Kelly Educational Staffing™

Kellyeducationalstaffing.com

Kelly® Automated Scheduling System Administrator Guide

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Kelly Automated Scheduling System
Reference Guide For Administrators

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Kelly Automated Scheduling System
Reference Guide for Administrators

Welcome!

Kelly Educational Staffing® is pleased to introduce the Kelly Automated Scheduling System. Two technologies have been brought together to create an easy-to-use system for communicating your employee's absences. You will be able to use either the Internet or Interactive Voice Response (IVR) telephone technology to manage absences. This guide details the functionality for both the Internet and telephone features of the Kelly Automated Scheduling System. For your convenience, the system is available 24 hours a day, seven days a week.

Accessing the Kelly Automated Scheduling System

- Internet – You can access the system via the Internet to enter absences, view absences, and view informative reports.
- Telephone – You can access the system via telephone to enter absences.

Guide Content

In this guide you will learn how to:

- Access the system via the Internet or telephone
- Enter an absence
- Modify an absence
- View the Preferred Substitute Employees
- View the Daily Report
- View the Day of Week Absence Analysis
- View the Absence Summary Report
- View the Absentee Report
- View the Employee Register
- View the Absence Interactive Report
- Change your PIN
- Approve/reject timesheets
- View the Timesheet Summary Report
- Manage time approvers
- Obtain assistance
- Monitor absences

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Internet Feature of the
Kelly Automated Scheduling System

A: Accessing the Kelly Automated Scheduling System

Step 1: Log on to the Kelly Educational Staffing Web site on the Internet at kellyeducationalstaffing.com.

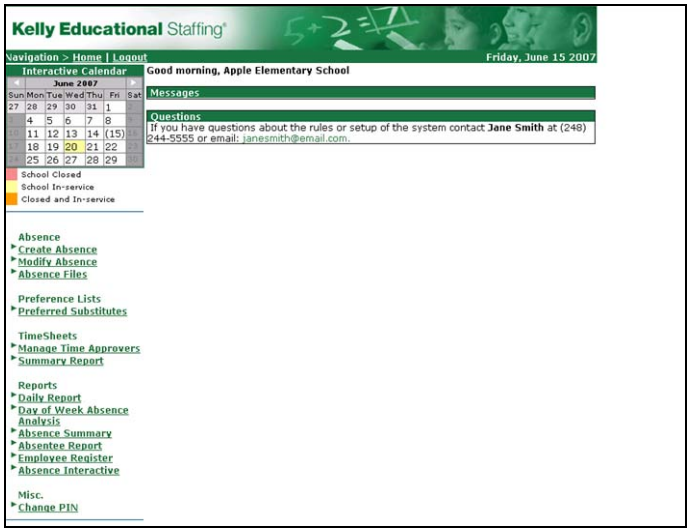
Step 2: Select a Country and click **Go.**

Step 3: Click **KASS Login.**

Step 4: Enter your ID number and PIN in the appropriate fields. **Your ID number and PIN have been provided by your Kelly Branch.**

Step 5: Click **Sign In.** This will log you on to the Kelly Automated Scheduling System and take you to the customized home page.

- On your home page is a Messages box, Questions box, the monthly calendar, and the absence management functions.
- The Messages box may contain important notes from the Kelly Educational Staffing office.
- The Questions box contains the Kelly Educational Staffing office contact information.
- The calendar will display the days your school is closed. If the calendar requires updates, please contact the Kelly Educational Staffing office. Scroll to another month by clicking on the right/left arrows in the upper corners of the calendar.
- The functions available to you are listed on the left side of the home page (e.g., Create Absence, Daily Report).



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B: Entering an Absence

As an administrator, you can enter absences for your employees. To enter an absence, you will need the employee's name, the absence start and end dates, the reason for the absence, and the absence start and end times. The default start and end times were collected during your school district's KASS implementation.

Step 1: Click **Create Absence** on the home page.

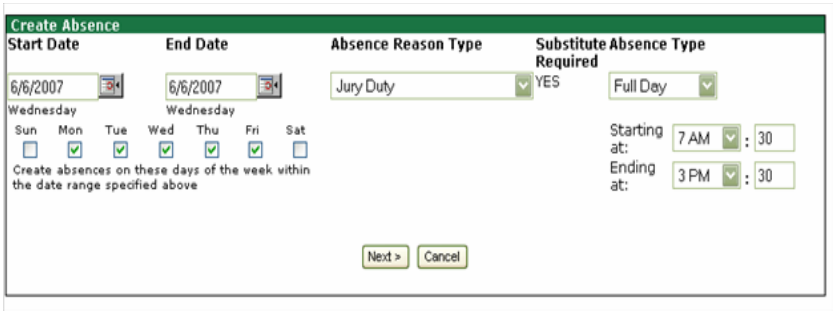
Step 2: Select the first letter of your employee's last name, or enter the first few letters of the last name in the space provided, and click **Go.**

Step 3: Select an employee by clicking the employee's name.

Step 4: Enter the absence information in the **Create Absence** screen as follows:

- **Length of Absence** – Click the calendar icon to select the start and end dates. If the absence is longer than five consecutive days, please contact your Kelly Educational Staffing office directly to record the absence. By default, the system will display the next available absence date.
- **Absence Reason Type** – Select the absence reason from the drop-down list.
- **Absence Type** – Select the type of absence (Full Day, Half Day AM, Half Day PM, Custom).
- **Starting At** – Select the employee's absence start time.

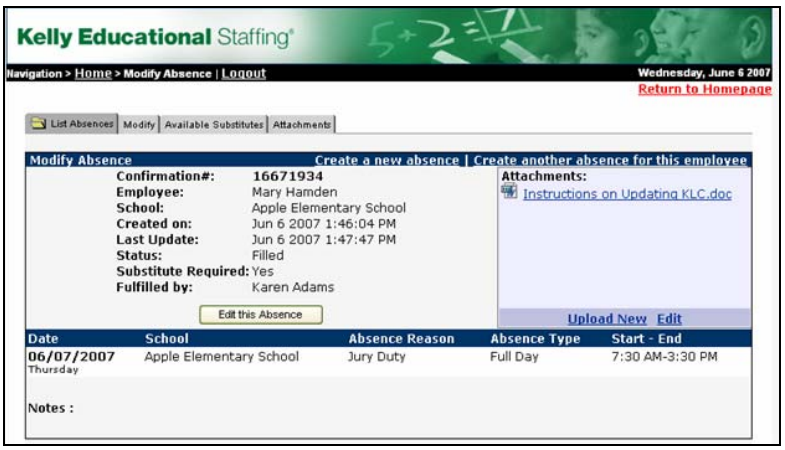
  Note: If the absence begins within one hour, the system will not allow you to enter the absence. Please contact your Kelly Educational Staffing office to record the absence.
- **Ending At** – Select the employee's absence end time.



Step 5: Click **Next** to finalize the details of the absence. You can add notes for the substitute teacher such as the location of the lesson plan or specific classroom instructions. The notes can be read by anyone (e.g., substitute teachers, employees, and your Kelly Educational Staffing office) who views the absence.

Step 6: Click **Save** when you are satisfied all the information is complete.

Step 7: Click the **Upload New** link to attach a document to the absence.



