



Employee Quick Reference

System Phone Number:
327-SUBS (7827)

User ID: _____

Help Desk:
327-9303 or Danaparker@cusd.com

Password: _____

Website Address:
<https://sems.cusd.com>

PHONE REGISTRATION INSTRUCTIONS:

1. Dial 327-SUBS (7827)
2. The system will ask you to enter your User ID number (ID number is located on the back of your ID Badge) followed by the star (*) key.
3. The system will then ask you for your Password, you will then enter your User ID number again followed by the star (*) key.
4. The system will then ask you to select your own Password. Your Password must be at least 6 digits and it must be numeric (no Letters or Symbols).
5. Please write your ID and Password in the fields above for future reference.

INTERNET ACCESS INSTRUCTIONS:

After you have registered through the phone system and set up your Password, you will be able to access your Profile through the SmartFindExpress website. <https://sems.cusd.com>

- You will need both your ID and Password in order to access your profile
- Once you have logged into the website, you will be able to view your profile, enter and review absences.

REASONS FOR ABSENCES - Press the star (*) key after the number of the reason (Absences can be reported 90 days in advance)

- | | |
|---|---|
| 01 Employee Illness | 16 Jury Duty |
| 02 School Business | 17 On the Job Injury |
| 03 PN-Death in Family (in addition to Bereavement) | 18 Maternity Leave |
| 04 PN-Employee Accident | 19 Family Medical Leave Act |
| 05 PN-Court Appearance | 20 Military Leave |
| 06 PN-Family Illness | 22 Unpaid Personal Business |
| 07 PN-Friend's Funeral | 23 Vacation (Monthly Classified Employees Only) |
| 08 PN-Natural Calamity (1 day per year) | 35 PN-Military Leave Prep. |
| 09 PN-Adoption of Child | |
| 10 PN-Child's Graduation | |
| 11 PN-Wedding Preparation | |
| 12 PN-School Activity (2 days per year) | |
| 13 PN-Site Discretionary (2 days per year) | |
| 14 Bereavement-Immediate Family
(Entitled 3 days, 5 days out-of-state) | |
| 15 Bereavement-Extended Family
(Entitled 1 day) | |

System calls during these times:

**Future Jobs: Sunday – Friday 4:00 pm – 10:00 pm
Saturday 3:00 pm – 8:00 pm**

**Today's Jobs: 5:30 am and continues until 50%
completion of job**