

**Kelly Educational** Staffing®

# Kelly® Automated Scheduling System (KASS) Administrator Guide



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SERVICES

# **KASS Reference Guide for Administrators**

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# **KASS Reference Guide for Administrators**

## **Welcome!**

Kelly Educational Staffing® is pleased to present the Kelly Automated Scheduling System (KASS). KASS is available through the Internet or telephone (via the Interactive Voice Response system - IVR) creating an easy-to-use system for absence management. Among several other available features, you can use the system to communicate and report on employee absences. For your convenience, the system is available 24 hours a day, 7 days a week. This guide details the functionality for both the Internet and telephone features in KASS.

### **Accessing KASS**

- Internet – You can access the system via the Internet to enter absences, edit absences, and run informative reports.
- Telephone – You can access the system via telephone to enter absences.

## **Guide Content**

In this guide you will learn how to:

- Access the system via the Internet or telephone
- Enter an absence
- Modify an absence
- View Preferred Substitutes
- View the Daily Report
- View the Day of Week Absence Analysis
- View the Absence Summary Report
- View the Absentee Report
- View the Employee Register
- View the Absence Interactive Report
- Change your PIN
- Approve/reject timesheets
- View the Timesheet Summary Report
- Manage time approvers
- Obtain assistance
- Monitor absences

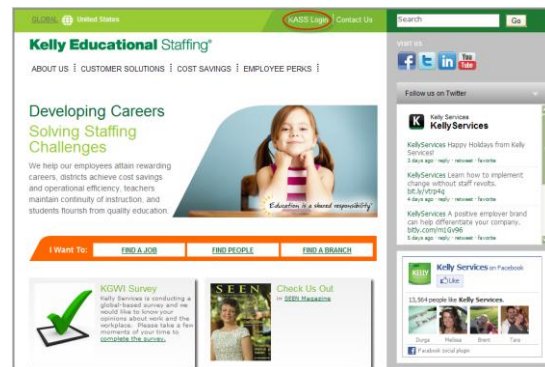
# Internet Feature of KASS

## A: Accessing KASS

**Step 1:** Open the Kelly Educational Staffing Web site on the Internet at [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com).

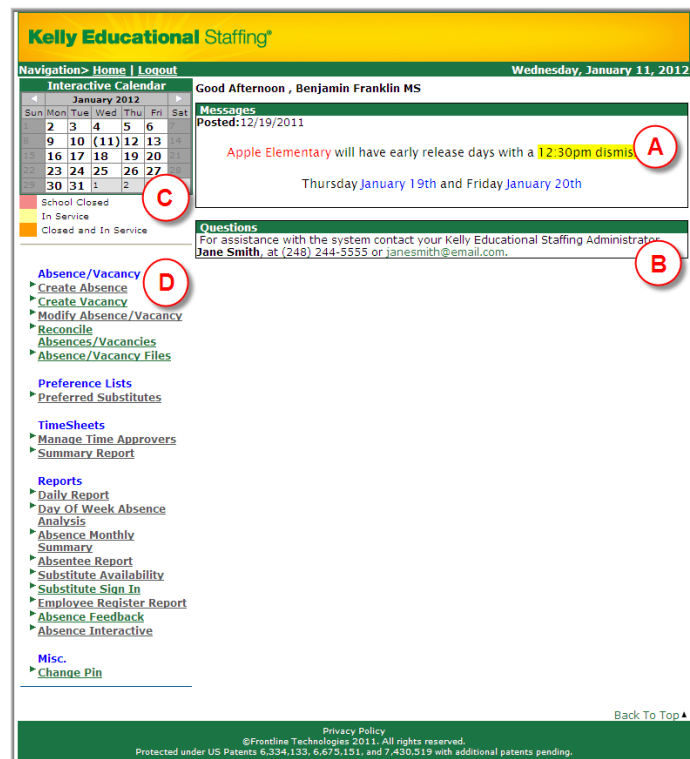
**Step 2:** Click **KASS Login**.

