

Welcome to the PowerSchool SmartFind Express PowerUp!

 **Personalized Education**
for Every Journey

Preparing for Snow Days & Other School Closures

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Agenda

- 1 Introduction
- 2 Bulk Job Modification
- 3 Communication
- 4 Additional Considerations

Introduction

Types of Closures



Planned

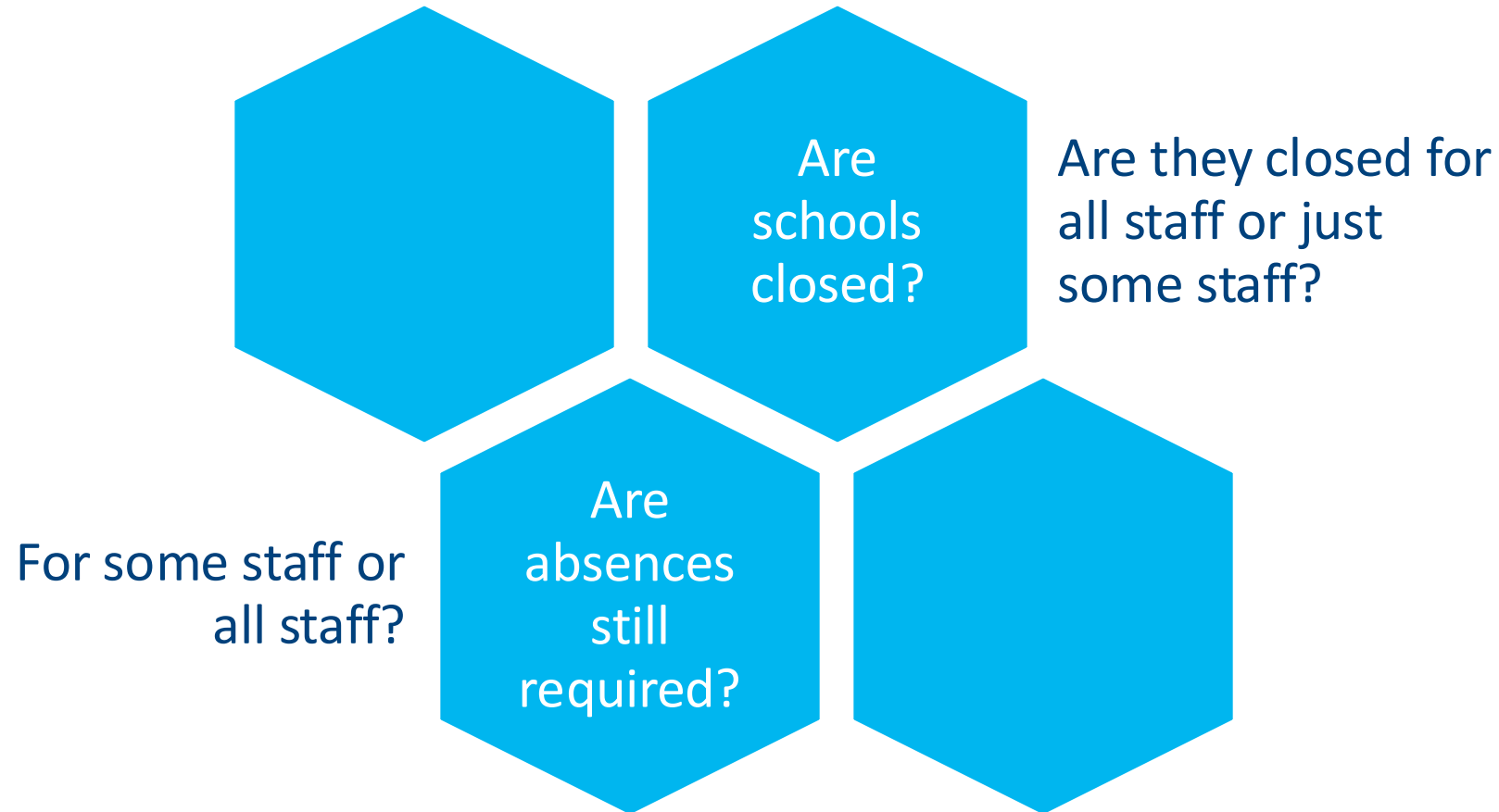
Holiday
Teacher PD/Work Day



Unplanned

Snow Day
Other Calamity
Emergency

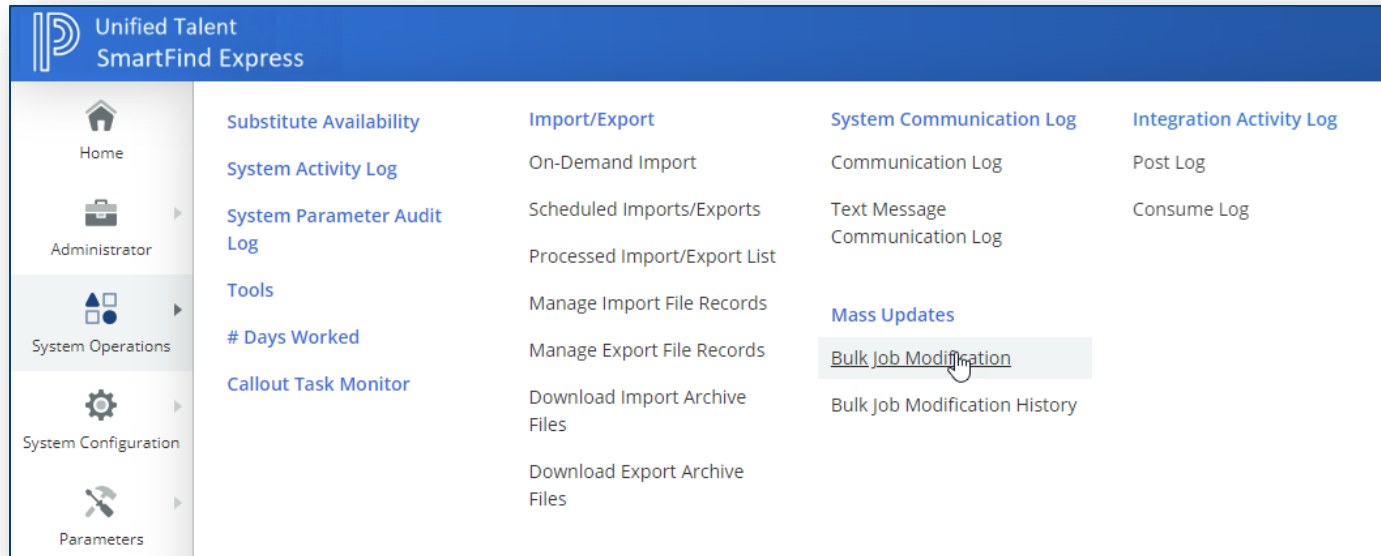
Considering Closure Needs



Bulk Job Modification



Bulk Job Modification



- Allows you to mark a day as a Holiday and cancel all absences and assignments, or mark as a NSR day and cancel all assignments
- Communication can be set up to notify the employee and/or the substitute

Options for Bulk Changes

Calendar

- Select from any calendar built into your system
- Prevents further jobs from being entered on under that calendar

Location/Classification

- Select from a variety of options to narrow specifically
- Cancels all current jobs/assignments, but does not prevent further jobs from being entered



Classification Groups

- May assist you when using the Bulk Job Modification option
- Allows you to specifically apply a bulk modification to groups that you designate, this allows additional control where necessary

Unified Talent SmartFind Express

Classification Groups

Search Criteria

By Group
 Code:
 Name: Begins with Contains

OR

By Member
 Code:
 Name: Begins with Contains

[Search](#) [Create Report](#) [New](#)

Classification Group List Records Per Page: 50

9 items found, displaying all items.
1

Group	Name	Modify Classifications
10000	Test Classification Group	Classifications
10001	Teacher	Classifications
10002	Secondary Teachers	Classifications
10003	Elementary Teachers	Classifications
123	Teach	Classifications
30001	Paraprofessional	Classifications
40001	10 Month Staff	Classifications
40002	12 Month Staff	Classifications
99999	All Full Time Staff	Classifications

