

Kelly Educational Staffing®

Substitute Employee

Reference Guide



kellyeducationalstaffing.com

Education is a shared responsibility™

KELLY
SERVICES

An Equal Opportunity Employer © 2010 Kelly Services, Inc. V0059 01/10

Contact Information

<p>Kelly Educational Staffing Local Branch</p>	<p>Branch Street Address City, State ZIP Phone: XXX-XXX-XXXX Email: xxxx@kellyservices.com</p> <p>Office Hours: Monday-Friday, 8:00 A.M. to 5:00 P.M.</p> <p>Contact us to:</p> <ul style="list-style-type: none"> • Update personal information • Discuss performance-related topics • Ask about employee perks or programs • Report any incidents and/or injuries • Refer new substitute employee applicants to Kelly • Ask about using Frontline Web Time
<p>Kelly Educational Staffing KES Scheduling Team</p>	<p>Phone: 866-535-5998 Hours: Monday-Friday, 5:00 A.M. to 8:00 P.M. ET</p> <p>Send all non-urgent requests to KESSCHEDULE@kellyservices.com. Contact us to:</p> <ul style="list-style-type: none"> • Get help with accepting absences in Frontline • Notify Kelly if you need to cancel a previously accepted absence, including same-day notifications • Notify Kelly if you are requested to return for a future assignment • Notify Kelly about assignment changes (if you were moved to a different classroom after arriving at the school) • Ask questions about your assignment • Notify Kelly if you are asked to work beyond your scheduled time <p>Note: Any calls coming from the KES Scheduling Team will show up as "800 Service." The caller ID display will not have the Kelly Educational Staffing or Kelly Services name.</p>
<p>Frontline System</p>	<p>Frontline - Internet Scheduling Access www.mykelly.com or www.kellyeducationalstaffing.com</p> <ul style="list-style-type: none"> • Login ID: Your primary telephone number as listed on employment application • PIN: Last four digits of your social security number <p>– IVR Interactive Voice Response System 800-942-3767</p> <ul style="list-style-type: none"> • Hours: 24 hours 7 days a week
<p>Kelly IT Hotline</p>	<p>For technical difficulties, or if you forget your PIN, call 800-KELLY-28 (800-535-5928).</p>

Substitute Employee – Keys for Success

Cancellation Policies

- You can accept as many assignments as you want to work; however we do ask that you only accept assignments that you are certain you can complete. You are expected to attend the substitute assignments that you accept. We all know that occasionally, something unexpected happens that may impact your ability to complete an assignment. When this occurs, **Contact the KES Scheduling Team immediately and let them know that you cannot fulfill any assignment.** The KES Scheduling Team hours are M-F from 5 A.M. to 8 P.M. EST. The phone number is (866) 535-5998.
- **Same-day cancellation** means you called after 8 p.m. on the night before you have an assignment. By then, all the service center staff has left and will not get your message until 5:30am the next morning. If you have three of these cancellations, you may be placed on work restrictions (not being able to see assignments in the future/same day only visibility, etc.).
- **Less than one hour or no call/no show** is an egregious cancellation and may lead to termination with KES (may still be eligible to work for Kelly in other positions).
- **Show-Up Pay** may be considered if you show-up for an assignment that is on your schedule and it is canceled after you have arrived at the school. If this happens, **contact the KES Scheduling Team at (866) 535-5998 immediately.** If there are other assignments they will let you know. If no other work is available for the remainder of the day, you may qualify for show up pay. KES standard show-up pay is **two hours, or ¼ unit**, at the quoted rate of pay for the employee.

Check In/Check Out Procedures

The exact time you should arrive at the school will show in Frontline and is usually 15 minutes before schools starts. The substitute is expected to remain at the school site for the entire length of the school day; this includes planning periods (teacher assignments) unless you are otherwise directed by the main office.

Dress Code

Business Casual - Collared shirts, blouses, sweaters, slacks/pants (no leggings), skirts, and dresses all of modest fit and length. Blouses, shirts and pants should cover the midriff and shoulders during all activities in the classroom. All clothing should be neat, clean and without holes. No extreme styles or jewelry. Hats and sunglasses should never be worn in a school. Always dress professionally to set a good example for the students. No jeans unless specifically allowed by school administration.

Exceptional Student Education (ESE)

- Students with disabilities in one area may be capable or even exceptional in others.
- By eliminating barriers to participation, students with disabilities may enjoy the regular classroom activities and assignments.
- Treat all students with respect.
- Do not think first of students' special needs. Think of them first as learners.
- Be patient; you may have to repeat yourself more often.
- If there are problems, do not single out a child in front of the class.

Emergency Procedures

Familiarize yourself with fire and emergency weather drill procedures. Account for all students during these drills. If an emergency arises, consult the principal or office staff. If excused, you must sign out and back in and also note the break on your timesheet. If possible, lock the classroom when you leave.

Exclusion Policy

Being excluded from a school/district could lead to termination with KES (may still be eligible to work for Kelly in other positions). If excluded from a school or classroom, DO NOT approach the school, district or any district employees concerning the exclusion. Violation of this will lead to termination. Direct any conversation concerning the exclusion to the KES staff.

Facilities Available for Use

When checking in at the school, you will be given information regarding the facilities available for teachers. You can either purchase school lunch for a minimal charge or bring a lunch. Most schools have a teacher's lounge with a fridge, microwave, and snack and drink machines.

Lunch Procedures

Please follow individual school procedures for lunch. Some classes may require you to accompany students to lunch and stay with them the entire lunch period. Do not leave the school during the lunch break or planning period.

Materials/Equipment

Check with the school office or another teacher in the same grade if you do not have the necessary materials or equipment to follow your daily lesson plan.

