

# 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>1. Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>2. Click KASS Login at the top of the screen.</li> <li>3. Enter your ID and PIN.</li> <li>4. Click Sign In. Your home page will display.</li> </ol>	<ol style="list-style-type: none"> <li>1. Scroll down to the Create Absence tab on your home page.</li> <li>2. Enter the absence information.</li> <li>3. Click Create Absence or Create Absence and Assign Sub. You will receive a confirmation number.</li> </ol> <p>Note: The Assign Sub function may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Click Scheduled Absences on your home page.</li> <li>2. Click the confirmation number of the future absence you want to modify.</li> <li>3. Click Edit Absence and edit the information as necessary. (Editable fields are dependent on absence status).</li> <li>4. Click Save Absence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click Account &gt; Change PIN on your home page.</li> <li>2. Enter your existing PIN in the Old PIN field.</li> <li>3. Enter your new PIN in the New PIN field.</li> <li>4. Retype your new PIN in the Confirm New PIN field.</li> <li>5. Click Apply 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>1. Call 1-800-942-3767.</li> <li>2. Enter your ID and PIN and press #.</li> <li>3. Select one of the following system options:               <ul style="list-style-type: none"> <li>• Press 1 to record an absence.</li> <li>• Press 2 to check entitlement balances.</li> <li>• Press 3 to review upcoming absences.</li> <li>• Press 4 to review a specific absence.</li> <li>• Press 5 to review or change personal information.</li> </ul> </li> </ol> <p>Note: Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> <li>1. Press 1 from the Main Menu and select one of the following options:               <ul style="list-style-type: none"> <li>• Press 1 to record an absence for today.</li> <li>• Press 2 to record an absence for tomorrow.</li> <li>• Press 3 to record an absence for another day within the next 30 days.</li> <li>• Press 4 to record an absence for Monday (on Friday or weekend).</li> </ul> </li> <li>2. Enter the number of days for the absence (up to five).</li> <li>3. Enter a start and end time by following the IVR prompts.</li> <li>4. Select the reason for the absence.</li> <li>5. Confirm the absence details.</li> <li>6. Save the absence or Save &amp; Assign a particular substitute by following the IVR prompts. You will receive a confirmation number.</li> </ol> <p>Note: The Assign Sub function may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Press 3 from the Main Menu and select one of the following options:               <ul style="list-style-type: none"> <li>• Press 1 for absences scheduled for today.</li> <li>• Press 2 for absences scheduled for tomorrow.</li> <li>• Press 3 for absences scheduled for the next 30 days.</li> </ul> </li> <li>2. Select one of the following options:               <ul style="list-style-type: none"> <li>• Press 1 to hear more about the absence (if multiple days).</li> <li>• Press 2 to hear the information again.</li> <li>• Press 4 to listen to the next absence, if applicable.</li> <li>• Press 5 to return to the Main Menu.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Press 5 from the Main Menu.</li> <li>2. Press 2 to hear your current PIN.</li> <li>3. Press * to leave your PIN unchanged, or enter a new four or five digit PIN and press #.</li> <li>4. The system will repeat the PIN you entered.               <ul style="list-style-type: none"> <li>• Press 1 if the PIN is correct.</li> <li>• Press 2 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:

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