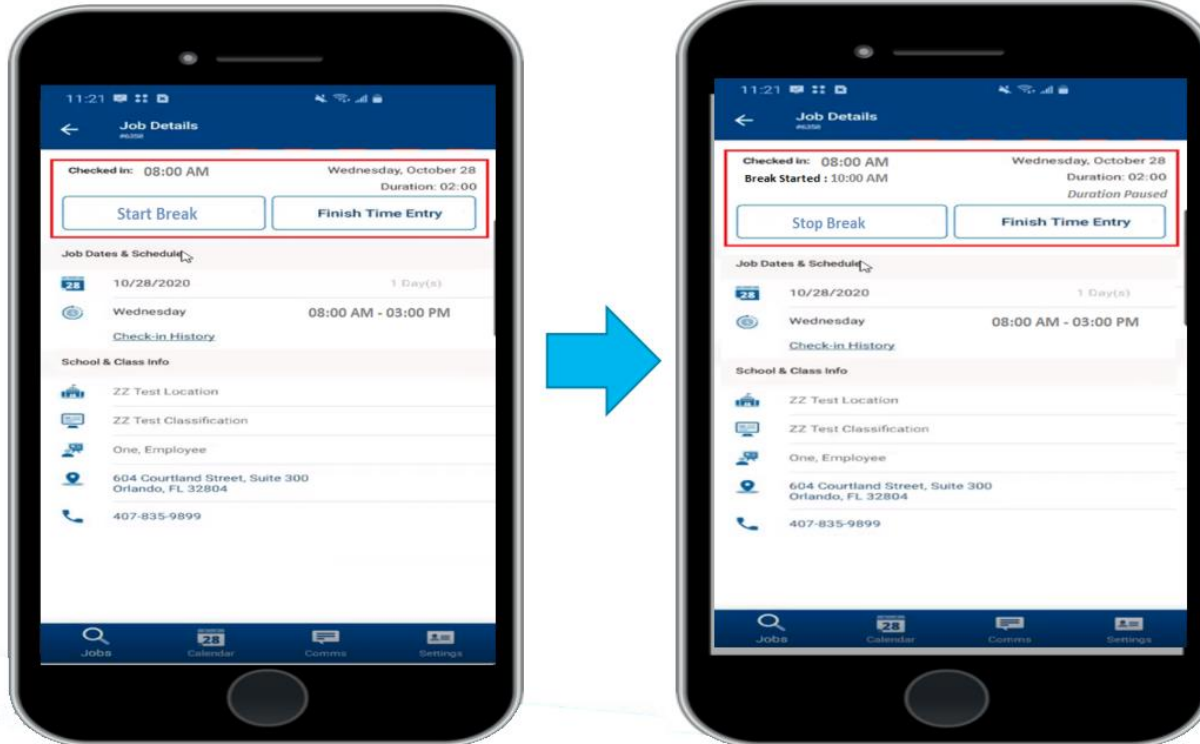
# SmartFind Substitute Timekeeping

- Mobile App: Check into assignments by selecting the Active job and clicking the Check In button