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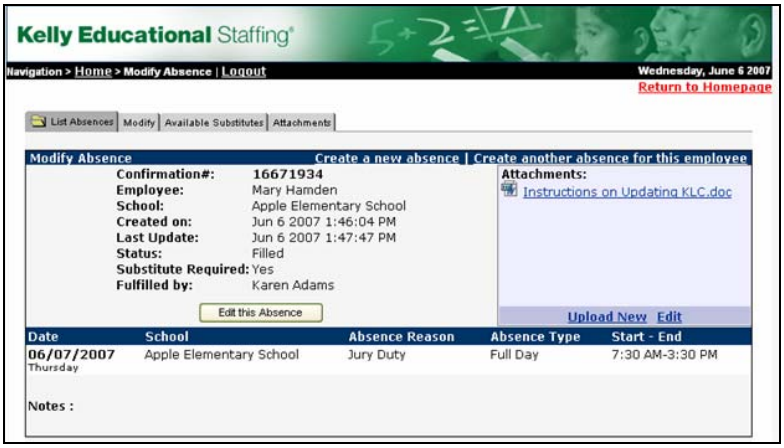
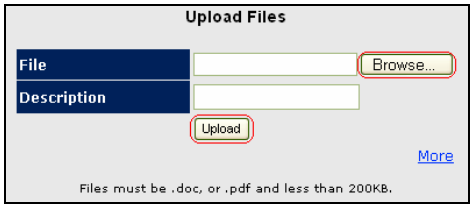
B: Entering an Absence (continued)

Note: Documents attached to an absence can only be in .doc or .pdf format and no larger than 200KB. An absence can have more than one attachment linked to it. An attachment will be deleted from an absence after 10 days of the assignment completion.



The following screen appears after clicking the Upload New link:

- Click **Browse** to find the file to attach.
- Click **Open** to attach the file.
- Type the name of the file in the description field.



The system will assign a unique confirmation number to the absence. You may want to record this number to review absence history details (e.g., current status, time the absence was created, the substitute employee's name if the absence is filled or closed) at a later date. The confirmation number can also be retrieved from the Daily Report or Absentee Report.

If a substitute teacher is needed, the system will begin finding a substitute teacher for the absence.

Assigning Prearranged Substitutes (if applicable)

Note: Only assign a substitute teacher to an absence if you have already spoken with the substitute and arranged for the coverage.

To assign a prearranged substitute teacher to an absence in KASS using the Internet feature, create an absence as instructed in the previous steps. Before saving the absence (Step 6), complete the steps below.

Step 1: Click **Save & Assign.**

Step 2: Click the first letter of the substitute teacher's last name on the **Assign a Substitute for Conf #** screen. Only qualified and available substitute teachers' names will appear.

Step 3: Locate the substitute teacher's name you wish to assign. Click **Assign.**

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

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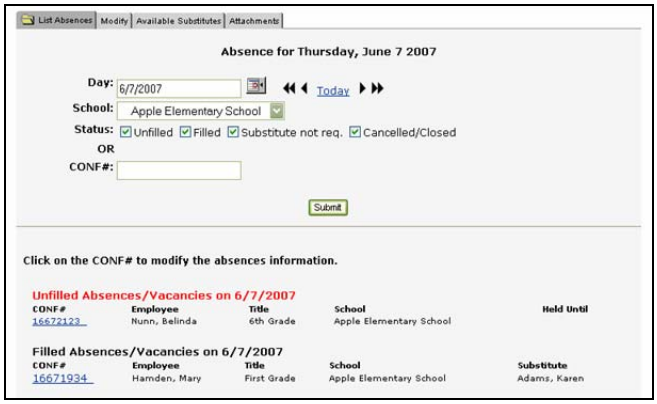
C: Modifying an Absence

Step 1: Click **Modify Absence** on the home page to review the details of an absence.

Step 2: On the **List Absences** screen, the absences for the current date will display in four sections: **Unfilled**, **Filled**, **Substitute not Required,** and **Cancelled/Closed.** Absences currently on hold for which a substitute employee is being considered will display in the Unfilled section.

You can select another date, school (if applicable), or enter a confirmation number and click **Submit.**

Step 3: Click the confirmation number link to view details of specific absences.



To modify absence information, contact your Kelly Educational Staffing office.

For additional information on how to use this screen, please refer to the **Monitoring Absences Guide** at the end of this guide.

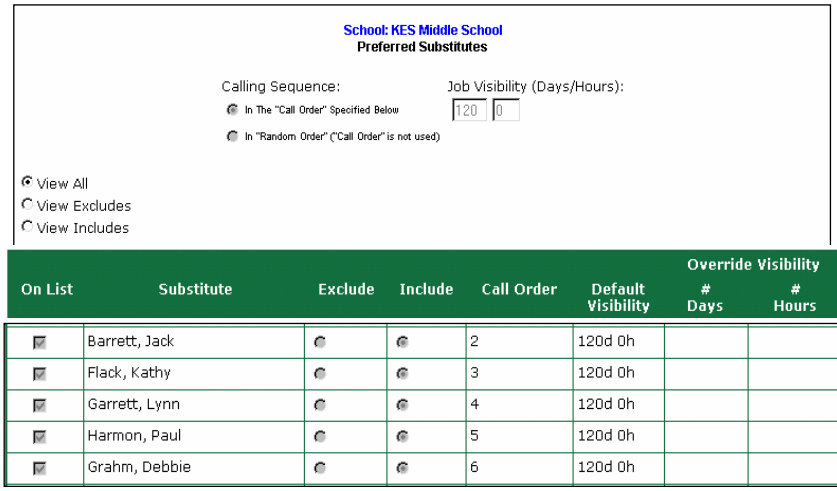
D: Viewing the Preferred Substitute Employees

As an administrator, you can view your school's list of preferred substitute employees.

Step 1: Click **Preferred Substitutes** on the home page.

Step 2: On the **Preferred Substitutes** screen, the current list of preferred substitute employees will display the following sections:

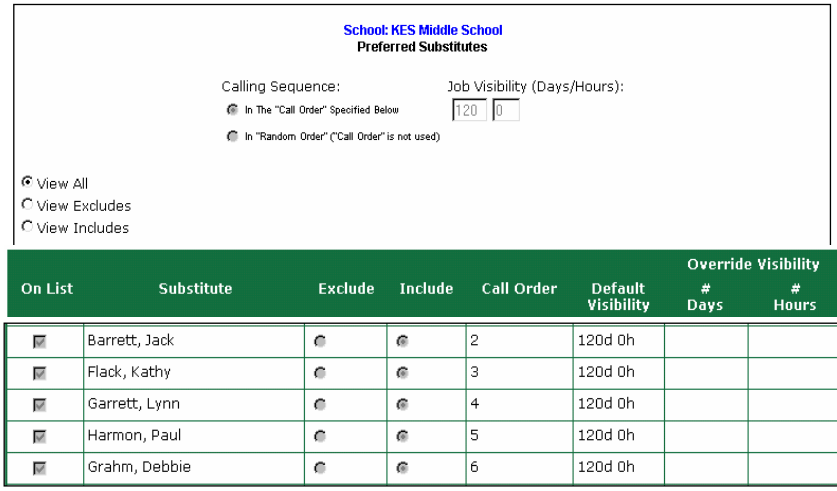
- **Calling Sequence** – Displays whether the list of substitute employees is currently in a specific call order or in random order