Personal Belongings

Keep personal belongings with you; do not leave personal items unattended. Do not bring valuables.

Reporting at End of Day

- **Substitute Teacher Report**-Detail events of the day for the full-time teacher and leave this report in their folder. Two samples of a Substitute Teacher Report are located in this reference guide. The teacher may also have one that they leave for you. Leave the teacher's materials and students' work in the classroom or in the office as instructed. Return the classroom key to the office.
- **Classroom Evaluation**-Copy of this report is located in this guide. Detail your experience in the classroom and return to your KES office via email or fax.

Sign In-Sign Out

Sign In when reporting to your assignment. Sign Out when your assignment is over. Do Not Sign Out when you Sign In. This is in violation of the Sign In/Out process. Schools must have an accurate record of substitutes that are in the building. Accurate Sign In/Out information is also needed to verify substitute timesheets.

Special/Extra Classes (e.g., music, computers, art, physical education)

Times for special classes should be noted on the teacher's lesson plan. Times and names of individual students involved in individualized special classes should also be noted on the lesson plan.

Timesheets & Payroll

Timesheets need to be entered by Sunday at 11:59 PM. See the Frontline Substitute Quick- Start Guide located in this guide for instructions. Failure to enter time by 11:59PM may prevent pay from being processed.

Make sure you have completed an application for either direct deposit or the money network card. This is our preferred method of payment and the fastest, safest and most reliable way to get paid.

Use of Copyrighted Materials

Single copies for personal use in classroom preparation are permitted from the following:

- Chapter from a book or a newspaper article.
- Short story or cartoon.

Multiple copies for use in the classroom are permitted from the following:

- Poem or excerpt, less than 250 words and not more than two pages.
- Articles, stories, or essays less than 2,500 words.
- Excerpt from a prose work less than 1,000 words, or 10% of the work, whichever is less.

Working with School Staff

- Substitute teachers interact with a variety of school personnel. The ability to communicate positively and effectively with school personnel affects the quality of instruction students receive.
- Many exceptional student education classes and primary grade classes use the services of paraprofessionals or teacher's aides. Most paraprofessionals demonstrate knowledge and skill regarding student instruction in their assigned areas. They know the daily routines, schedules, classroom rules, and most importantly, the students. They are often the best source of information and assistance when substituting in these classes.
- Some paraprofessionals prefer to take the teacher's role, and ask that the substitute teacher assist them in the management of the class. Other paraprofessionals prefer to continue their usual role in assisting the substitute teacher. To avoid misunderstandings in this unique situation, it is recommended that you discuss teaching responsibilities with the paraprofessional or the school administrator prior to the beginning of class.

Substitute Employee – Classroom Management

Classroom Management

An effective substitute teacher is expected to create an atmosphere in which the students can learn in an orderly environment. Before entering the classroom, ask the school administrator for information on the "school's discipline plan" and any other discipline policies or procedures followed at the school.

As a substitute teacher, it is essential to understand and practice effective classroom management and disciplinary skills. Having complete control of the classroom is a necessity before any classroom learning can occur. Classroom control can be the best prevention of many classroom issues and stumbling blocks.

Often, a class will "test" a substitute teacher. Students may try to gain status by upsetting class routines. Your response to these situations is critical. You must always remain calm and never lose your temper. Be patient, convey your expectations to the students, and be consistent and firm at all times. If a problem occurs that you are unable to manage, contact the principal or designee immediately for assistance. **DO NOT** create situations that encourage students to challenge your authority.

Skills for Effective Classroom Management

1. Get and Keep Students on Task.
 - Greet students at the door.
 - Introduce yourself.
 - Engage students in productive activity.
 - Enact your plan.
2. Have Positive Interaction.
 - The designated Problem Student (be proactive and positive).
 - The "You vs. Them" class (create interaction with the class).
 - Handling wrong answers (redirect and echo the correct response).
3. Teach Expectations.
 - Instructional Expectations.
 - For example: Pass your worksheet to the front row or Number your paper from 1 –100
 - Procedural Expectations.
 - For example: Work silently or Keep all of your materials at your desk.
4. Respond correctly to inappropriate behavior.
 - Redirect student behavior
 - Re-evaluate the situation
 - Reinforce appropriate behavior
 - Reinforce proximity
 - State the facts and restate expectations
 - Practice "remove, identify, redirect"
 - Explain consequences
 - Correct individuals vs the entire class

KES Bonus Plan/Perks

KES Retirement Savings Plan - Eligibility and Plan Features

Kelly Services is pleased to offer eligible employees the opportunity to participate in our 401(k) retirement savings plan.

Plan overview

- You are eligible if you are 18 or older and at a customer location that offers this benefit.
- This 401(k) plan offers you the opportunity to reduce taxes while saving for retirement.
- You can save more with pre-tax rather than after tax dollars.
- You can save more than you can through an IRA.
- Your funds stay in your account and are only distributed to you after you terminate your employment with Kelly Services.

Plan Features

- Payroll deduction convenience
- A variety of funds from which to choose
- Taxes on contributions and earnings not due until funds are distributed
- Your contributions are 100 percent vested at all times
- You will receive quarterly statements for our account
- Distribution occurs after termination of employment
- Taxes can be deferred by "rolling over" upon distribution
- Account access via phone and internet

You will be contacted via mail by Merrill Lynch within 60 days of your hire date.

Kelly Educational Staffing Bonus Plan

When you complete at least 140 units* during one academic year (first week ending in July, last week ending in June), you may be eligible for bonus pay. Stale time submitted after the current plan year ends will be counted toward the next service bonus year.

