

# KASS EMPLOYEE QUICK-START GUIDE

KASS Internet Feature			
Accessing KASS via the Internet	Recording an Absence on the Internet	Modifying an Absence via the Internet	Changing Your PIN via the Internet
<ol style="list-style-type: none"> <li>Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>Click <b>KASS Login</b> at the top of the screen.</li> <li>Enter your ID and PIN.</li> <li>Click <b>Sign In</b>. Your home page will display.</li> </ol>	<ol style="list-style-type: none"> <li>Scroll down to the <b>Create Absence</b> tab on your home page.</li> <li>Enter the absence information.</li> <li>Click <b>Create Absence</b> or <b>Create Absence and Assign Sub</b>. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> The Assign Sub function may not be available for your district.</p>	<ol style="list-style-type: none"> <li>Click <b>Scheduled Absences</b> on your home page.</li> <li>Click the confirmation number of the future absence you want to modify.</li> <li>Click <b>Edit Absence</b> and edit the information as necessary. (Editable fields are dependent on absence status).</li> <li>Click <b>Save Absence</b>.</li> </ol>	<ol style="list-style-type: none"> <li>Click <b>Account&gt;Change PIN</b> on your home page.</li> <li>Enter your existing PIN in the <b>Old PIN</b> field.</li> <li>Enter your new PIN in the <b>New PIN</b> field.</li> <li>Retype your new PIN in the <b>Confirm New PIN</b> field.</li> <li>Click <b>Apply</b> to save your changes.</li> </ol>
KASS IVR Feature			
Accessing KASS via the IVR	Recording an Absence on the IVR	Reviewing Upcoming Absences via the IVR	Changing Your PIN via the IVR
<ol style="list-style-type: none"> <li>Call 1-800-942-3767.</li> <li>Enter your ID and PIN and press #.</li> <li>Select one of the following system options: <ul style="list-style-type: none"> <li>Press <b>1</b> to record an absence.</li> <li>Press <b>2</b> to check entitlement balances.</li> <li>Press <b>3</b> to review upcoming absences.</li> <li>Press <b>4</b> to review a specific absence.</li> <li>Press <b>5</b> to review or change personal information.</li> </ul> </li> </ol> <p><b>Note:</b> Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> <li>Press <b>1</b> from the Main Menu and select one of the following options: <ul style="list-style-type: none"> <li>Press <b>1</b> to record an absence for today.</li> <li>Press <b>2</b> to record an absence for tomorrow.</li> <li>Press <b>3</b> to record an absence for another day within the next 30 days.</li> <li>Press <b>4</b> to record an absence for Monday (on Friday or weekend).</li> </ul> </li> <li>Enter the number of days for the absence (up to five).</li> <li>Enter a start and end time by following the IVR prompts.</li> <li>Select the reason for the absence.</li> <li>Confirm the absence details.</li> <li>Save the absence or Save &amp; Assign a particular substitute by following the IVR prompts. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> The Assign Sub function may not be available for your district.</p>	<ol style="list-style-type: none"> <li>Press <b>3</b> from the Main Menu and select one of the following options: <ul style="list-style-type: none"> <li>Press <b>1</b> for absences scheduled for today.</li> <li>Press <b>2</b> for absences scheduled for tomorrow.</li> <li>Press <b>3</b> for absences scheduled for the next 30 days.</li> </ul> </li> <li>Select one of the following options: <ul style="list-style-type: none"> <li>Press <b>1</b> to hear more about the absence (if multiple days).</li> <li>Press <b>2</b> to hear the information again.</li> <li>Press <b>4</b> to listen to the next absence, if applicable.</li> <li>Press <b>5</b> to return to the Main Menu.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Press <b>5</b> from the Main Menu.</li> <li>Press <b>2</b> to hear your current PIN.</li> <li>Press * to leave your PIN unchanged, or enter a new four or five digit PIN and press #.</li> <li>The system will repeat the PIN you entered. <ul style="list-style-type: none"> <li>Press <b>1</b> if the PIN is correct.</li> <li>Press <b>2</b> to re-enter your PIN.</li> </ul> </li> </ol>

The IVR automatically generates a recording of your name and title. If the IVR records your name or title incorrectly, you can manually re-record them by following these steps:

- Call the IVR at 800-942-3767.
- Enter your ID and PIN and press #.
- Press **5** from the Main Menu to change your personal information.
- Press **1** to record your name.
- Press **1** to save the recording.

**Note:** If your name or title is changed in KASS, review your recordings on the IVR for accuracy.

**Call 1-866-KELLY-38 if you experience technical difficulties using KASS, or if you have forgotten your ID or PIN.**

**This guide is a condensed version of the *KASS Employee Guide* on [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com), intended for quick reference only.**

Dear Staff members,

We are excited that Kelly Educational Staffing has been chosen to provide Substitutes As part of this program; we will be implementing *Aesop*, also known as our Kelly Automated Scheduling System (KASS), which allows you to log absences via the Internet or phone—24 hours a day, seven days a week.

Follow the steps outlined below to access our Aesop/KASS training at a time that is convenient for you (run time is approximately 19 minutes).

**Note:** This training will not work using a dial-up connection.

1. Click on the link below to access the training video. (**Important:** Please do not share this link with anyone outside of your school or KES.)

<http://youtu.be/6UNKRgFjr8>

2. Go back to review all or part of this training at any time.

### **Resources**

For your reference—and as discussed further in the training—access the KASS User Guide at [http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass\\_guides.html](http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass_guides.html).

(Click on **School District Employee Guide** to access the guide.) For your convenience, the School District Employee Guide is now available on your school Web site.

If you have any issues accessing this training link, please contact your local Kelly office. Your local Kelly Educational Staffing contact is:

Kristi Biggs

[Krib424@kellyservices.com](mailto:Krib424@kellyservices.com)

256-832-0529

Thank you,

The Kelly Educational Staffing Implementation Team