

***EMPLOYEE ABSENCE  
REPORTING  
&  
SUBSTITUTE SYSTEM  
(EARSS)***



**LAFAYETTE**  
PARISH SCHOOL SYSTEM

Strength. Tradition. Excellence.

***EMPLOYEE USER GUIDE***

# **Lafayette Parish School System**

**District Telephone Number:**

**(337) 521-7000**

**System Telephone Number:**

**(337) 347-6056**

**EARSS Operator Number:**

**(337) 521-7063**

**EARSS Operator Fax Number:**

**(337) 521-7051**

**EARSS Operator Email:**

**[subsystem@lpssonline.com](mailto:subsystem@lpssonline.com)**

**District Website:**

**[www.lpssonline.com](http://www.lpssonline.com)**

**System Website:**

**[www.lafayette.eschoolsolutions.com](http://www.lafayette.eschoolsolutions.com)**

**Operator:**

**Brandi Pelloquin – ext. 7063**

## WHAT IS E.A.R.S.S.?

E.A.R.S.S. stands for Employee Absence Reporting & Substitute System. The system is SmartFind Express and it is an automated telephone system used for reporting/checking district absences, substitute call-ins, and assignments of substitutes.

Two main components of the system are job creations and job offers. When an employee calls into the system or logs onto SmartFind Express, he/she is likely attempting to create a job and report an absence. When reporting an absence, several options are given to you as to the specifications of the absence. This includes the dates, times, reasons, specific substitute requests, and/or pre-arrangements with a particular substitute. Please **pay close attention** to instructions provided on both the telephone/web and quick reference cards. Errors create problems during substitute assignments on the date of the absence and at the end of the month during substitute payroll processing.

A job offer is when a substitute is called to replace an employee during their absence. When an offer is made to a substitute, they are informed of the location name (school or department), person replacing, date(s)/time(s) needed, and any special instructions provided by the employee. Special instructions must be left for the substitute at all times. These include Hallway/Bus Duty, Special Assignments during the day, Field Trips, etc. Substitutes should be fully aware of these duties prior to arriving on campus or site.

All substitute arrangements **MUST** be done through the system. Sometimes employees make arrangements with substitutes to come and then do not report their absences. This action is not caught until the end of the month when the substitute does **NOT GET PAID**. In turn, the substitute must wait until the following month to receive payment. **IT IS IMPERATIVE THAT ALL ABSENCES AND ARRANGEMENTS WITH SUBSTITUTES BE DONE THROUGH THE SYSTEM.**

Once an absence is entered, the system will automatically begin calling the appropriate available substitutes during the call-out period and offer them the open positions. Employees are asked to report their absence(s) as far in advance as possible. All employees can report their absences through the system 24-hours a day, seven days a week, 365 days a year (366 days during leap years).

## Who are E.A.R.S.S. Users?

You are an E.A.R.S.S. User if you are:

- An employee within the district in a position that requires a substitute during your absence; or
- An employee within the district in a position that is allotted Personal Illness and/or Annual Leave days; or
- A current substitute of the district.

## Who are E.A.R.S.S. Administrators?

The E.A.R.S.S. Administrators are usually a supervisor (principal) and/or a secretary (clerical assistant).

## CALL-OUT TIME PERIODS

A call-out period is a set time period that the system calls out for a substitute. The table below lists the call-out times. Same-Day Assignments are those that are set to begin on the current day. Future-Day Assignments are those set to begin on the next or a future day.

	<i>Same-Day Assignments</i>	<i>Future-Day Assignments</i>
Monday	5:30 AM – 50% of job over	4:00 PM – 9:30 PM
Tuesday	5:30 AM – 50% of job over	4:00 PM – 9:30 PM
Wednesday	5:30 AM – 50% of job over	4:00 PM – 9:30 PM
Thursday	5:30 AM – 50% of job over	4:00 PM – 9:30 PM
Friday	5:30 AM – 50% of job over	4:00 PM – 9:30 PM
Saturday		11:00 AM – 9:30 PM
Sunday		1:00 PM – 9:30 PM
School Holidays		11:00 AM – 9:30 PM

# ABSENCE REASONS

The following absence reasons are accessible by all employees:

- Annual Leave
- Bereavement
- Dock My Pay
- Family Illness
- Jury Duty
- Marriage of Employee
- Maternity Leave
- Military
- Personal Illness
- Personal Leave
- Professional Leave-Grant
- Professional Leave-In Parish
- Professional Leave-Out Parish
- School Pays Sub
- Worker's Compensation

❖ The E.A.R.R.S. Administrator at your location has access to more reason codes. If your reason is not listed, please check with your E.A.R.S.S. Administrator.

## ***Helpful Hints for using E.A.R.S.S.***

- When calling the system, have your Access ID and Personal Identification Number (PIN) ready to be entered. The system will restart the call if you enter the wrong information. You still must contact your E.A.R.S.S. Administrator at your site location.
- Pay close attention to the instructions provided on the automated system. The system will prompt you through the steps to create a job, create a PIN, etc. Please take the time to carefully follow those steps while inputting the *correct information*. If you have successfully entered the assignment, the system will issue the job #.
- You are encouraged to input expected absences into the system as soon as you are aware of them. This will increase the likelihood of a substitute being assigned to your classroom. Also, by entering absences early, you are more likely to get the substitute teacher that you prefer.