On List	Substitute	Exclude	Include	Call Order	Default Visibility	Override Visibility # Days	Override Visibility # Hours
☑	Barrett, Jack	○	○	2	120d 0h		
☑	Flack, Kathy	○	○	3	120d 0h		
☑	Garrett, Lynn	○	○	4	120d 0h		
☑	Harmon, Paul	○	○	5	120d 0h		
☑	Grahm, Debbie	○	○	6	120d 0h		

D: Viewing the Preferred Substitute Employees (continued)

- **Job Visibility** – Displays the number of days and hours in advance so the substitute employees can view absences at your school
- **View All** – Displays the list of all substitute employees, both preferred and non-preferred
- **View Excludes** – Displays the list of all substitute employees that are currently excluded from being assigned to your school
- **View Includes** – Displays the list of all substitute employees that are currently preferred



On List	Substitute	Exclude	Include	Call Order	Default Visibility	Override Visibility # Days	Override Visibility # Hours
☑	Barrett, Jack	○	○	2	120d 0h		
☑	Flack, Kathy	○	○	3	120d 0h		
☑	Garrett, Lynn	○	○	4	120d 0h		
☑	Harmon, Paul	○	○	5	120d 0h		
☑	Grahm, Debbie	○	○	6	120d 0h		

To modify your Preferred Substitutes list, contact your Kelly Educational Staffing office.

E: Viewing the Daily Report

The Daily Report allows the administrator to view details of the employees' absences. It provides valuable information, including employee names, absence date(s), and the substitute employees who are assigned to your school. In addition, district administrators can select a specific school or view the Daily Report for the entire district.

Step 1: Click **Daily Report** on the home page. By default, the Daily Report displays absence information for the current date.

Step 2: Enter the date for which you want to view the Daily Report. You can also specify the type of employee (e.g., teacher or librarian) to be included in the report. If the administrator oversees one school, the report will by sorted by employee name by default. District administrators may sort the report by school or by employee name.

Step 3: Select **Show All** to see the five sections of the report, or click **Choose Sections** to select specific sections. Select the sections you want to view by clicking the appropriate boxes.

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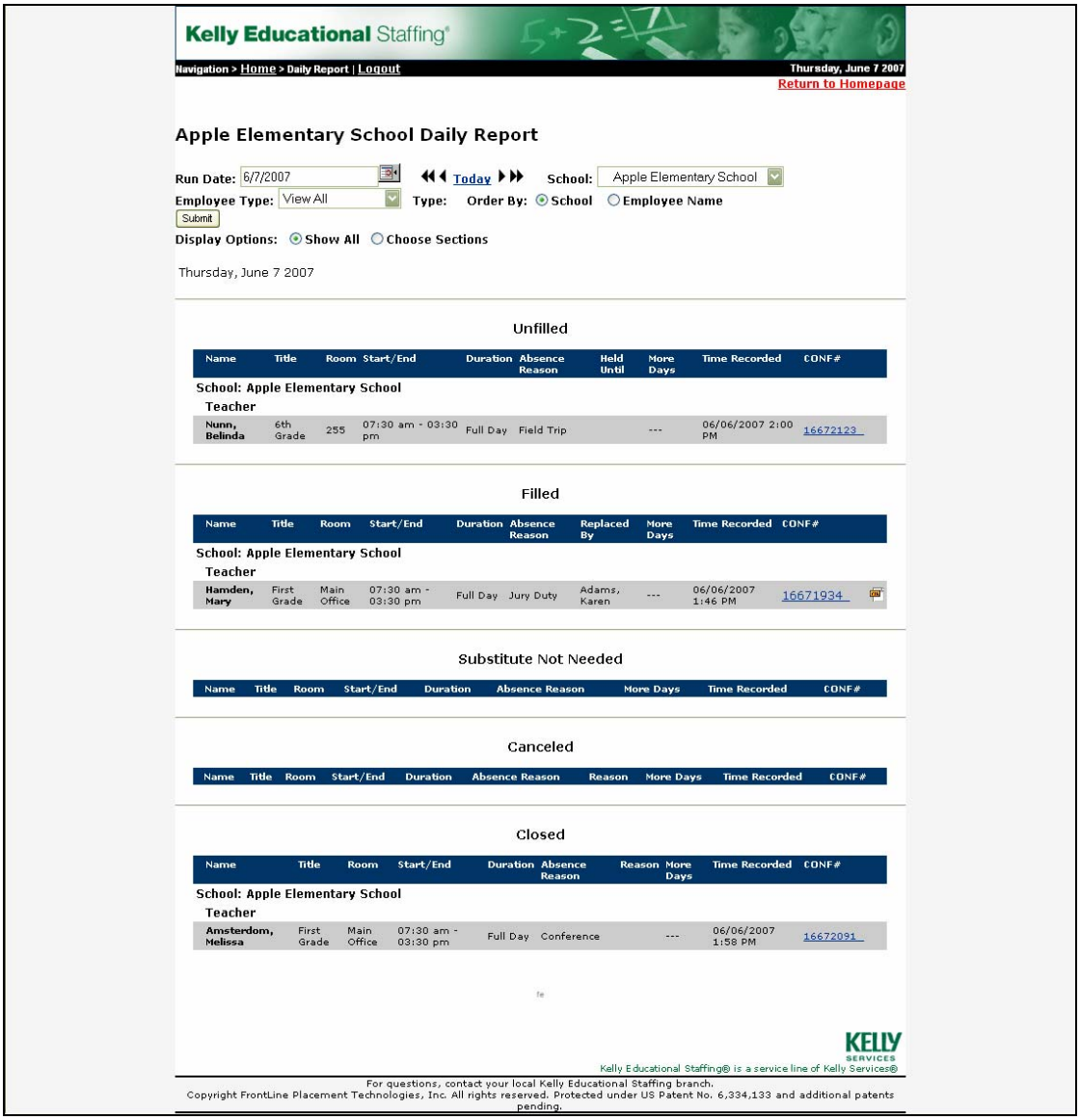
E: Viewing the Daily Report (continued)

Step 4: Click **Submit.** The information you specified will display.

The information is sorted into five sections:

- **Unfilled** – Absences the system is attempting to fill for that date, or that are currently being held for a substitute employee
- **Filled** – Absences with substitute employees for that date
- **Substitute Not Needed** – Absences created in the system, but do not require substitute employees for that date
- **Canceled** – Absences that have been entered and not filled, and for which substitute employees are no longer required
- **Closed** – Absences that were entered and assigned to substitute employees, but the substitute employees are no longer required for that date

Daily Report Sample



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

F: Viewing the Day of Week Absence Analysis

The Day of Week Absence Analysis allows you to see the daily and weekly totals for absence reasons for a specific day or week. The date range can span up to 92 days for a specific school and/or district, or up to 365 days for a specific employee.

Step 1: Click **Day of Week Absence Analysis** on the home page.