**Step 3:** Enter your ID number and PIN in the appropriate fields. **Your ID number and PIN have been provided by your Kelly Educational Staffing Office.**



**Step 4:** Click **Sign In**. This will log you on to KASS and take you to the customized home page.

- On your home page there is a **Message box (A)**, **Question box (B)**, the **Interactive Calendar (C)**, and the absence management **Functions (D)**.
- The **Messages** box may contain important notes from the Kelly Educational Staffing office or KAST Center.
- The **Questions** box contains the Kelly Educational Staffing office or KAST Center contact information.
- The **Interactive Calendar** will display the days your school is closed. If the calendar requires updates, please contact the Kelly Educational Staffing office or KAST Center. Scroll to another month by clicking on the right/left arrows in the upper corners of the calendar.
- The functions available to you are listed on the left side of the home page (e.g., Create Absence, Daily Report).



## B: Entering an Absence

As an administrator, you can enter absences for your employees. To enter an absence, you will need the employee's name, the absence start and end dates, the reason for the absence, and the absence start and end times. The default start and end times were collected during your school district's KASS implementation.

**Step 1:** Click **Create Absence** function under the Absence/Vacancy header on the home page.

**Step 2:** Select the first letter of your employee's last name, or enter the first few letters of the last name in the space provided, and click **Go**.

**Step 3:** Select an employee by clicking the employee's name.

**Step 4:** Enter the absence information in the **Create Absence** screen as follows:

- **Length of Absence** – Click the calendar icon to select the start and end dates. If the absence is longer than five consecutive days, please contact your Kelly Educational Staffing office or KAST Center directly to record the absence. By default, the system will display the next available absence date.
- **School** – if you have district access to KASS, select a school or all schools
- **Absence Reason** – Select the absence reason from the drop-down list.
- **Absence Type**
  - Select the type of absence (Full Day, Half Day AM, Half Day PM, Custom).
- **Start Time** – To customize, select the employee's absence start time.
- **End Time** – To customize, select the employee's absence end time.

Creating an Absence: Osbourne, Georgina  
School: Benjamin Franklin MS

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time
12/20/2011	12/20/2011	Sick	Yes	Full Day	07:30 AM	03:30 PM

Tuesday Tuesday

Sun Mon Tue Wed Thu Fri Sat

☐ ☒ ☒ ☒ ☒ ☒ ☐

Create Absences on these days of the week within the date range specified above

Budget Code: EM - Middle School Teacher

Next > Cancel

**Note:** If the absence begins within one hour or is past your schools absence cut off time, the system will not allow you to enter the absence. Please contact your Kelly Educational Staffing office or KAST Center to record the absence.

**Step 5:** Click **Next** to finalize the details of the absence. You can add notes for the substitute, such as the location of the lesson plan or specific classroom instructions. The notes can be read by anyone (e.g., substitutes, employees, and your Kelly Educational Staffing office) who views the absence.

**Step 6:** Click **Save** when all required absence information is provided.

**Step 7:** (optional) To attach a document to the absence, click the **Upload New** link.

**Note:** Documents attached to an absence can be in doc, docx, pdf, xls, or xlsx format and no larger than 600KB. An absence can have more than one attachment linked to it. An attachment will be deleted from an absence after 10 days of the assignment completion.

## B: Entering an Absence (continued)

**Modify Absence** [Create a New Absence](#) | [Create another absence for this employee](#)

CONF#: 78491051  
Employee: Georgina Osbourne  
School: Benjamin Franklin MS  
Created On: 1/11/2012 2:41:02 PM  
Last Update: 1/11/2012 2:41:02 PM  
Status: Unfilled  
Reconciled: No [Reconcile](#)  
Substitute Required: Yes  
Employee Hours Per Day: 8  
[Assign Sub](#) [Edit/Cancel](#)

Attachments:

[Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start Time	End Time
12/23/2012 Sunday	Sick	Full Day	7:30 AM	3:30 PM

Budget Code: EM - Middle School Teacher  
Accounting Code: -- None Selected --

Notes To Substitute:  
Notes to Administrator (not viewable by Substitute):  
Administrator Notes (not viewable by Substitute or Employee):

The following screen appears after clicking the **Upload New** link:

- Click **Browse** to find the file to attach.
- Click **Open** to attach the file.
- Type the name of the file in the Description field.

