

LOCAL KELLY TEAM

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

Contact Information:

Phone: (314) 317-5420

Email: 363P@kellyservices.com

Address: 2458 Old Dorsett Road, Suite 321, Maryland Heights, MO 63043

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 refer a new substitute employee
- To request any special reporting

KES SCHEDULING TEAM

Hours: 4:00 A.M. – 7:00 P.M. CST
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 edit the date or start/end times of an absence already in Frontline
- To cancel a past absence
- To edit a past absence when the substitute has entered timesheet data
- For last minute, same day absences (less than 1 hour before the absence start time)
- To request a specific substitute
- To move an assigned substitute to a different absence

FRONTLINE SYSTEM

Hours: 24/7

Internet Scheduling Access:

www.kellyeducationalstaffing.com Select “Employee Logins” at the top of the page.

IVR (Interactive Voice Response System) Phone Access:

Phone: 800-942-3767