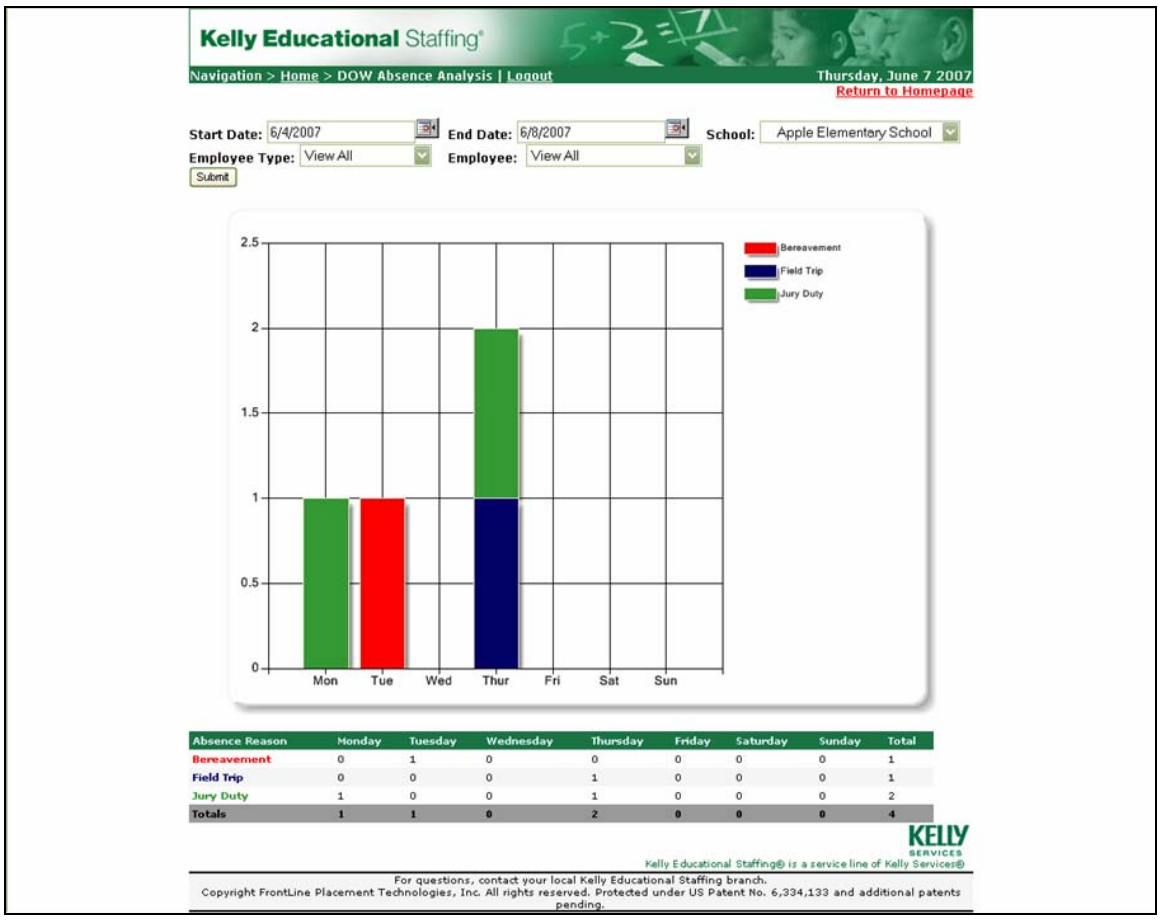
Step 2: Enter the **Start** and **End** dates in the appropriate fields, or use the calendar icon to enter the dates. (By default, the system will display the current date.) You can also specify the **Employee Type** and the **Employee Name.** District administrators can specify the school in the **School** drop-down list.

Step 3: Click **Submit.**

Color-coded information appears in both a graph and a summary box.

Note: The data provided in this report is based on hourly fractions of your school's workday.

Day of Week Absence Analysis Sample



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

G: Viewing the Absence Summary Report

The Absence Summary Report allows you to view weekly and monthly absence statistics one month at a time.

This report will allow you to:

- See monthly and weekly trends in absenteeism
- Compare month-to-month trends

Step 1: Click **Absence Summary** on the home page.

Step 2: Select the appropriate month and year.

Step 3: Click **Submit.**

The Absence Summary displays in calendar form. Each calendar day contains the following information:

- **Total absences** – Number of absences logged for the day
- **Fill NOT needed** – Number of absences that do not require a substitute employee
- **Fill needed** – Number of absences that require a substitute employee
- **Filled absences** – Number of filled absences
- **Unfilled absences** – Number of absences currently unfilled
- **Held absences** – Number of absences currently on hold, for which a substitute employee is being considered
- **Fill rate** – Percentage of filled absences among absences requiring a substitute employee

At the bottom of the report, a summary will display describing weekly and monthly totals for each category.

A sample report is provided for reference on the next page.

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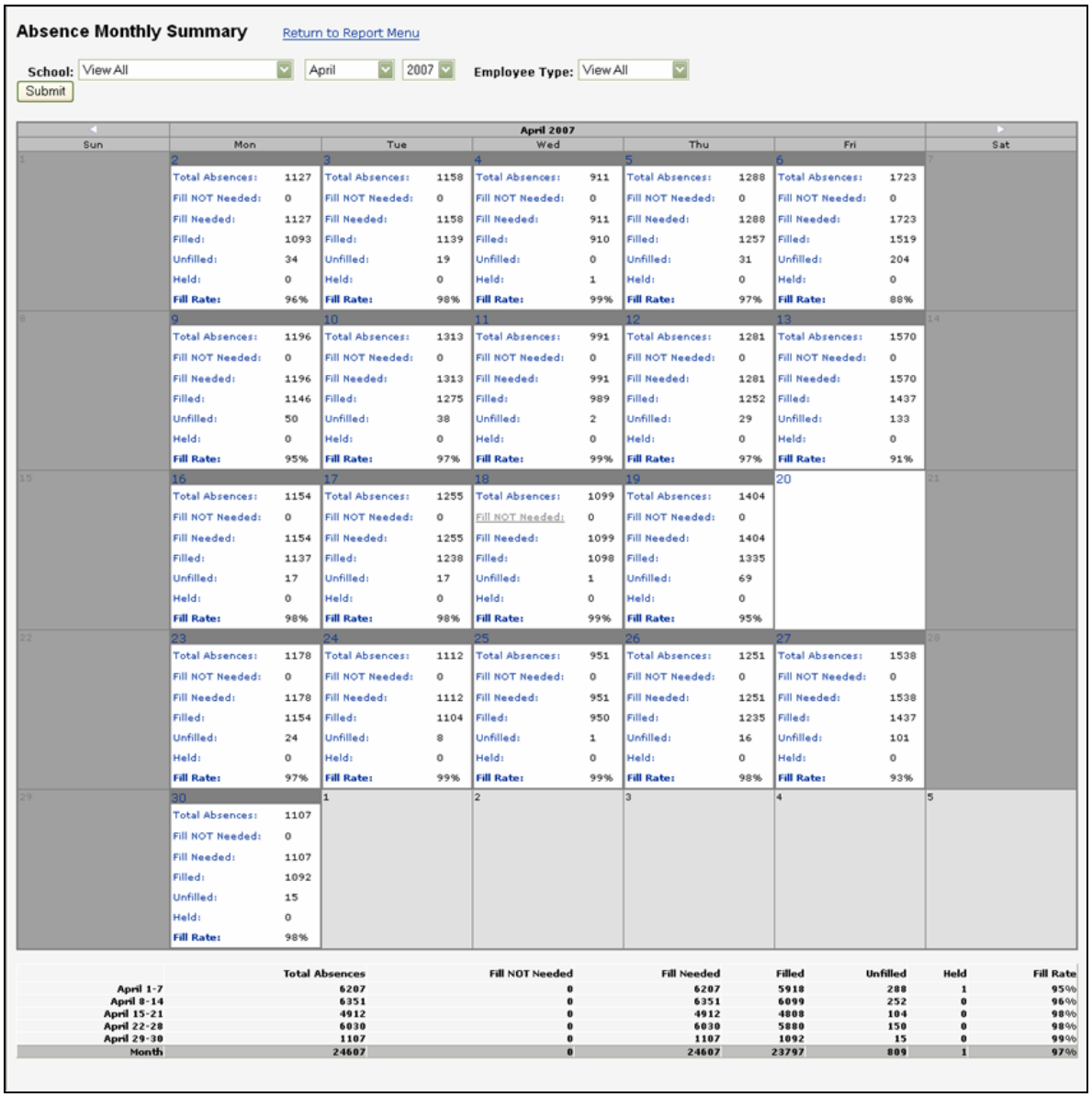
Absence Summary Report Sample



