

HWDSB New Hires

Once you receive your new employee number you need to

call the help desk **905-527-5092 Ext 2100** for a HWDSB network account.

This account will be used for access to all other systems (except SFX). They are

1. FirstClass. Email and conferences.
2. PD Place. PD Registrations.
3. Employee Web portal (pays stubs and T4s)

SFX-Smart Find Express

Before you can begin to accept casual jobs you must first register in SFX by phone.

You will not be called with job offers if you have not registered.

First Time SFX Registration Steps

1. Get your employee number.
2. Call 905-521-2520
3. When prompted for your access id type in your employee id followed by the * key.
4. When asked for your pin type in the same employee number followed by the * key.
5. System will prompt you to change your pin. Choose a 6 digit number like your birthday or something you will remember
6. System will prompt you to voice your name. At the beep say your name. Accept the recording
7. Hit 9 to exit the phone system.

Absence Codes for Permanent/LTO staff:

01 ILLNESS- PERSONAL
03 FUNERAL- IMD FAMILY
04 FUNERAL- OTH RELAT
05 FUNERAL- FRIEND
06 PRSNL LVE-TEACHERS
07 RELIGIOUS HOLIDAY NC
10 PATERNAL DAY
11 JURY DUTY/SUBPEONA
12 UNION/FED BUSINESS
77 SYSTEM SPONSORED PD
Six Digit code required