Bonus checks will be issued in July based on the following structure:

Units required	Bonus amount
140 or more units	1.5% of earnings

- For unit assignments, 1 day = 1 unit
- For all hourly assignments, 7 hours = 1 unit

To Qualify:

- Work at least 140 units during the KES bonus academic school year; the hours must appear on paycheck/advice dated the first week ending in July through the last week ending in June; and
- * You must be an "active" employee at the end of the school year. "Active is defined as having worked 10 units after the last Sunday in March.
- * Be sure to maintain an ongoing, accurate record of your units and assignments.

Please Note: This plan applies to KES instructional positions only (Payroll Service hours excluded) and may be modified or cancelled at any time without prior notice.

Benefit Alliance Plans

Kelly has arranged for the opportunity for employees to purchase benefits from a third party vendor, Leslie & Associates. The plan includes, but is not limited to:

- Group Supplemental Medical Plans
- Prescription Drug Plans
- Dental Insurance Plans
- Vision Plans
- Group Life Insurance

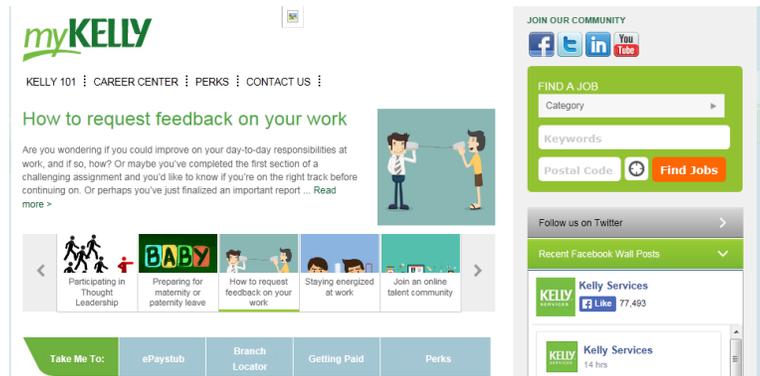
For more information and enrollment material, visit www.lesliebenefits.com or call 800-644-6854.

MyKelly.com

MyKelly is an online community for Kelly temporary employees **only**. It brings Kelly temporary employees together as a community and provides an easy way to obtain Kelly information via the Web.

Features include access to, and information on, the following:

- Kelly Learning Center
- Web Time
- Frontline
- Getting paid
- Policies
- Kelly Career Network
- Career Tips (updated monthly)
- Service bonus & holiday requirements
- Employee discounts
- Employee benefits
- Branch contact information
- Comprehensive online "contact us" forms
- Connection to Kelly's social sites; Facebook, Twitter, and LinkedIn



Messenger

This monthly e-newsletter delivers news and information directly to all assigned Kelly temporary employees in the United States. In each newsletter, the Messenger highlights Kelly employment information, career tips and much more.

Perks

Looking for a great employee discount or maybe some information on benefits? The perks section can help you find it! Kelly Services' PerkSpot program is a special "perk" available to all Kelly Employees. PerkSpot is a personal online savings resource— a place to find discounts and rebates on goods and services from many of the best known brand names in the U.S. – online and off, nationally and locally. And they're up to date, too – PerkSpot updates the discounts and deals daily.

Through partnerships with thousands of popular retailers and service providers, PerkSpot obtains discounts for almost anything you can buy. Whether you're in the market to buy clothing, home furnishings, cell phones, personal computers, jewelry, sports and fitness equipment, travel and vacation packages, or even voluntary perks like auto insurance, PerkSpot can save you time, money and energy. It's your one-stop-shop for all the best discounts, deals, and savings.

Here's all you need to do to put PerkSpot to work for you.

- **Register** - From your work or home computer, go to the Kelly Services' PerkSpot site, KellyServices.PerkSpot.com. In the "New Members" heading, complete the step-by-step instructions. Once you have logged in to PerkSpot, you can browse logos, search for individual discounts, or select your savings from categories.
- **Shop** - Check out the deals each vendor offers. The site and deals change daily! Click on a vendor's icon on the PerkSpot homepage, use search bar, or browse the many categories. Follow the instructions provided for each deal – this is the info that you'll need to "close the deal." In some cases, you may need to print a coupon. Some discounts are available only online. In the case of others, you may need to use an offer code or present proof of employment. We've got all the information ready for you on the site. You've just got to login to have access to it all!
- **Buy and Save!** - Just pick out what you'd like, follow the instructions provided on PerkSpot and check out. You'll be able to access the online store of most vendors through links from the PerkSpot site, but some instructions may tell you to redeem the discount with a printable coupon. Either way you redeem, PerkSpot's savings are convenient and valuable – from everyday purchases like groceries to special purchases like family vacations or auto insurance.