Absence Monthly Summary Return to Report Menu

School: View All | April | 2007 | **Employee Type:** View All | Submit

April 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	**2** Total Absences: 1127 Fill NOT Needed: 0 Fill Needed: 1127 Filled: 1093 Unfilled: 34 Held: 0 **Fill Rate:** 96%	**3** Total Absences: 1158 Fill NOT Needed: 0 Fill Needed: 1158 Filled: 1139 Unfilled: 19 Held: 0 **Fill Rate:** 98%	**4** Total Absences: 911 Fill NOT Needed: 0 Fill Needed: 911 Filled: 910 Unfilled: 0 Held: 1 **Fill Rate:** 99%	**5** Total Absences: 1288 Fill NOT Needed: 0 Fill Needed: 1288 Filled: 1257 Unfilled: 31 Held: 0 **Fill Rate:** 97%	**6** Total Absences: 1723 Fill NOT Needed: 0 Fill Needed: 1723 Filled: 1519 Unfilled: 204 Held: 0 **Fill Rate:** 88%	7
8	**9** Total Absences: 1196 Fill NOT Needed: 0 Fill Needed: 1196 Filled: 1146 Unfilled: 50 Held: 0 **Fill Rate:** 95%	**10** Total Absences: 1313 Fill NOT Needed: 0 Fill Needed: 1313 Filled: 1275 Unfilled: 38 Held: 0 **Fill Rate:** 97%	**11** Total Absences: 991 Fill NOT Needed: 0 Fill Needed: 991 Filled: 989 Unfilled: 2 Held: 0 **Fill Rate:** 99%	**12** Total Absences: 1281 Fill NOT Needed: 0 Fill Needed: 1281 Filled: 1252 Unfilled: 29 Held: 0 **Fill Rate:** 97%	**13** Total Absences: 1570 Fill NOT Needed: 0 Fill Needed: 1570 Filled: 1437 Unfilled: 133 Held: 0 **Fill Rate:** 91%	14
15	**16** Total Absences: 1154 Fill NOT Needed: 0 Fill Needed: 1154 Filled: 1137 Unfilled: 17 Held: 0 **Fill Rate:** 98%	**17** Total Absences: 1255 Fill NOT Needed: 0 Fill Needed: 1255 Filled: 1238 Unfilled: 17 Held: 0 **Fill Rate:** 98%	**18** Total Absences: 1099 Fill NOT Needed: 0 Fill Needed: 1099 Filled: 1098 Unfilled: 1 Held: 0 **Fill Rate:** 99%	**19** Total Absences: 1404 Fill NOT Needed: 0 Fill Needed: 1404 Filled: 1335 Unfilled: 69 Held: 0 **Fill Rate:** 95%	**20**	21
22	**23** Total Absences: 1178 Fill NOT Needed: 0 Fill Needed: 1178 Filled: 1154 Unfilled: 24 Held: 0 **Fill Rate:** 97%	**24** Total Absences: 1112 Fill NOT Needed: 0 Fill Needed: 1112 Filled: 1104 Unfilled: 8 Held: 0 **Fill Rate:** 99%	**25** Total Absences: 951 Fill NOT Needed: 0 Fill Needed: 951 Filled: 950 Unfilled: 1 Held: 0 **Fill Rate:** 99%	**26** Total Absences: 1251 Fill NOT Needed: 0 Fill Needed: 1251 Filled: 1235 Unfilled: 16 Held: 0 **Fill Rate:** 98%	**27** Total Absences: 1538 Fill NOT Needed: 0 Fill Needed: 1538 Filled: 1437 Unfilled: 101 Held: 0 **Fill Rate:** 93%	28
29	**30** Total Absences: 1107 Fill NOT Needed: 0 Fill Needed: 1107 Filled: 1092 Unfilled: 15 Held: 0 **Fill Rate:** 98%	1	2	3	4	5

	Total Absences	Fill NOT Needed	Fill Needed	Filled	Unfilled	Held	Fill Rate
April 1-7	6207	0	6207	5918	288	1	95%
April 8-14	6351	0	6351	6099	252	0	96%
April 15-21	4912	0	4912	4808	104	0	98%
April 22-28	6030	0	6030	5880	150	0	98%
April 29-30	1107	0	1107	1092	15	0	99%
Month	24607	0	24607	23797	809	1	97%

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

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H: Viewing the Absentee Report

The Absentee Report allows you to view a complete listing of all absences for a specific employee or all employees, and for a specific date or range of dates.

This report allows you to:

- View employees' absence history
- Specify an individual employee or all employees
- Sort the report by either date or employee name

Step 1: Click **Absentee Report** on the home page.

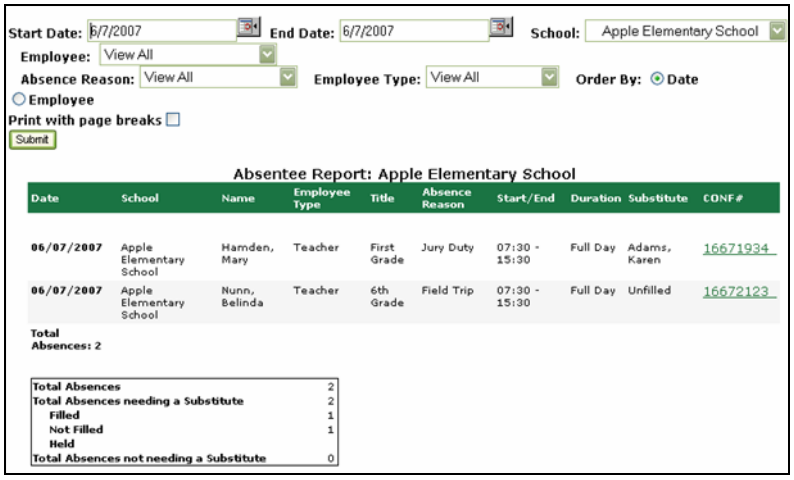
Step 2: Select the start and end date for the report. (By default, the system will display the current date.) This report is useful in searching up to 92 days for an entire school or district, or up to 365 days for a specific employee.

Step 3: Select additional criteria for the report. You can view the report for all absence reasons or a specific absence reason by selecting from the **Absence Reason** drop-down list. District administrators may select a specific school from the **School** drop-down list.

Step 4: Click **Submit.**

At the bottom of the report, a summary will display for the following categories:

- Total absences
- Total absences needing a substitute
- Filled
- Not filled
- Held
- Total absences not needing a substitute



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

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I: Viewing the Employee Register

The Employee Register allows you to view a listing of your school's employees.