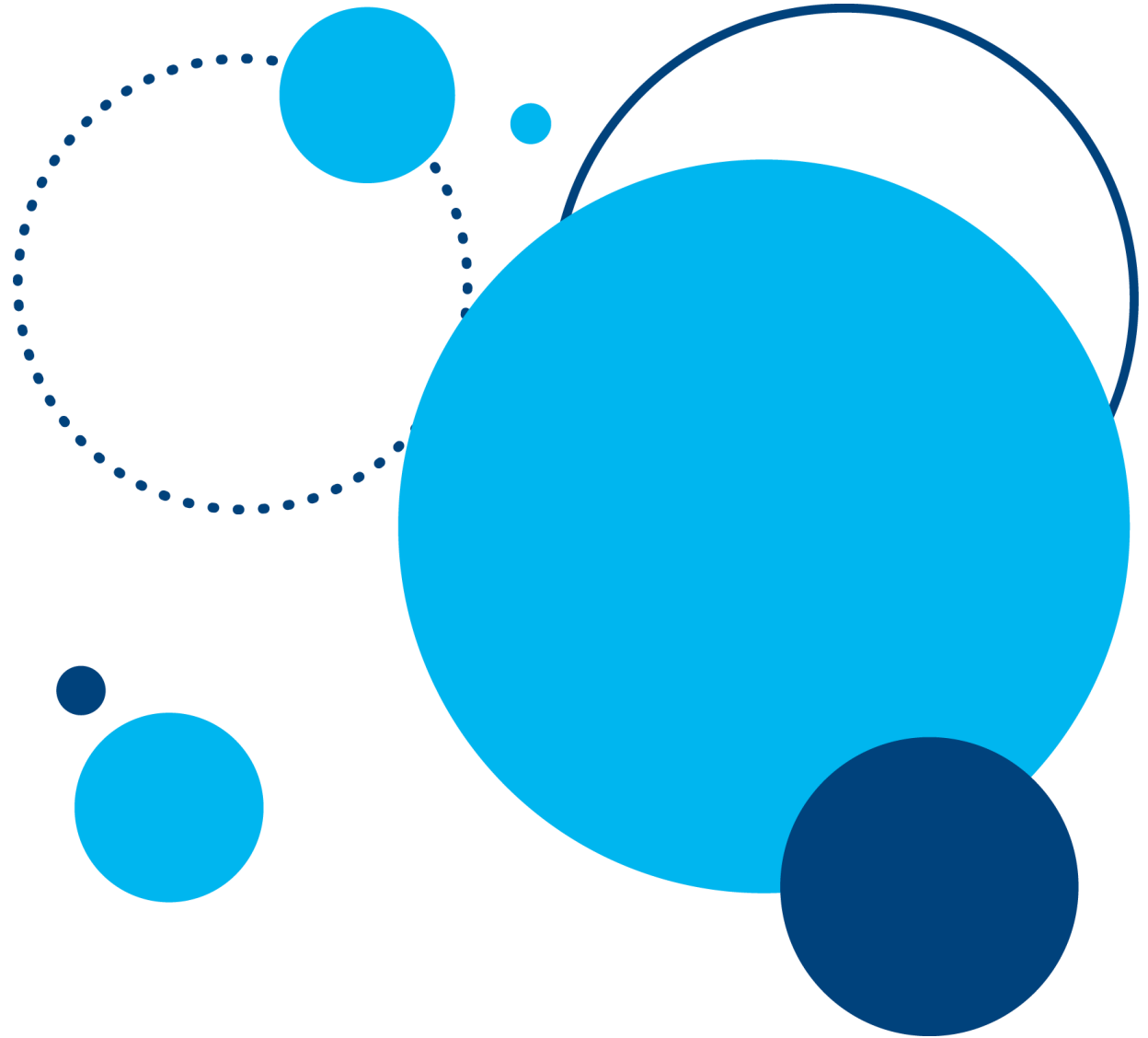
9 items found, displaying all items.
1

[Export to Excel](#)

