

LOCAL KELLY TEAM

Hours: 8:00 A.M. – 5:00 P.M. EST
Monday – Friday

Contact Information:

Phone: **601-825-5590 ext. 1099**

Email: 3513@kellyservices.com

Address: 4211 Lakeland Dr., Flowood, MS 39232

When to Contact the Local Team:

- To report an incident or injury involving a KES substitute
- To discuss any performance-related topics or issues to include excluding a substitute
- To refer a new substitute employee
- To request any special reporting

KES SCHEDULING TEAM

Hours: 5:00 A.M. – 8:00 P.M. EST
Monday – Friday

Contact Information:

Phone: **866-535-5998 (1-866-KELLY-98)**

Email: KESschedule@kellyservices.com *(please do not email for urgent issues, anything that needs a same-day response should be called in)*

When to Contact the Scheduling Team:

- To cancel or modify an existing absence
- To request a specific substitute
- For last minute, same day absences (less than one hour before the school's start time)
- To move an assigned substitute to a different absence

AESOP SYSTEM

Hours: 24/7

Internet Scheduling Access:

www.kellyeducationalstaffing.com. Select "Aesop Login" at the top of the page.

IVR (Interactive Voice Response System) Phone Access:

Phone: **800-942-3767**