The Employee Register includes the following information:

- Employees' names and titles
- Telephone numbers (KASS ID)
- PINs
- Employee's status (active/inactive). Employees who are not active do not have access to the system. To change the status of an employee, please contact the Kelly Educational Staffing office.
- Whether the employees require substitute teachers
- Employees who have their names recorded on the KASS Interactive Voice Response (IVR). The voice recording allows substitute employees to hear the name of the employee that is absent when using the IVR.

Step 1: Click **Employee Register** on the home page.

Step 2: The system will display employees for your school. The information is sorted by school, employee type, and employee last name. District administrators can select a specific school from the **School** drop-down list.

Step 3: Click **Submit.**

At the bottom of the list is a summary of the following categories:

- Total Employees
- Total Active Employees
- Total Active Employees requiring a substitute employee
- Total Active Employees without a voice recording

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

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J: Viewing the Absence Interactive Report

The Absence Interactive Report allows you to access historical absence data quickly and easily.

The report allows you to do the following:

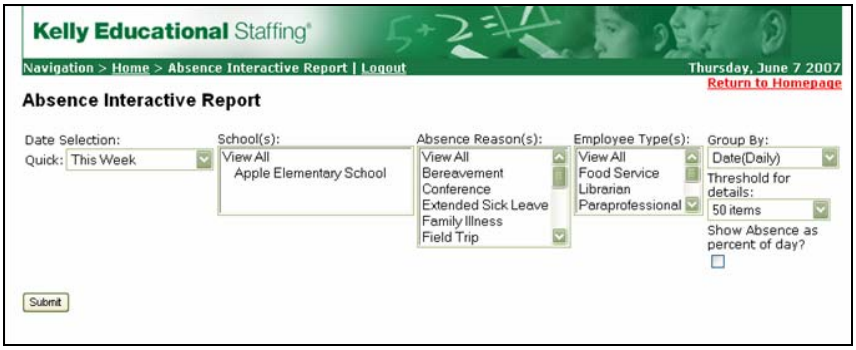
- Choose the date range for absence information.
- Choose the absence reasons and employee types.
- Download the report into an Excel spreadsheet.

Step 1: Click the **Absence Interactive** link on the home page.

Step 2: By default, the system will display the current school week. You can select a date range by using the drop down menu and selecting a custom date range.

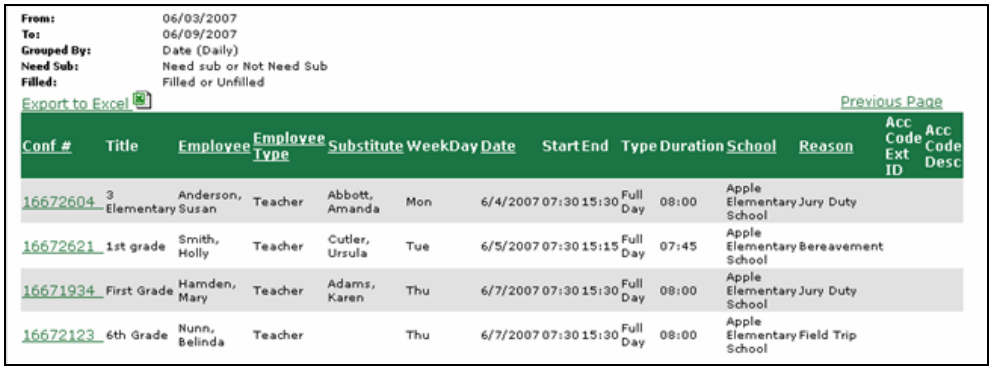
Step 3: Select additional criteria for the report.

Step 4: Click **Submit.**



To export this report to Excel, click the export to Excel link:

- To save the report, click **Save** and follow necessary steps.
- To open the report, click **Open** and view selected information.



From: 06/03/2007
To: 06/09/2007
Grouped By: Date (Daily)
Need Sub: Need sub or Not Need Sub
Filled: Filled or Unfilled

Export to Excel | Previous Page

Conf #	Title	Employee	Employee Type	Substitute	WeekDay	Date	Start	End	Type	Duration	School	Reason	Acc Code Ext ID	Acc Code Desc
16672604	3 Elementary	Anderson, Susan	Teacher	Abbott, Amanda	Mon	6/4/2007	07:30	15:30	Full Day	08:00	Apple Elementary School	Jury Duty		
16672621	1st grade	Smith, Holly	Teacher	Cutler, Ursula	Tue	6/5/2007	07:30	15:15	Full Day	07:45	Apple Elementary School	Bereavement		
16671934	First Grade	Hamden, Mary	Teacher	Adams, Karen	Thu	6/7/2007	07:30	15:30	Full Day	08:00	Apple Elementary School	Jury Duty		
16672123	6th Grade	Nunn, Belinda	Teacher		Thu	6/7/2007	07:30	15:30	Full Day	08:00	Apple Elementary School	Field Trip		

K: Changing the PIN

You can change your branch-issued PIN to one that is easier to remember.

Step 1: Click **Change PIN** on your home page.

Step 2: Enter your existing PIN in the **Current PIN** field.

Step 3: Enter your e-mail address in the **E-mail Address** field, if appropriate.

Step 4: Enter your new PIN in the **New PIN** field.

Step 5: Retype your new PIN in the **Retype PIN** field.

Step 6: Click **Apply Changes** to complete the change, or click **Cancel** to keep your current PIN.

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L: Approving/Rejecting Timesheets Using KASS Web Time

KASS Web Time is an Internet and interactive voice recognition (IVR) telephone system that offers the following functionality:

- Substitute employees can access the online or IVR system to submit weekly timesheets.
- You can approve or reject substitute employee timesheets online.

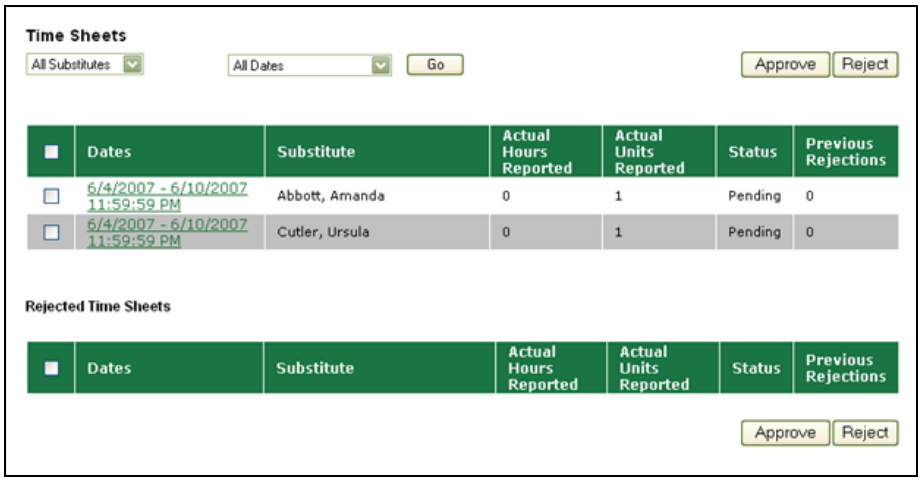
Each school must assign a KASS Web Time administrator to approve substitute employee timesheets each week. A backup administrator should also be designated to approve timesheets in the event of the first administrator's absence.

If timesheets are not approved by Tuesday at 11:59 P.M. for the prior workweek, all submitted timesheets will be automatically approved and sent to the payroll processing center.