Communication

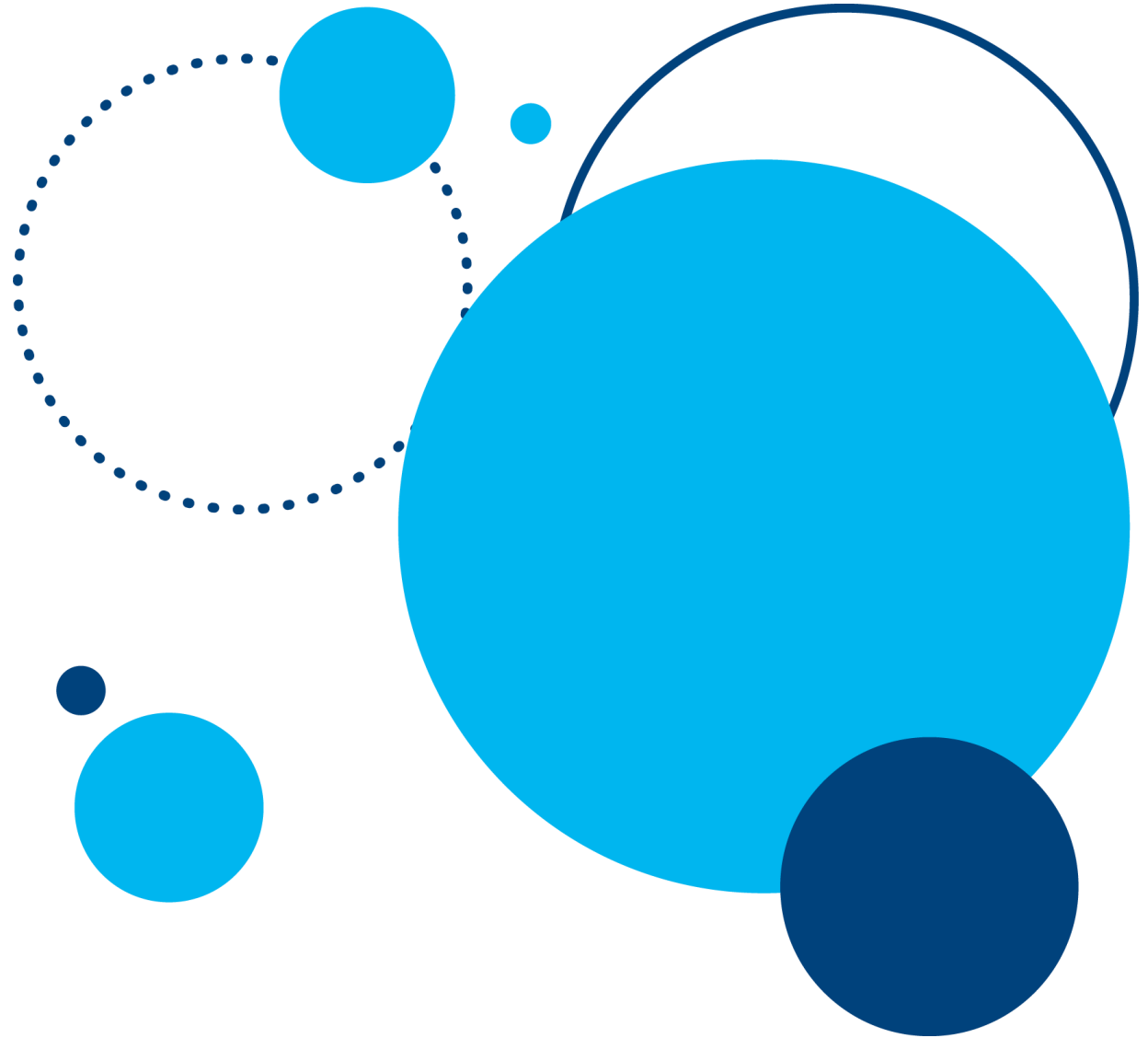
Notify Substitutes of Assignment Cancellation (SCAN)

- Found under Parameters > Substitute
- Important for notifying substitutes when their assignment has been canceled