**Upload File**

File  [Browse...](#)

Description

[Upload](#)

[More](#)

Files must be .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB.

Once saved, the system will assign a unique confirmation number to the absence. **You may want to record this number to review absence history details** (e.g., current status, time the absence was created, the substitute's name if the absence is filled or closed) at a later date. The confirmation number can also be retrieved from the Daily Report or Absentee Report.

If a substitute is needed, the system will begin finding a substitute for the absence.

### Assigning Prearranged Substitutes (if applicable)

**Note:** Only assign a substitute to an absence if you have already spoken with the substitute and arranged for the coverage. When a substitute is manually assigned, they are **not** notified by the system so it is imperative they are directly contacted.

To assign a prearranged substitute to an absence in KASS using the Internet feature, create an absence as instructed in the previous steps. Before saving the absence (Step 6), complete the steps below.

## B: Entering an Absence (continued)

**Step 1:** Click **Save & Assign**.

**Step 2:** Click the first letter of the substitute's last name on the **Assign a Substitute for Conf #** screen. Only qualified and available substitutes will appear.

**Step 3:** Locate the substitute's name you wish to assign. Click **Assign**.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

## C: Modifying an Absence

**Step 1:** Click **Modify Absence** on the home page to review the details of an absence.

**Step 2:** On the **List Absences** screen, the absences for the current date will display in four sections: **Unfilled**, **Filled**, **Substitute Not Required**, and **Cancelled/Closed**. Absences currently on hold, in which a substitute is being considered, will display in the Unfilled section.

You can select another date, school (if applicable), or enter a confirmation number and click **Submit**.

**Step 3:** Click the confirmation number link to view details of specific absences.

Unfilled Absences/Vacancies | **Modify** | Available Substitutes | Attachments

Absences/Vacancies for Friday, December 16 2011

Day: 12/16/2011 (Today) School: Benjamin Franklin HS

Status: ☒ Unfilled ☒ Filled ☒ Substitute not req. ☒ Cancelled/Closed

Type: Absences/Vacancies

OR CONF#:  **Submit**

Click on the CONF# to modify the absence/vacancy information.

**Unfilled Employee on 12/16/2011**

CONF #	Employee	Title	School	Hold UNDO
<a href="#">76951935</a>	Albers, Nicholas	Music Teacher	Benjamin Franklin HS	
<a href="#">76951481</a>	Vega, Rosa	Teacher	Benjamin Franklin HS	

**Filled Employee on 12/16/2011**

CONF #	Employee	Title	School	Substitute
<a href="#">76951604</a>	Cerna, Brad	8th Grade Teacher	Benjamin Franklin HS	Gentner, Carmen
<a href="#">76951848</a>	Benemary, Fletcher	Elementary Reader	Benjamin Franklin HS	Yang, Daniel
<a href="#">76952036</a>	Hunter, Tim	High Physical Education	Benjamin Franklin HS	Koscoff, Brian
<a href="#">76897655</a>	Lung, Scott	Physical Education	Benjamin Franklin HS	St. John, Evelyn
<a href="#">76952103</a>	Nelson, Xavier	8th Grade Teacher	Benjamin Franklin HS	Asmussen, Linda

**Substitute Not Needed Employee on 12/16/2011**

CONF #	Employee	Title	School
<a href="#">76951208</a>	Banks, Tammy	8th Grade Science	Benjamin Franklin HS
<a href="#">76951553</a>	Nichols, Nick	Prin Ed	Benjamin Franklin HS

**Cancelled/Closed Employee on 12/16/2011**

CONF #	Employee	Title	School	Substitute	Reason	Status
<a href="#">76951430</a>	Daniel, Erica	8th Grade Advanced Reading	Benjamin Franklin HS	Porter, Charles		Closed
<a href="#">76951655</a>	Osbourne, Georgia	6-8 Social Ed	Benjamin Franklin HS			Cancelled

To modify absence information, contact your Kelly Educational Staffing office or KAST Center.