How to Approve or Reject Timesheets

Step 1: From Sunday through Tuesday, you will receive a daily e-mail with a subject line of "New timesheets are awaiting your approval." Each e-mail has a link to a list of timesheets requiring approval. Click this link to go to the **List Time Sheets** page.

- The page will display "All Substitutes" by default. You can view timesheets for a specific substitute employee by selecting their name from the first drop-down menu.
- The page will display "All Dates" by default. You can view a specific week (up to four weeks in the past) by selecting it from the second drop-down menu.



Step 2: On the **List Time Sheets** page, select the check box next to a substitute employee's name and click **Approve** or **Reject** to approve or reject that timesheet without reviewing it.

- You can select all employee timesheets at once by clicking the check box located on the top left corner of the timesheet.

Step 3: To review the timesheet's details, click the date range in the **Date** column for that substitute employee. The **Approve Time Sheet** page will display.

Step 4: Verify that the name of the teacher reflects the correct teacher's name that the substitute replaced.

Step 5: Review the timesheet details on the **Approve Time Sheet** page to verify that the hours, the substitute employee's name, and the dates are correct.

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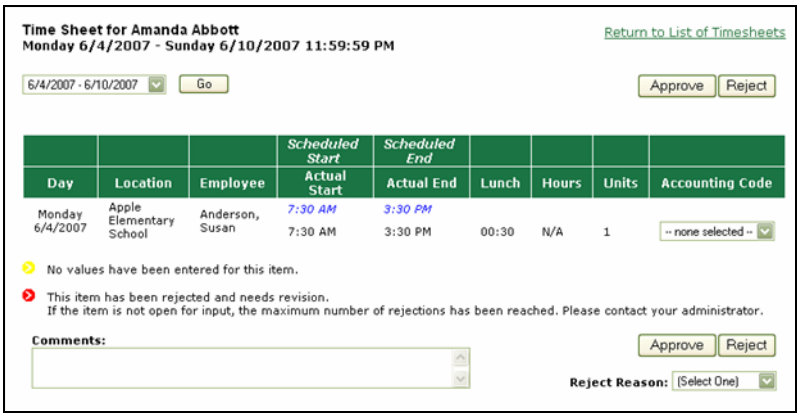
L: Approving/Rejecting Timesheets Using KASS Web Time (continued)

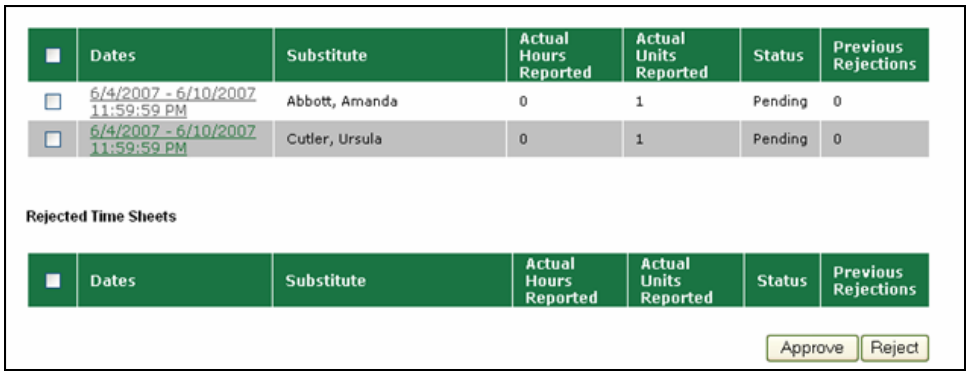
Step 6: To approve or reject the timesheet, click **Approve** or **Reject** as appropriate.



Step 7: If you reject a timesheet, use the **Comments** field to enter any notes regarding the rejection and select the appropriate reason in the **Reject Reason** drop-down menu.

- This information is immediately sent to the substitute employee via e-mail or telephone. The substitute can revise their timesheets and resubmit for approval.

Step 8: The **List Time Sheets** page will reflect any timesheets you approve or reject. Rejected timesheets will display under the **Rejected Time Sheets** section and remain there until the substitute employee resubmits their timesheet for approval.



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M: Managing Time Approvers Using KASS Web Time

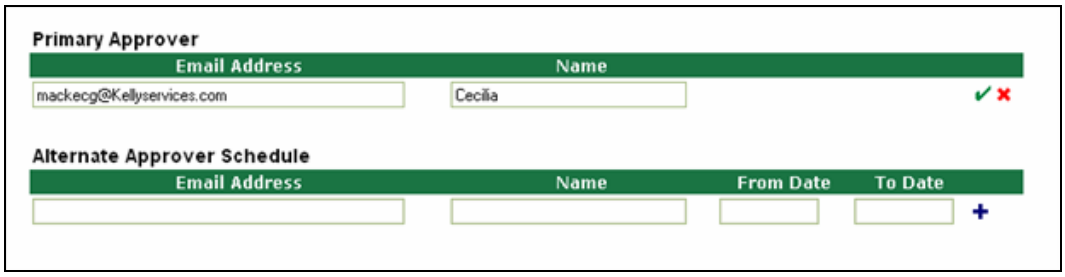
You can change the time approvers in your school. Each school must assign one approver that will be responsible for approving timesheets each week, or an alternate approver who will handle timesheet approvals in the event of the primary time approver's absence.

Step 1: Click **Manage Time Approvers** on the home page.

Step 2: Enter the e-mail address and name for the **Primary Approver.**

Step 3: Click + and enter the e-mail address and the name of an **Alternate Approver** (when needed) and the dates during which they will serve as the approver.

Step 4: Click the green check mark to save your changes.



N: Viewing the Timesheet Summary Report

The Timesheet Summary Report allows you to view substitute timesheets by a particular name, date or status. You can select the necessary timesheets and print them as needed for your records.

Step 1: Click the **Summary Report** under timesheets on your home page.

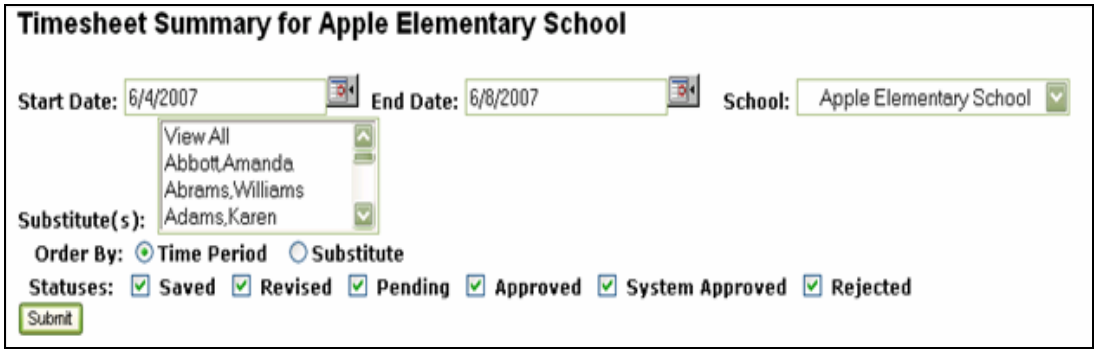
Step 2: Enter the appropriate start and end dates (By default, the system will display the current date).

Step 3: Select the school location. District administrators may select a specific school from the school drop-down list.