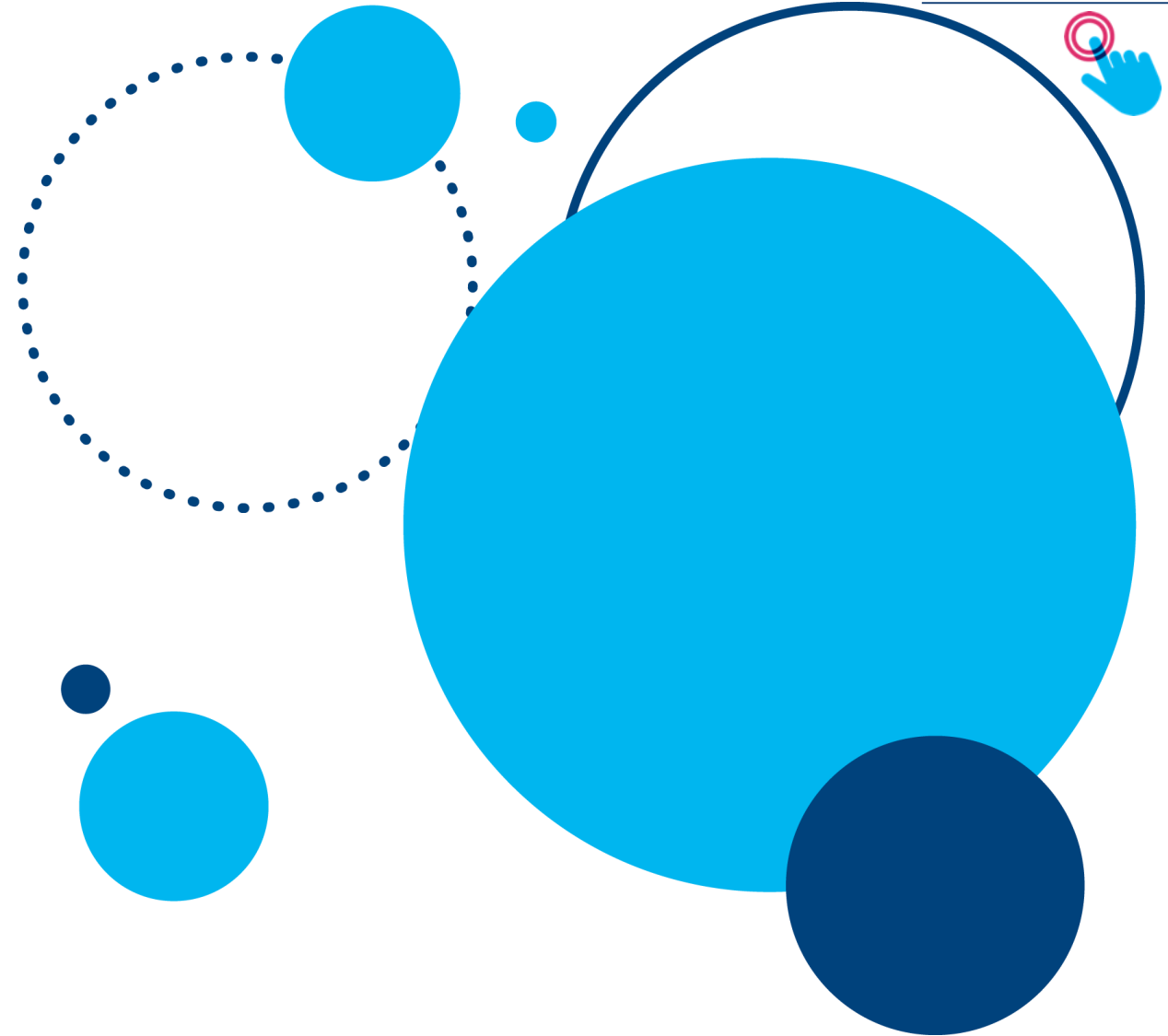
Employee Emails

- Found under Parameters > Communication > Jobs
- Important for notifying employees when their job has been canceled



Templates

- Can be prepared in advance to send out from the system
- General emails only send to Active and Registered users with a verified email address



Additional Considerations

Job Creation

- You can limit future job creation under **Parameters > Jobs > Job Creation**

System Configuration

Parameters

Job Creation:

- Do not route absence approval to all location admins when using user-based absence approval and approval is missing on employee creating the absence
- Restrict absence approval viewing only to employee's absence approvers. (Location admin would not view absence approval if not employee's absence approvers)