For additional information on how to use this screen, please refer to the **Monitoring Absences Guide** at the end of this guide.



## D: Viewing the Preferred Substitutes

I As an administrator, you can view your school's list of preferred substitutes.

**Step 1:** Click **Preferred Substitutes** on the home page.

**Step 2:** On the **Preferred Substitutes** screen is the current list of preferred substitutes and the following sections:

- **Calling Sequence** – Displays whether the list of substitutes are currently in a specific call order or in random order
- **Job Visibility** – Displays the number of days and hours in advance to the start date a substitute on that preferred list can view absences for your school
- **View All** – Displays the list of all substitutes, both preferred and non-preferred
- **View Excludes** – Displays the list of all substitutes that are currently excluded from being assigned to your school
- **View Includes** – Displays the list of all substitutes that are currently preferred
- **Default Visibility** – Displays the number of days in advance a substitute can view and accept assignments, this visibility can be overridden by entering values into the **Override Visibility** columns.

School: Benjamin Franklin MS  
Preferred Substitutes

Calling Sequence:  
☐ In The Call Order Specified Below  
☒ In Random Order (Call Order is not used)

Job Visibility (Days/Hours):

Please type the first few letters or choose a [link](#) from the list below.

A-R S-Z

☒ View All  
☐ View Excludes  
☐ View Includes

On List	Substitute	Exclude	Include	Default Visibility	Override Visibility	
					# Days	# Hours
<input checked="" type="checkbox"/>	Ashman, Linda	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h		
<input checked="" type="checkbox"/>	Baines, Monica	<input checked="" type="radio"/>	<input type="radio"/>	n/a	n/a	n/a
<input checked="" type="checkbox"/>	Baldwin, Melissa	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h		
<input checked="" type="checkbox"/>	Bence, Rebecca	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h		

To modify your Preferred Substitutes list, contact your Kelly Educational Staffing office or KAST Center.

## E: Viewing the Daily Report

The Daily Report allows the administrator to view details of the employees' absences. It provides valuable information, including employee names, absence date(s), and the substitutes who are assigned to your school. In addition, district administrators can select a specific school or view the Daily Report for the entire district.

**Step 1:** Click **Daily Report** on the home page. By default, the Daily Report displays absence information for the current date.

**Step 2:** Enter the date for which you want to view the Daily Report. You can also specify the type of employee (e.g., teacher, librarian) to be included in the report. If the administrator oversees one school, the report will be sorted by employee name by default. District administrators may sort the report by school or by employee name.



## E: Viewing the Daily Report (continued)

- I **Step 3:** Select **Show All** to see the five sections of the report, or click **Choose Sections** to select specific sections. Select the sections you want to view by clicking the appropriate boxes.
- I **Step 4:** Click **Submit**. The information you specified will display.
- I The information is sorted into five sections:
  - **Unfilled** – Absences the system is attempting to fill for that date, or that are currently being held for a substitute.
  - **Filled** – Absences filled with a substitute for that date.
  - **Substitute Not Needed** – Absences created in the system but do not require a substitute for that date.
  - **Canceled** – Absences that have been entered, not filled, and closed unfilled. A substitute is no longer required for that date.
  - **Closed** – Absences that were entered and filled with a substitute then closed. Another substitute is no longer required for that date.