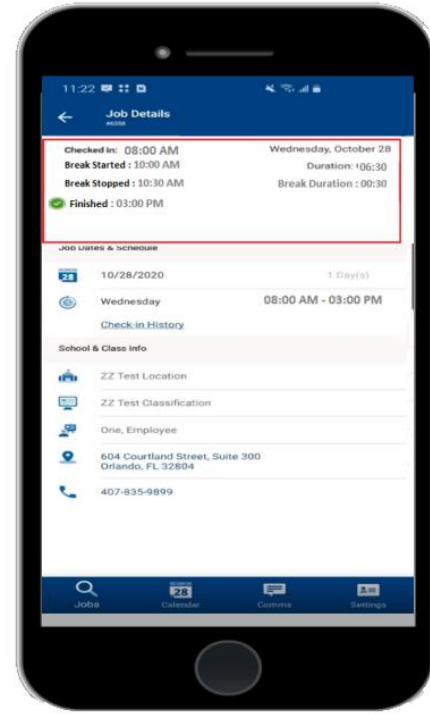
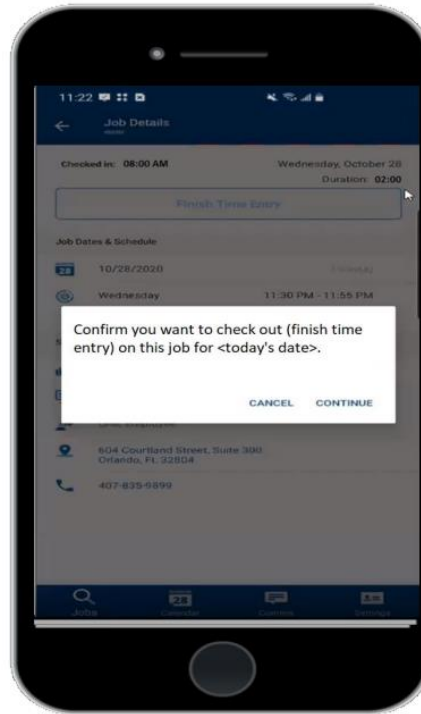
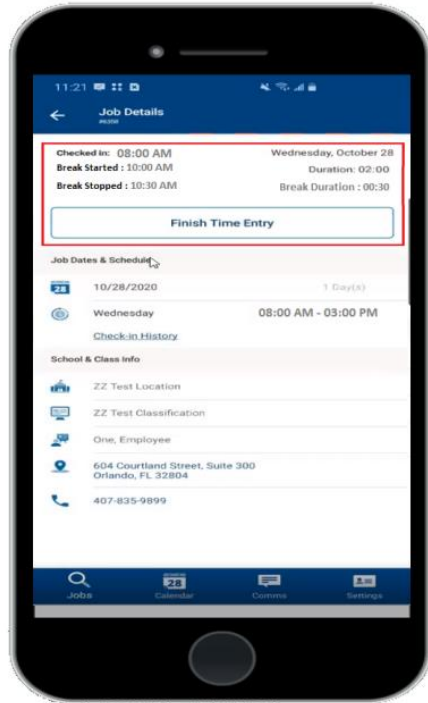
# SmartFind Substitute Timekeeping

- Mobile App: Record an unpaid break using the Start Break and Stop Break buttons



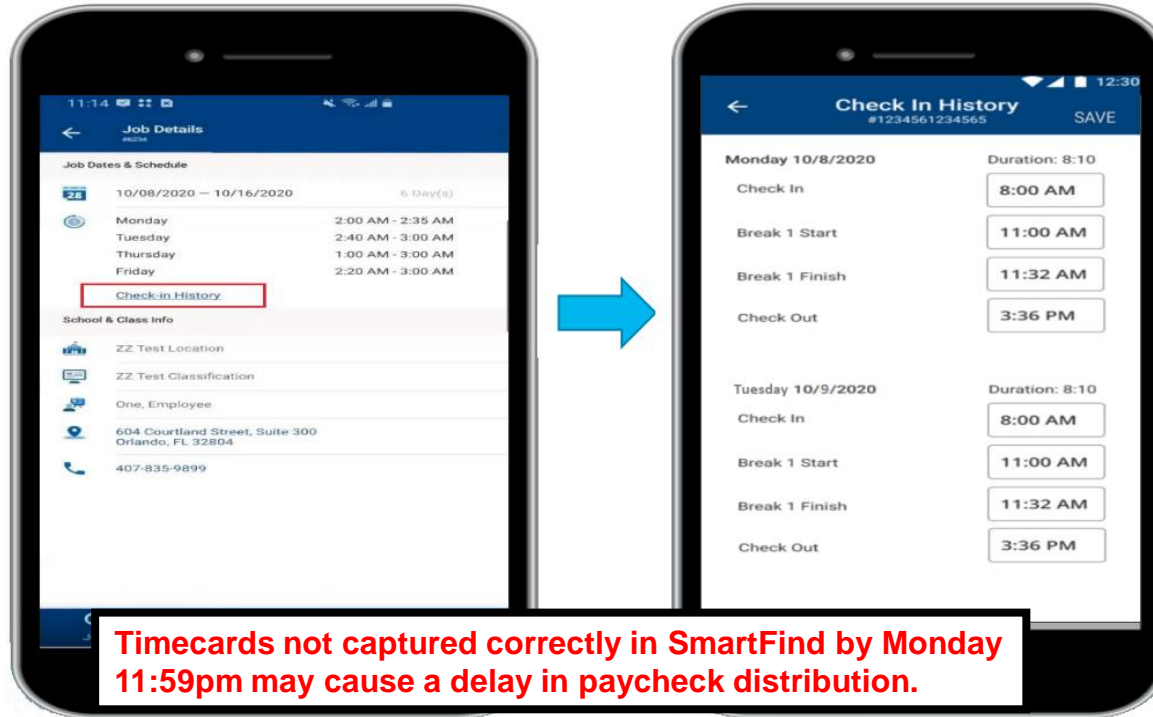
# SmartFind Substitute Timekeeping

- Mobile App: Select the Finish Time Entry button at the end of your assignment



# SmartFind Substitute Timekeeping

- Mobile App: Select the Check-In History link from Finished jobs to review and make corrections to Check In, Break, and Check Out times