FRONTLINE EDUCATION'S ABSENCE MANAGEMENT SOLUTION SUBSTITUTE QUICK-START GUIDE

Internet Feature			
Accessing the System via the Internet	Viewing and Accepting Assignments	Entering Time Using Kelly Web Time	Entering Time Using Kelly Web Time (continued)
<ol style="list-style-type: none"> 1. Go to http://mykelly.com/MyKelly_Global/Home/. 2. Select your Country (United States) & Division (Kelly Educational Staffing). 3. Click Go to MyKelly. 4. Click Frontline Login (located under Employee Logins). 5. Enter your ID and PIN. 6. Click Sign In. Your home page will display. 	<ol style="list-style-type: none"> 1. To locate assignments, click Available Jobs at the top of the page or view Available Jobs below the interactive calendar. 2. To accept the assignment, click Accept. You will be scheduled for the assignment and given a confirmation number. 3. To return to your homepage without accepting any assignments, click the Home icon. 	<ol style="list-style-type: none"> 1. From the home page, click Web Time. 2. Verify that you are entering time for the correct weekending and teacher. 3. In the Actual Start, Actual End, and Break Times fields, enter your actual start and end times, and times in and out for break in HH:MM format. 4. If no lunch was taken, leave the Break Times blank. 	<ol style="list-style-type: none"> 5. Verify your entered times and click Save. 6. In the Time Sheet Comments field, enter any notes to the approver once the time sheet has been saved.
IVR Feature			
Accessing the System via the IVR System	Receiving Calls from the IVR System	Accepting Assignments on the IVR System	Changing Your PIN via the IVR
<ol style="list-style-type: none"> 1. Call 1-800-942-3767. 2. Enter your ID and PIN and press #. 3. Select one of the following system options: <ul style="list-style-type: none"> • Press 1 to hear a list of available assignments. • Press 2 to review upcoming accepted assignments. • Press 3 to review a specific accepted assignment. • Press 4 to review or change your personal information. • Press 9 to enter time sheet information. <p>Note: Press * to go back one menu level at any point.</p>	<p>The system will introduce itself and offer the following options:</p> <ul style="list-style-type: none"> • Press 1 if you are interested in an assignment. • Press 2 to prevent further calls today. • Press 3 if you are unavailable today. • Press 9 to prevent the system from calling in the future. 	<ol style="list-style-type: none"> 1. Press 1 from the main menu. You will hear the district and school for the assignment. 2. Enter your PIN and press #. 3. The system will present details of the assignment and the following options: <ul style="list-style-type: none"> • Press 1 to accept the assignment. • Press 2 to hear the assignment again. • Press 3 to reject the assignment and allow additional calls today. • Press 4 to reject the assignment and prevent additional calls today. 4. Press 1 to accept the assignment. You will be scheduled for the assignment and given a confirmation number. 	<ol style="list-style-type: none"> 1. Press 4 from the Main Menu. 2. Press 2 to hear your current PIN. 3. Enter a new four digit PIN and press # (Press * to leave your PIN unchanged). 4. The system will repeat the PIN you entered. <ul style="list-style-type: none"> • Press 1 if the PIN is correct. • Press 2 to re-enter your PIN. 5. After confirming your new PIN: <ul style="list-style-type: none"> • Press 1 to save your new PIN. • Press 2 to erase and re-record your PIN. • Press 3 to return to the change personal information menu without saving.

The IVR automatically generates a recording of your name. If the IVR records your name incorrectly, re-record it following these steps:

1. Call the IVR at 1-800-942-3767.
2. Enter your ID and PIN and press **#**.
3. Press **4** from the Main Menu to change your personal information.
4. Press **1** to record your name.
5. Press **1** to save the recording.

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

This guide is a condensed version of the *Frontline Education's Absence Management Solution: Substitute Employee Guide on myKelly.com*, intended for quick reference only.

SUBSTITUTE EMPLOYEE WEB TIME INSTRUCTIONS

These instructions will show you how to record your time into the Frontline (formerly known as Frontline) system for payroll purposes. The following are critical elements of the process:

Mission Critical Elements of Entering Time:

1. You must enter your time into Frontline for the week worked by Sunday at 11:59 pm (midnight). For example, if today is Friday, you have 2 more days (Saturday and Sunday until midnight) to record your time.
2. Be sure to verify the assignment detail for each job that you had to ensure that it:
 - a. Reflects the correct date
 - b. Reflects the correct School
 - c. Reflects the correct School Employee (teacher) you replaced

If any of the above are incorrect, contact your branch or the KES Scheduling Team and have the assignment corrected.

3. Remember to **Save** your time sheets as you record the information

A green rectangular button with a white checkmark icon on the left and the text "Save Time Sheet" in white.

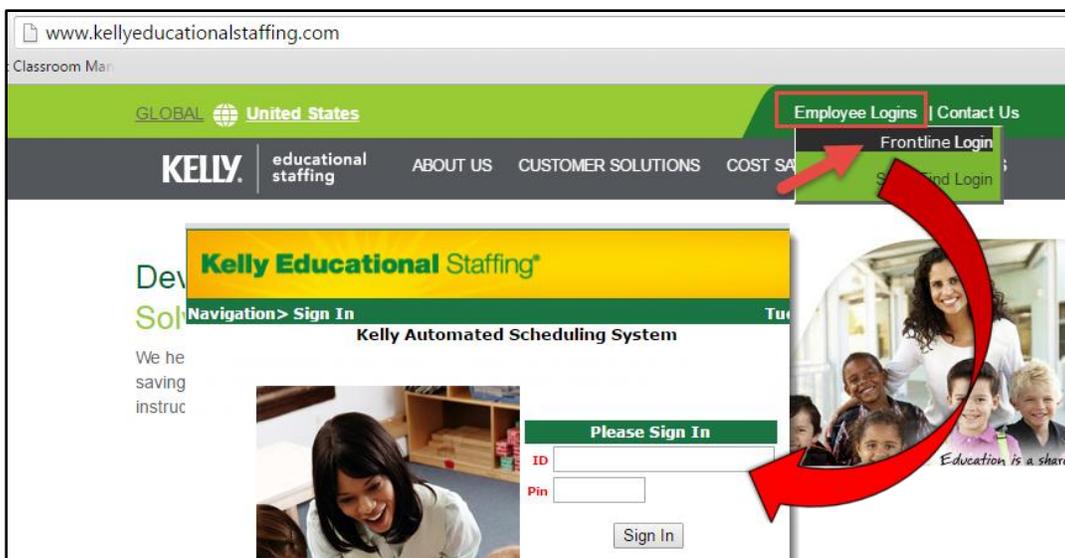
4. Make sure you have an email address recorded in the Preferences area of Frontline so that you are able to receive notifications of time approval, rejections, etc.

5. Best practice: enter your time sheet into the Frontline WebTime area on a daily basis. For additional KES Frontline Training, enter the following link in your browser to view the video: <https://youtu.be/NQLpqHOYLcE>.