### Daily Report Sample

**Kelly Educational Staffing®**

Navigation> Home > Daily Report | Logout Thursday, December 22, 2011

[Return To Homepage](#)

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**Benjamin Franklin MS Daily Report**

Run Date: 12/16/2011 Today School: Benjamin Franklin MS

Employee Types: View All Type: Absences/Vacancies Order By: School Employee

Name

Display Options: ☒ Show All ☐ Choose Sections

Friday, December 16, 2011 [Watch training video about absence/vacancy log](#)

---

**Unfilled**

Name	Title	Start/End	Duration	Reason	Held Unit	More Days	Time Recorded	CONF #
School: Benjamin Franklin MS								
Teacher								
Alberts, Nicholas	Music Teacher	7:30 AM - 3:30 PM Full Day	Sick	---	---	12/16/2011 11:34 AM	76951935	
Vega, Rosa	Teacher	8:30 AM - 3:30 PM Full Day	Sick	---	---	12/16/2011 11:28 AM	76951481	

---

**Filled**

Name	Title	Start/End	Duration	Reason	Replaced By	More Days	Time Recorded	CONF #
School: Benjamin Franklin MS								
Teacher								
Ceene, Brad	8th Grade Teacher	7:30 AM - 3:30 PM Full Day	Jury Duty	Genther, Cermen	(610) 323-5410	---	12/16/2011 11:30 AM	76951604
Hunter, Tim	Male Physical Education	7:30 AM - 3:30 PM Full Day	Sick	Rockefeller, Blaine	(610) 549-1535	---	12/16/2011 11:35 AM	76952036
Leng, Scott	Physical Education	7:30 AM - 3:30 PM Full Day	Extended Sick Leave	St. John, Evelyn	(610) 984-6432	-->	12/15/2011 4:00 PM	76997655
Nelson, Xavier	8th Grade Teacher	7:30 AM - 3:30 PM Full Day	Personal Day	Ashman, Linda	(610) 987-5592	---	12/16/2011 11:36 AM	76952103
Vacancy								
Vacancy	Elementary Floater	8:30 AM - 3:30 PM Full Day	Floater	Yang, Darcy	(610) 984-1888	---	12/16/2011 11:33 AM	76951848

---

**Substitute Not Needed**

Name	Title	Start/End	Duration	Reason	More Days	Time Recorded	CONF #
School: Benjamin Franklin MS							
Teacher							
Banks, Tammy	6th Grade Science	12:01 PM - 3:30 PM Half Day PM	Sick	---	---	12/16/2011 11:29 AM	76951508
Nichols, Nick	Phys Ed	7:30 AM - 3:30 PM Full Day	Vacation	---	---	12/16/2011 11:29 AM	76951552

---

**Cancelled**

Name	Title	Start/End	Duration	Reason	Cancel Reason	More Days	Time Recorded	CONF #
School: Benjamin Franklin MS								
Teacher								
Osbourne, Georgina	6-8 Sped Ed	7:30 AM - 3:30 PM Full Day	Professional Day	---	---	12/16/2011 11:31 AM	76951655	

---

**Closed**

Name	Title	Start/End	Duration	Reason	Closed Reason	More Days	Time Recorded	CONF #
School: Benjamin Franklin MS								
Teacher								
Daniel, Erica	8th Grade Advanced Reading	7:30 AM - 3:30 PM Full Day	Sick	---	---	12/16/2011 11:28 AM	76951430	

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

## F: Viewing the Day of Week Absence Analysis

The Day of Week Absence Analysis allows you to see the daily and weekly totals for absence reasons for a specific day or week. The date range can span up to 92 days for a specific school and/or district, or up to 365 days for a specific employee.

