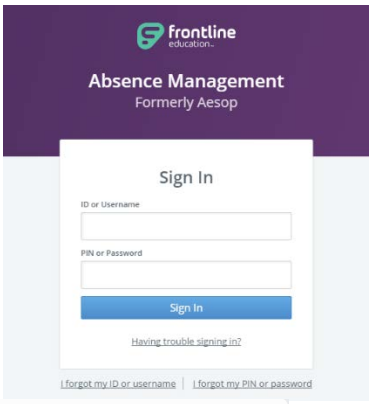
HOW TO SUBMIT YOUR ABSENCE

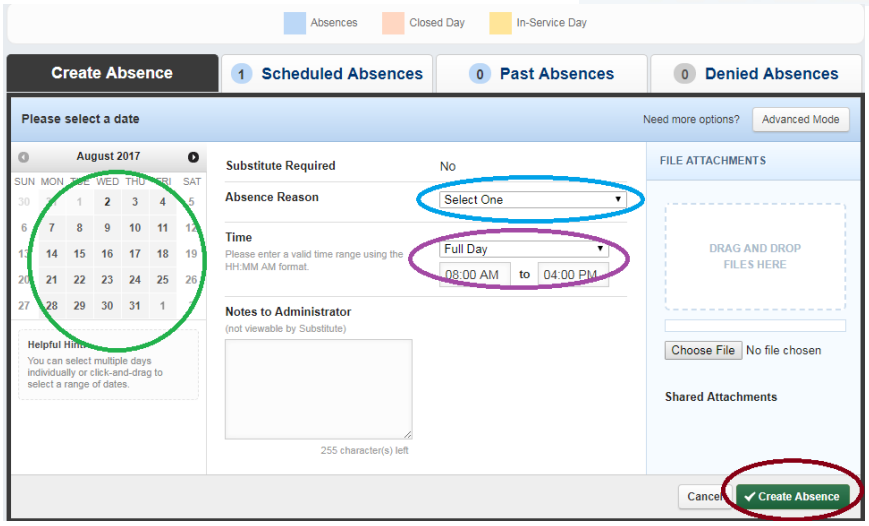
There are 2 ways to submit your absence following the instructions below.

Through the Internet:

1. Go to https://kelly.aesoponline.com/login.asp



2. Enter your ID and Pin.
3. Click Sign In.
4. Select the date of your absence.
5. Select an Absence Reason for your absence from the drop down.
6. Select a Time in the drop down of Half day, Full day or Custom for your absence.
7. Click Create Absence.



Through the Automated Phone System:

1. Call 1-800-942-3767.
2. Enter your ID number and press #.
3. Enter your PIN number and press **#.**
4. Select one of the following system options:
    - Press **1** to create an absence.
5. Select one of the following system options:
    - Press **1** to create an absence for today (must be before your start time in the AM).
    - Press **2** to create an absence for tomorrow.
    - Press **3** to create an absence for another day.
6. Enter the day of the month follow by the **#** sign.
7. Enter the number of days for the absence.
8. Select the absence time:
    - Press **1** for a full day
    - Press **2** for a half day AM
    - Press **3** for a half day PM
    - Press **4** for a Custom start and end time
9. Select the reason for the absence by following the prompts given.
10. Save the absence and you will receive a confirmation number.
11. To speak to a live scheduling person with Kelly Services call 1-866-535-5998 or call Human Resources.