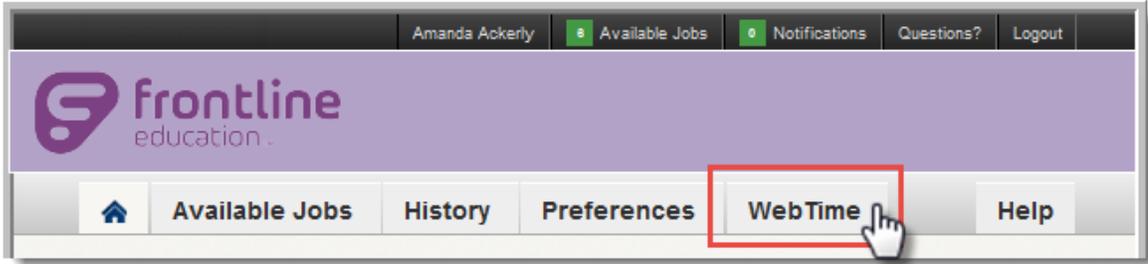
This training video was created for KES substitute employees serviced by our KES Scheduling Team. You'll learn about KES systems and processes, understand how absences are managed, and you'll learn important tasks including how to accept an absence in the Frontline system and how to enter your payroll time via Webtime. This video is a 'must see' for every Kelly Substitute employee.

Recording Time for Payroll (WebTime)

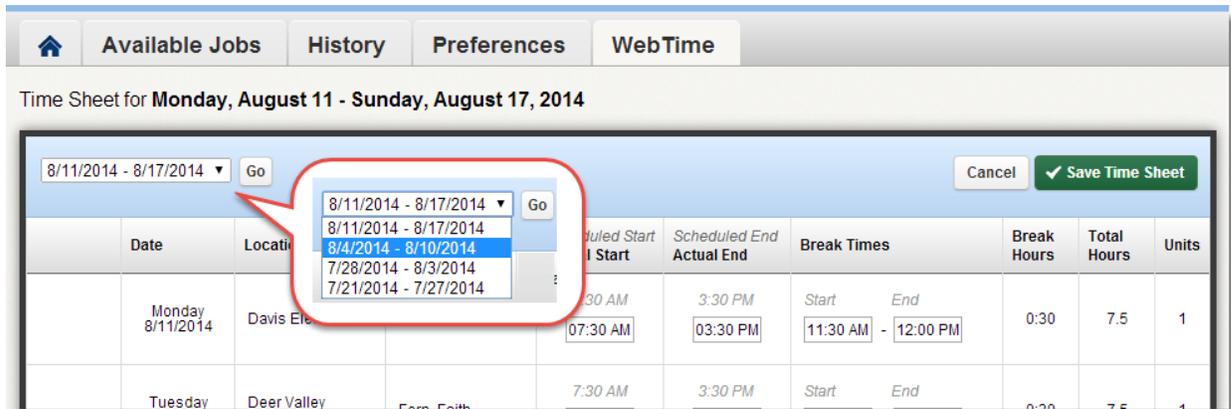
1. Log in to Frontline from <http://www.kellyeducationalstaffing.com> by clicking the "Frontline Login" link and entering your ID and PIN. If you don't know your ID or PIN, contact the KES Support Desk at **1-866-KELLY38**.



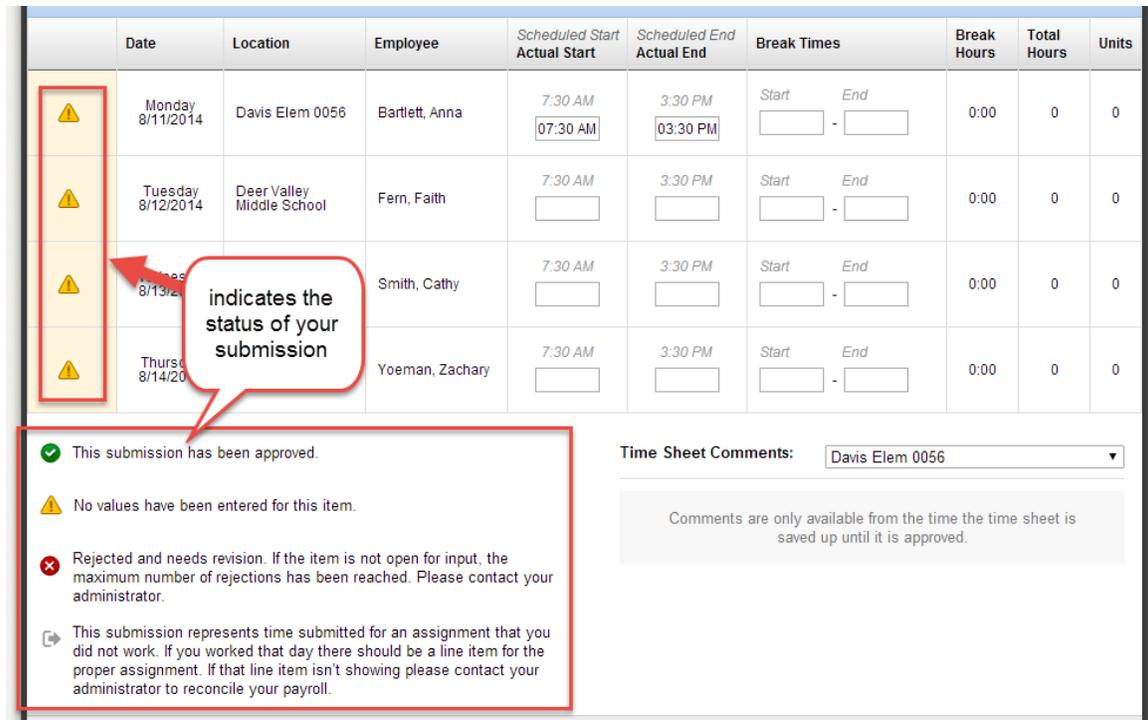
- From the main screen, click the **WebTime** tab.