Step 4: Select the appropriate substitute or select the "View All" option to view all timesheets.

Step 5: Select the appropriate timesheet status

Step 6: Click **Submit.**



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IVR Telephone Feature of the Kelly Automated Scheduling System

O: Accessing the Kelly Automated Scheduling System

The automated scheduling system is also accessible through IVR telephone technology. You will need a touch-tone telephone to use the IVR system. If you do not have a touch-tone telephone, please contact your Kelly Educational Staffing office.

This feature only allows for one absence to be recorded at a time, whether a single day absence or multiple day absence. In order to access the IVR system, you will need the following information:

- Employee's ID (telephone number including area code, located on the Employee Register)
- Employee's PIN (located on the Employee Register)

Step 1: Call 1-800-942-3767.

Step 2: Enter the employee's ID number and PIN.

Step 3: Once you are logged on, you will hear the following options:

- Press **1** to create an absence (see section P).
- Press **2** to inquire about entitlement balances.
- Press **3** to review upcoming absences.
- Press **4** to review a specific absence.
- Press **5** to update personal information.
- Press the ***** key to end the call.

Note: The IVR numerical options may change at any time. Please listen carefully to the options before making a selection.

P: Entering an Absence

An administrator must use the employee's login information to enter an absence for the employee.

To enter an absence, you will need the following information:

- Absence start date
- Number of absence days
- Absence start and end time, if different from the school start and end times
- Reason for absence

Step 1: Press **1** to create an absence.

Step 2: Follow the voice prompts to enter the absence.

Note: If the absence begins within one hour, the system will not allow you to enter the absence. Please contact your Kelly Educational Staffing office to record the absence.

The IVR system will assign a confirmation number when the absence has been saved. You may want to write this number down for future reference.

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P: Entering an Absence (continued)

Assigning a Prearranged Substitute (if applicable)

Note: Only assign a substitute teacher to an absence if you have already spoken with the substitute and arranged for the coverage.

To assign a prearranged substitute teacher to an absence in KASS using the IVR feature, create an absence as illustrated in the previous steps. Before saving the absence, the system will confirm the details of the absence and provide the following options:

- Press **1** to assign a specific substitute teacher
- Press **2** to allow the system to locate a substitute teacher

Step 1: Enter the substitute teacher's 10-digit telephone number including area code and press **#.**

Step 2: Confirm the telephone number you entered by pressing **1.**

Step 3: Select the appropriate substitute teacher name by pressing the appropriate number.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

General Information

Need Help?

Contact your Kelly Educational Staffing office to:

- Cancel or modify an absence
- Enter an absence that starts within an hour
- Ask questions regarding Kelly Educational Staffing or the use of the automated scheduling system
- Locate your ID or PIN
- Receive assistance or information if you are unable to access the system

Call 1-866-KELLY-38, during regular business hours, for assistance if you experience technical difficulties using the automated scheduling system.

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Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
How do I monitor a specific employee's absenteeism? *Example: See how often and why Mary Smith was absent.*	**Absentee Report**	1. Click **Absentee Report** from the home page. 2. Select the employee and the appropriate **Start** and **End** dates. 3. Click **Submit.**
How do I monitor a day of the week absence pattern? *Example: See Friday absenteeism one month at a time.*	**Absence Summary Report** -or- **Day of Week Absence Analysis**	1. Click **Absence Summary** from the home page. 2. Select the appropriate month and year. 3. Click **Submit**. **-or-** 1. Click **Day of Week Absence Analysis** from the home page. 2. Enter the **Start** and **End** dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the **Employee Type**. District administrators can specify the school in the **School** drop-down list. 3. Click **Submit**. Color-coded information appears in both a graph and a tabled summary.
How do I monitor a particular date's absence information? *Example: See the absence information before or after a holiday.*	**Daily Report**	1. Click **Daily Report** from the home page. 2. Enter the appropriate date. This will allow you to see who was absent, what the entitlement type was, and when the absence was entered into the system. **Note:** To obtain specific details about an absence or employee's history, click the **Confirmation Number** for that absence. This will display the employee's name, the school, the time the absence was created, the status, and the substitute employee's name. 3. Click **Submit**.
How do I monitor absence reason usage (reasons for absences)? *Example: See how many employees were absent due to professional development on Monday.*	**Day of Week Absence Analysis**	1. Click **Day of the Week Absence Analysis** from the home page. 2. Enter the appropriate **Start** and **End** dates, school name, and employee type. 3. Click **Submit.**

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Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
How do I view unfilled absences? *Example: See which absences do not yet have a substitute teacher assigned.*	**Daily Report**	1. Click **Daily Report** from the home page. 2. View the Unfilled section from the report. You can also select the Unfilled section from the **Display Options**. 3. Enter the date to view unfilled absences for and click **Submit.**
How can I view when an absence was entered? *Example: See the advance notice provided by the employee for the absence.*	**View Absence**	1. Click **Modify Absence** from the home page. 2. The current date's information displays by default. You can change the date as needed. 3. Click **Submit.** 4. Click the **Confirmation Number** to view the specific details of the absence.
How do I find an employee's ID and PIN? *Example: The ID and PIN are required to enter an absence using the Interactive Voice Response (IVR).*	**Employee Register**	1. Click **Employee Register** from the home page. 2. The list of employees for your school will display. District administrators can select a specific school from the **School** drop-down list. 3. Click **Submit** and the information for the school you specified will appear. The information is sorted by school, employee type, and employee name. 4. An employee's ID is located in the Phone column, and the PIN is located in the PIN column.
How do I monitor the total number of absences? *Example: See how many people were absent Friday.*	**Absentee Report** -or- **Day of Week Absence Analysis**	1. Click **Absentee Report** from the home page. 2. Select the appropriate school and the appropriate start and end dates. 3. Click **Submit.** 4. Scroll down to the first row in the summary table. **-or-** 1. Click **Day of Week Absence Analysis** on the home page. 2. Enter the **Start** and **End** dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the **Employee Type**. District administrators can specify the school in the **School** drop-down list. 3. Click **Submit**. Color-coded information appears in both a graph and a tabled summary.

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✂ Cut out and save these quick reference cards:

Kelly Educational Staffing

Via the Internet

- Go to kellyeducationalstaffing.com, select the country and click **Go.**
- Click **KASS Login** and enter your ID number and PIN in the appropriate fields.
- The system allows you to:
  - Enter an absence
  - Modify an absence
  - View the Preferred Substitute Employees
  - View the Daily Report
  - View the Day of Week Absence Analysis
  - View the Absence Summary Report
  - View the Absentee Report
  - View the Employee Register
  - View the Absence Interactive Report
  - Change your PIN
  - Approve/reject timesheets
  - View the Timesheet Summary Report
  - Manage time approvers
  - Obtain assistance
  - Monitor absences

Via the Interactive Voice Response System (IVR)

- Dial 800-942-3767 and log on to the Kelly Automated Scheduling System by entering your employee's ID number and PIN.
- This feature allows you to:
  - Record an absence
  - Review upcoming absences
  - Review a specific absence
  - Review or change your employee's personal information

Kelly Educational Staffing

Kelly Automated Scheduling System for Administrators

- Report an absence by accessing kellyeducationalstaffing.com or call 800-942-3767.
- For assistance, or if you forget your PIN, contact your Kelly Educational Staffing office.
- For technical difficulties, call 866-KELLY-38 during regular business hours.

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