**Timecards not captured correctly in SmartFind by Monday 11:59pm may cause a delay in paycheck distribution.**

# SmartFind Substitute Timekeeping

- Website: Locate today's active assignment by clicking the "Check In" indicator on the homepage, then click the blue "Check In" button for that assignment

The screenshot displays the SmartFind Express interface. The top navigation bar includes the logo, 'Take a Tour' link, and user profile 'DS'. The main content area is titled 'Job Search' and shows a 'Check in for 8069' button highlighted with a red box. Below this, a table lists job assignments. The second job, ID 7075, is selected, and its details are shown in a modal view. In this modal, a 'Check-in' button is highlighted with a red box. The modal also displays the job status as 'Active', the weekly schedule as 'Monday', and the full day duration from 08:00 AM to 04:00 PM on 2022/10/03. Contact information for the location is provided, and a 'Cancel Job' button is visible.

Job ID	Date	Time	Duration	Employee	Classification(s)	Location(s)
8069	Monday 2022/05/09	07:00 AM 11:00 AM	Custom Day	Dev Sabari	BIOLOGY	ZZ Test Location
7075	Monday 2022/10/03	08:00 AM 04:00 PM	Full Day	Gowthami Jayakumar	SEF TEST	Alabama

Modal View for Job 7075:

Status	Active	Weekly Schedule	Monday	Duration	Full Day	Date	2022/10/03	Address & Phone	Koramangala Bangalore Bangalore Ka 657899	Instructions	Cancel Job
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# SmartFind Substitute Timekeeping

- Website: Record an unpaid break using the Start Break and Stop Break buttons

The screenshot displays the SmartFind Express interface. At the top, there's a navigation bar with the logo, 'SmartFind Express', and a 'Take a Tour' button. Below this is a 'Job Search' section with a date filter set to 'April 27, 2022 12:42 PM'. The main content area shows a table of job listings under the 'My current / active jobs' tab. Two job entries are visible: Job ID 8069 and Job ID 7075. Job 7075 is selected, and its details are shown in a modal view. In this modal, the 'Start Break' button is highlighted with a red box. A second modal view shows the same job details but with the 'Stop Break' button highlighted by a red box, indicating the completion of the break recording process.

Job ID	Date	Time	Duration	Employee	Classification(s)	Location(s)
8069	Monday 2022/05/09	07:00 AM 11:00 AM	Custom Day	Dev Sabari	BIOLOGY	ZZ Test Location
7075	Monday 2022/10/03	08:00 AM 04:00 PM	Full Day	Gowthami Jayakumar	SEF TEST	Alabama

**Job 7075 Details:**

- Status: Active
- Weekly Schedule: Monday
- 2022/10/03: Full Day, 08:00 AM - 04:00 PM
- Checked-in: 08:01 AM
- Address & Phone: Koramangala Bangalore, Bangalore Ka 657899
- Instructions: Cancel Job

**Break Recording Options:**

- Start Break (highlighted)
- Finish Time Entry

**Break Completion Options:**

- Stop Break (highlighted)
- Finish Time Entry

# SmartFind Substitute Timekeeping

- Website: Select the Finish Time Entry button at the end of your assignment

The screenshot displays the SmartFind Express interface. At the top, there's a blue header with the logo and navigation options. Below the header, the 'Job Search' section is active, showing a list of jobs. The job with ID 7075 is selected, and its details are expanded. The 'Finish Time Entry' button is highlighted with a red box.

**Job Search** April 27, 2022 12:42 PM 28 My Calendar SFE Register for the Mobile

**Filter** *No filters applied*

**Available Jobs** **My current / active jobs** My Finished jobs Canceled jobs Unavailable + Add Unavailable

Job ID	Date	Time	Duration	Employee	Classification(s)	Location(s)
▶ 8069	Monday 2022/05/09	07:00 AM 11:00 AM	Custom Day	Dev Sabari	BIOLOGY	ZZ Test Location
▼ 7075	Monday 2022/10/03	08:00 AM 04:00 PM	Full Day	Gowthami Jayakumar	SEF TEST	Alabama

**Status** Active **Weekly Schedule** Monday Full Day **2022/10/03** 08:00 AM - 04:00 PM **Address & Phone** Koramangala Bangalore Bangalore Ka 657899 **Instructions** Cancel Job