- By default, the screen displays the current period of pay also known as the *Assignment Record*. Select the desired pay week (if necessary) by clicking the drop down arrow and then click **GO**.



- Icons next to each job in the *Assignment Record* indicate the status of your submission – the key is shown on the screen for your convenience.



5. For each job, complete the following:
 - a. Verify that the **Date, Location and Employee** are correct. (i.e., you worked the job listed for that school employee)



Note: If the assignment record in Frontline does not list the correct teacher you replaced or the correct start and end time, **STOP** - do not enter time for that assignment. Contact your local office or the service center and a Kelly representative will enter the correct teacher or timeframe of your assignment. Once the correction is made you can then enter time for that assignment.

- b. Enter your **Actual Start** and **Actual End** times of the assignment you worked (hint: the scheduled start and end times are shown in *italics*)
- c. Enter any **Break Time** you took. If you did not take a break, leave the Break Times fields blank. For example, if you took a lunch break from 11:45 until 12:15 you would enter those times in the Break Times field).

The system will automatically calculate your **Total Hours** and/or assign the proper **Units** based on your input.

Date	Location	Employee	Scheduled Start	Scheduled End	Break Times		Break Hours	Total Hours	Units
			Actual Start	Actual End	Start	End			
Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	<i>7:30 AM</i> 07:30 AM	<i>3:30 PM</i> 03:30 PM	<input type="text"/>	<input type="text"/>	0:00	8	1

6. Repeat steps A, B, and C above for any remaining assignments for that week.
7. Be sure to enter the proper A.M. and P.M. indicators when recording your time. If you happen to make a mistake, the system will prompt you about the error when you try to save your time sheet (The Actual Start Time must be before the Actual End Time.)

8/11/2014 - 8/17/2014

Could not save one or more time sheet items due to the following error(s):

- Monday 8/11/2014 - The Actual Start Time must be before the Actual End Time.

Date	Location	Employee	Scheduled Start	Scheduled End	Break Times		Break Hours	Total Hours	Units
Actual Start	Actual End	Start	End						
Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	<i>7:30 AM</i> 07:30 AM	<i>3:30 PM</i> 03:30 AM	<input type="text"/>	<input type="text"/>	0:00	0	0

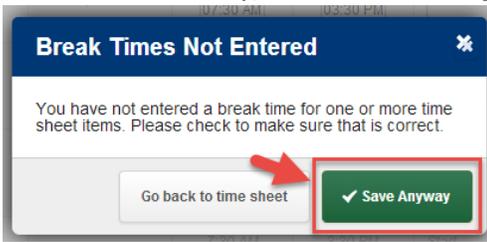
8. Once all your time is entered correctly, click the **Save Time Sheet** button.

Time Sheet for **Monday, August 11 - Sunday, August 17, 2014**

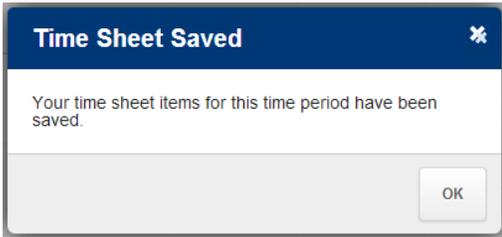
8/11/2014 - 8/17/2014

Date	Location	Employee	Scheduled Start	Scheduled End	Break Times		Break Hours	Total Hours	Units
Actual Start	Actual End	Start	End						
Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	<i>7:30 AM</i> 07:30 AM	<i>3:30 PM</i> 03:30 PM	<input type="text"/>	<input type="text"/>	0:00	8	1
Tuesday 8/12/2014	Deer Valley Middle School	Fern, Faith	<i>7:30 AM</i> 07:30 AM	<i>3:30 PM</i> 03:30 PM	11:30 AM	12:00 PM	0:30	7.5	1

9. If you didn't enter a break time for an assignment, the system will prompt you. If you did not take a break that day, click the **Save Anyway** button.



10. Frontline will advise you that your entry was saved.

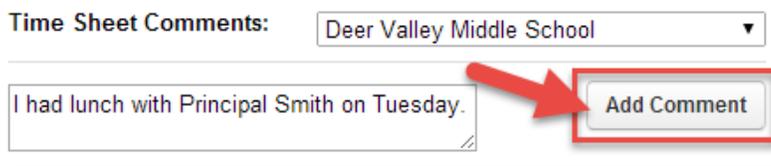


11. Once you have saved your time sheet, Frontline will allow you to enter any necessary **Time Sheet Comments**.



Note: Comments are helpful to explain things related to the assignment. For example, you might comment why you took a 1 hour lunch instead of a normal 30 minutes.

To enter comments, select the proper school from the **Time Sheet Comments** drop down menu, type in the comment, then click **Add Comment**.



Your comment will show a status of 'Pending...' up until Sunday at 11:59pm when it automatically gets submitted for approval. You have the option to delete the comment up until that time. Note that any comments from your *approver will also appear here.

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End - -	0:00	8	1
	Tuesday 8/12/2014	Deer Valley Middle School	Fern, Faith	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End 11:45 AM - 12:15 PM	0:30	7.5	1
	Wednesday 8/13/2014	KES Middle School	Smith, Cathy	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End - -	0:00	8	1
	Thursday 8/14/2014	Deer Valley Middle School	Yoeman, Zachary	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End - -	0:00	8	1

This submission has been approved.
 Time Sheet Comments: Deer Valley Middle School

No values have been entered for this item.

