



KASS EMPLOYEE QUICK-START GUIDE

First Things First – Record Your Name and Title on the IVR

1. Call the IVR at 1-800-942-3767.
2. Enter your ID and PIN and press #. ID is your 10-digit phone #; PIN is the last 4 digits of your phone number.
3. Press **5** from the Main Menu.
4. Press **1** to record your name and title.
5. Press **1** to save the recording.
 - **You will only need to record your name and title once unless your name, title, or classroom assignment has changed.**
6. Contact the Kelly office at 860-482-2178 or email 1760@kellyservices.com if you have any questions.

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"> 1. Go to www.kellyeducationalstaffing.com. 2. Click KASS Login at the top of the screen. 3. Enter your ID and PIN. 4. Click Sign In. Your home page will display. Your available functions are listed on the left side. 	<ol style="list-style-type: none"> 1. Click Create an Absence on your home page. 2. Enter the absence information (e.g., # of Absence Instances, Start Date, Absence Reason Type) and click Save. 3. You will receive a confirmation number. 4. You may fill your own assignment IF you have made previous arrangements with your substitute. 	<ol style="list-style-type: none"> 1. Click Absence History on your home page. 2. Click the confirmation number of the future absence you want to modify. 3. Click Edit this Absence and edit date, absence reason, absence type, and/or start and end times as necessary. 4. Click Save. 	<ol style="list-style-type: none"> 1. Click Change PIN on your home page. 2. Enter your existing PIN in the Current PIN field. 3. Enter your e-mail address in the E-mail Address field. 4. Enter your new PIN in the New PIN field. 5. Retype your new PIN in the Retype PIN field. 6. Click Apply Changes to save your changes.

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"> 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 record an absence. • Press 2 to check entitlement balances. • Press 3 to review upcoming absences. • Press 4 to review a specific absence. • Press 5 to review or change personal information. <p>Note: Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> 1. Press 1 from the Main Menu and select one of the following options: <ul style="list-style-type: none"> • Press 1 to record an absence for today. • Press 2 to record an absence for tomorrow. • Press 3 to record an absence for another day within the next 30 days. • Press 4 to record an absence for Monday (on Friday or weekend). 2. Enter the number of days for the absence (up to five). 3. Enter a start and end time by following the IVR prompts. 4. Select the reason for the absence. 5. Save the absence. You will receive a confirmation number. 	<ol style="list-style-type: none"> 1. Press 3 from the Main Menu and select one of the following options: <ul style="list-style-type: none"> • Press 1 for absences scheduled for today. • Press 2 for absences scheduled for tomorrow. 2. Select one of the following options: <ul style="list-style-type: none"> • Press 1 to hear more about the absence. • Press 2 to hear the information again. • Press 4 to listen to the next absence. • Press 5 to return to the Main Menu. 	<ol style="list-style-type: none"> 1. Press 5 from the Main Menu. 2. Press 2 to hear your current PIN. 3. Press * to leave your PIN unchanged, or enter a new four digit PIN and press #. 4. Confirm your new PIN by following the IVR prompts.

Call 1-866-KELLY-38 if you experience technical difficulties using the Kelly Automated Scheduling System.

This guide is a condensed version of the *KASS Employee Guide* and is intended for quick reference only. For comprehensive details and instructions, request a copy of the *KASS Employee Guide* from your local Kelly Educational Staffing branch.