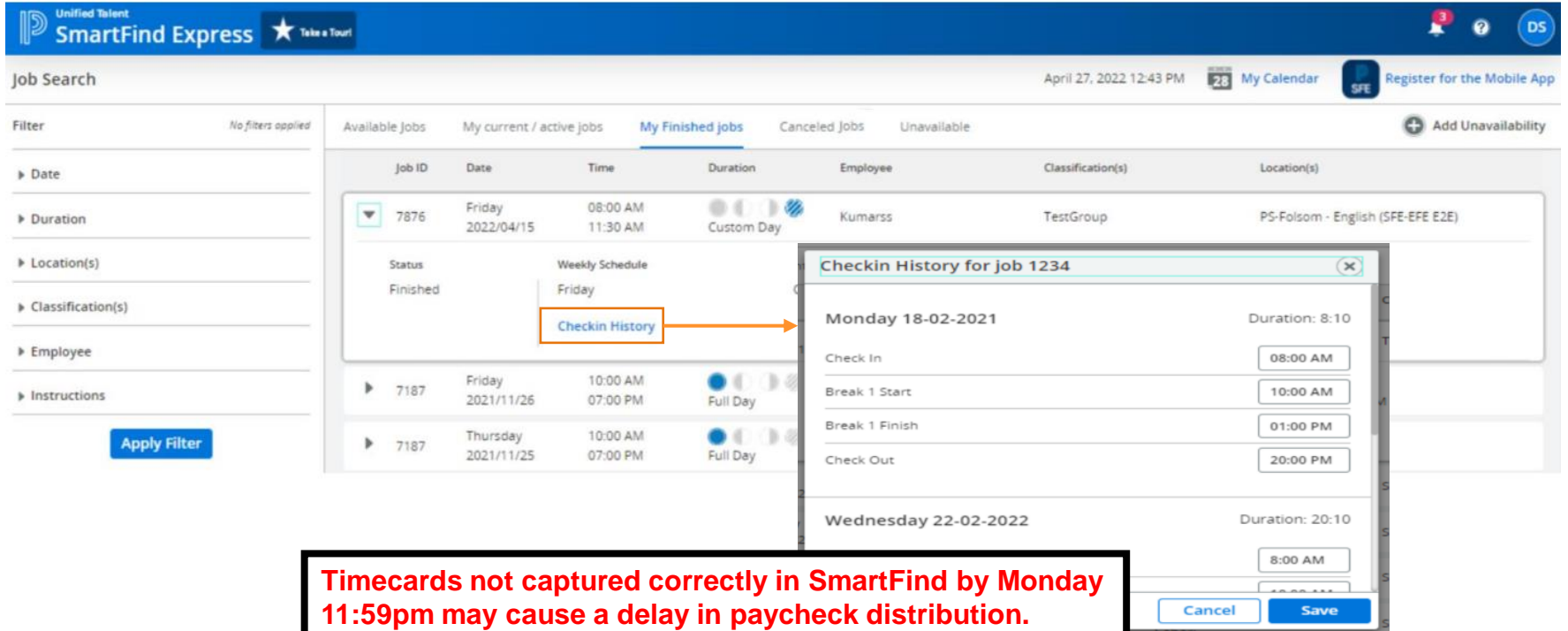
**Checked-in :** 08:01 AM **Break Duration :** 11:32 AM - 11:50 AM

Finish Time Entry



# SmartFind Substitute Timekeeping

- Website: Select the Check-In History link for past assignments from My Finished jobs to review and make corrections to Check In, Break, and Check Out times



Unified Talent  
SmartFind Express [Take a Tour!](#)

Job Search April 27, 2022 12:43 PM 28 My Calendar SFE Register for the Mobile App

Filter *No filters applied*

Available Jobs My current / active jobs **My Finished jobs** Canceled Jobs Unavailable [Add Unavailability](#)

Job ID	Date	Time	Duration	Employee	Classification(s)	Location(s)
7876	Friday 2022/04/15	08:00 AM 11:30 AM	Custom Day	Kumarss	TestGroup	PS-Folsom - English (SFE-EFE E2E)
Status		Weekly Schedule				
Finished		Friday				
		<a href="#">Checkin History</a>				
7187	Friday 2021/11/26	10:00 AM 07:00 PM	Full Day			
7187	Thursday 2021/11/25	10:00 AM 07:00 PM	Full Day			

### Checkin History for job 1234

**Monday 18-02-2021** Duration: 8:10

Check In

Break 1 Start

Break 1 Finish

Check Out

**Wednesday 22-02-2022** Duration: 20:10

**Timecards not captured correctly in SmartFind by Monday 11:59pm may cause a delay in paycheck distribution.**