Pending. Williams Abrams
 I had lunch with Principal Smith on Tuesday.

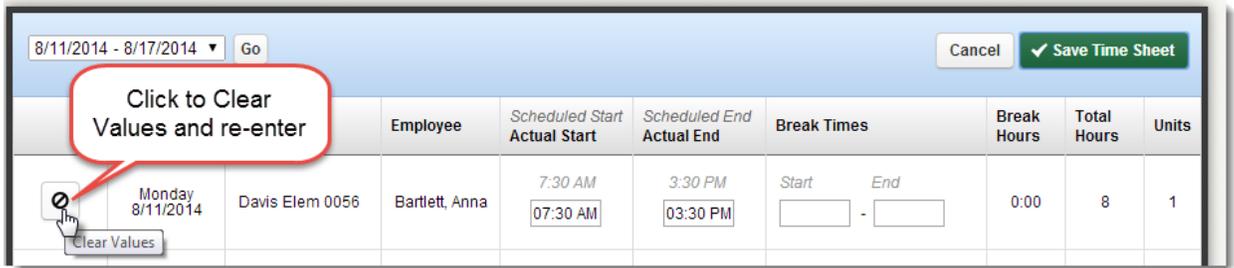
Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

Add Comment

*comments are also used for explaining rejected time by the approver.

12. Your time sheet will remain in this status until it is sent for approval by an administrator which is **SUNDAY 11:59 PM LOCAL TIME** for the week worked.

Up until Sunday 11:59PM, you can update or edit your timesheet by clicking the "Clear Values" icon [] which appears along the left side of the entry.

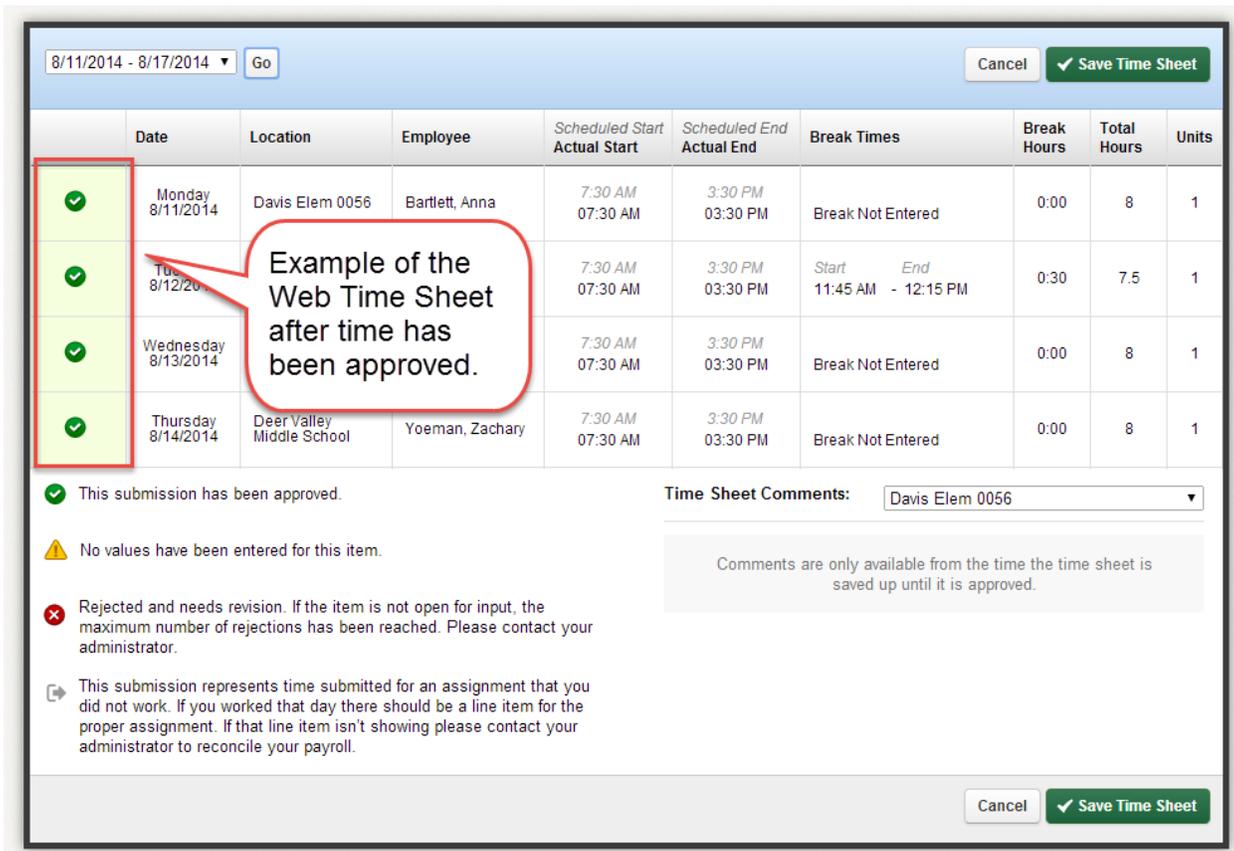


8/11/2014 - 8/17/2014 Go Cancel Save Time Sheet

Click to Clear Values and re-enter

	Date	Location	Employee	Scheduled Start	Actual Start	Scheduled End	Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM	07:30 AM	3:30 PM	03:30 PM	Start - End	0:00	8	1

- On Sunday around midnight, an email will be sent to your approver who will review and approve (or reject) your timesheet. If you have an email address recorded in Frontline, an email will be sent to you indicating that your time has been approved or if it has been rejected and why. **If your time is rejected, you have the chance to correct it but you must do so by Monday at 11:59 pm (midnight).** Making your correction within this time frame will allow your pay to process in this weeks paycheck; otherwise if you miss the Monday midnight correction deadline, that rejected time may not appear until the following pay period.