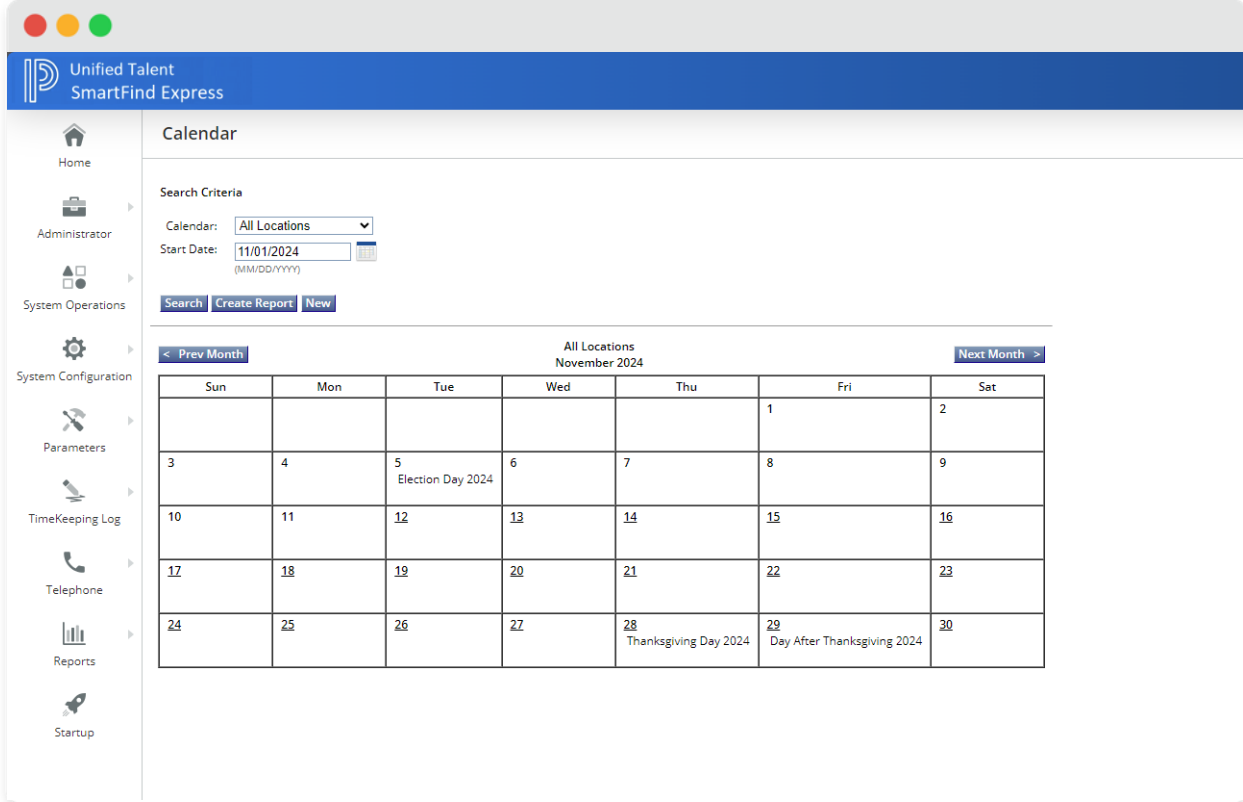
of days before starting that jobs can be reported:

of (HH:MM) hours before job start time allowed (00:01 - 99:59 where 00:00 is equal to OFF)

Only allow jobs to be reported until

Calendar Days

- Calendar days can help you control job creation and sub assignments on certain days
- Different calendars can be created to apply to different employees
- Consider using in combination with the Job Creation parameter



The screenshot displays the 'Unified Talent SmartFind Express' interface. The main section is titled 'Calendar' and includes search criteria for 'All Locations' and a start date of '11/01/2024'. Below this is a calendar grid for 'All Locations November 2024'. The grid shows days of the week from Sunday to Saturday. Specific dates are highlighted with text: 'Election Day 2024' on Tuesday, November 5th; 'Thanksgiving Day 2024' on Thursday, November 28th; and 'Day After Thanksgiving 2024' on Friday, November 29th. The interface also features a sidebar with navigation options like Home, Administrator, System Operations, System Configuration, Parameters, TimeKeeping Log, Telephone, Reports, and Startup.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Election Day 2024	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day 2024	29 Day After Thanksgiving 2024	30



October Release Notes

Highlights from the release scheduled for October 19, 2024:

- Feature to auto-populate substitute text instructions on the job from the employee profile
- New parameter added to hide the option for substitutes to either block or unblock job offer calls
- Substitute Feedback extended to Vacancies
- Substitute File Attachments feature added
- Substitute schedule feature to allow sub times to default to locations

For more information, check out the October Release Notes

Upcoming Talent PowerUp Meetings

- **Employee Records:** Structuring E-Forms for Practical Use
 - Wednesday, November 13, 2024
- **Applicant Tracking:** (Product) Enhanced Candidate Portal
 - Wednesday, November 20, 2024
- **Perform:** Streamlining Processes with Data Transfers
 - Tuesday, December 3, 2024
- **Professional Learning:** Unlocking Potential: Exploring Optional Upgrades and New Releases
 - Wednesday, December 4, 2024
- **SmartFind Express:** Self Auditing your SFE system
 - Tuesday, December 10, 2024

All sessions
will start at:
9 PT/10 MT
11 CT/12 ET