8/11/2014 - 8/17/2014 Go Cancel Save Time Sheet

	Date	Location	Employee	Scheduled Start	Actual Start	Scheduled End	Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM	07:30 AM	3:30 PM	03:30 PM	Break Not Entered	0:00	8	1
	Tuesday 8/12/2014			7:30 AM	07:30 AM	3:30 PM	03:30 PM	Start 11:45 AM - End 12:15 PM	0:30	7.5	1
	Wednesday 8/13/2014			7:30 AM	07:30 AM	3:30 PM	03:30 PM	Break Not Entered	0:00	8	1
	Thursday 8/14/2014	Deer Valley Middle School	Yoeman, Zachary	7:30 AM	07:30 AM	3:30 PM	03:30 PM	Break Not Entered	0:00	8	1

Example of the Web Time Sheet after time has been approved.

 This submission has been approved.

 No values have been entered for this item.

 Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

 This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments: Davis Elem 0056

Comments are only available from the time the time sheet is saved up until it is approved.

Cancel Save Time Sheet

KELLY ePAYSTUB

With Kelly ePaystub, your paystub is posted electronically to a secure Internet site rather than mailed to your home. If you are enrolled in Kelly ePaystub, you will enjoy these benefits:

- Receive information on net pay and all deduction/tax details of your earnings without making trips to the mailbox*.
- Increased security for your personal information over a paper paystub that can otherwise get easily lost or destroyed
- Ability to view a historical record of your earnings for up to 16 months from the time you sign up **(No records prior to enrollment will be available on the site.)**
- Help the environment with this "green" initiative by reducing paper.

Enrollment

Kelly will auto-enroll you in ePaystub, once your Direct Deposit or Money Network Service enrollment is complete, with the following exceptions:

- **Non-Supported States (California, Connecticut, Hawaii, Minnesota, New York, and Oregon):** Kelly will not auto-enroll you in ePaystub.
- **Opt-Out States (Delaware, Maine, New Jersey, Utah, Virginia, Washington, and Wyoming):** Kelly will auto-enroll in ePaystub. However, the employee can receive a paper paystub if they choose.
- **Georgia and New Hampshire:** Kelly will only auto-enroll you in ePaystub when you choose Direct Deposit or Money Network Service.

Once you have received your first paper paystub, you will receive an e-mail from Kelly inviting you to enroll in Kelly ePaystub.

- Register as a new user, following the process as detailed on the site.
- During registration you will be asked to enter a current e-mail address and/or phone/text number, and indicate a preferred means for communication. If you choose to be notified, you will receive a communication when an ePaystub is available.
- Visit the Web site each pay period to view your ePaystub, even if you do not have a current e-mail address or phone/text number.
- If you encounter a problem getting to your Kelly ePaystub or you choose to decline from the program, you can go back to receiving paper paystubs by calling a toll-free number that will be available 24 hours a day, seven days a week.

Note: New employees gain access seven to 10 business days after enrollment.

You will continue to receive a paper paystub until your enrollment is complete.

*Contact your local branch for time submission deadlines to ensure your pay is processed in a timely manner.

Q. What if I have questions?

- A.** If you have questions about the contents of your ePaystub, or about direct deposit or money network services, contact the Kelly Employee Service Center at 1-866-KELLY-4U (1-866-535-5948), available from 8 A.M. to 8 P.M. ET, Monday through Friday. For all other questions, including enrollment, how to log in, or how to use the Kelly ePaystub site, contact the Help Desk, toll-free at 1-800-733-7842. (Agents are available to assist you 24 hours a day, seven days a week.)

Substitute Employee Pay Chart

Instructions: Customize this with your Substitute Employee Pay Rates and remove this line of text prior to printing

Job Title	Pay Rate

Substitute Teacher Report

Substitute Teacher _____ Date _____

Phone # _____ Grade _____

Email Address: _____ School _____

Substituted for: _____

Please let me know of any areas you feel I can improve to be a better substitute teacher for you.

Notes regarding lessons plans:

I also taught:

Notes regarding behavior:

Terrific helpers:

Students who were absent:

Messages for the permanent teacher:

Substitute Teacher Report

Substitute Teacher _____ Date _____

Phone # _____ Grade _____

Email Address: _____ School _____

Substituted for: _____

Please let me know of any areas you feel I can improve to be a better substitute teacher for you.

Lesson	Notes about lessons	Notes about students
1		
2		
3		
4		
5		
6		
7		
8		

CLASSROOM EVALUATION

- Complete this form and return it to the KES office via email at **XXXX@kellyservices.com** or via fax at **<branch fax number>**.
- Call your local Kelly branch with any immediate concerns.

Name		Date
Full-Time Teacher Name		Grade/Subject
Were the lesson plans provided and readily accessible? Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you adequately informed of school emergency procedures and where emergency information is located? Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the students polite and courteous? Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you have any moderate to severe disciplinary issues in the classroom? If so, how were these handled?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you adequately informed by school staff of special classes and procedures to take students to and from these classes (music, art, etc.)? Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the school staff helpful and cooperative? Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to substitute teach in this class again? Comments:		<input type="checkbox"/> Yes <input type="checkbox"/> No
What can the school staff do to help substitute teachers in the future?		
Additional Comments:		

Use this extra space to add any additional information such as school directory, local KES specifics, and/or school district specific policies. KES Job Descriptions (minimum of e2091 KES Instructional Job Descriptions/Consent, others as according to the Exhibit A) and e1450 Standards of Professional Conduct should be included for substitute records.

If KES Job Descriptions and Standards of Professional Conduct are not listed in this guide, individual copies will need to be provided to the substitute employees for their records.