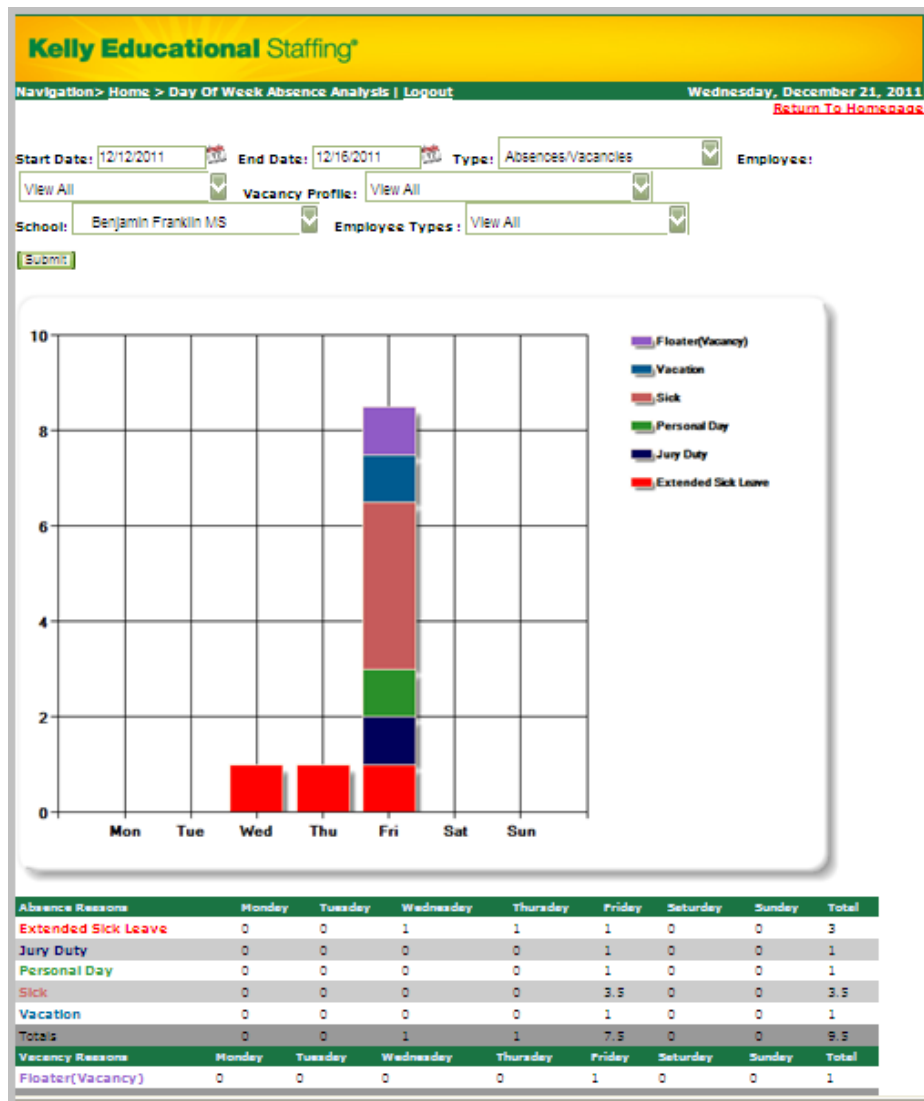
**Step 1:** Click **Day of Week Absence Analysis** on the home page.

**Step 2:** Enter the **Start** and **End** dates in the appropriate fields, or use the calendar icon to enter the dates. (By default, the system will display the current date.) You can also specify the **Employee Type** and the **Employee Name**. District administrators can specify the school in the **School** drop-down list.

**Step 3:** Click **Submit**.

- Color-coded information appears in both a graph and a summary box.
- The data provided in this report is based on hourly fractions of your school's workday.

### Day of Week Absence Analysis Sample



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

## G: Viewing the Absence Summary Report

The Absence Summary Report allows you to view weekly and monthly absence statistics one month at a time.

This report will allow you to:

- See monthly and weekly trends in absenteeism
- Compare month-to-month trends

**Step 1:** Click **Absence Summary** on the home page.

**Step 2:** Select the appropriate month and year.

**Step 4:** Select Employee Type & Type (Absences/Vacancies, just Absences, or just Vacancies).

**Step 3:** Click **Submit**.

The Absence Summary displays in calendar form. Each calendar day contains the following information:

- **Total Absences** – Number of absences logged for the day.
- **Fill NOT Needed** – Number of absences that do not require a substitute.
- **Fill Needed** – Number of absences that require a substitute.
- **Filled Absences** – Number of filled absences.
- **Unfilled Absences** – Number of absences currently unfilled.
- **Held Absences** – Number of absences currently on hold, for which a substitute is being considered.
- **Fill Rate** – Percentage of filled absences among absences requiring a substitute.

At the bottom of the report, a summary will display describing weekly and monthly totals for each category.

A sample report is provided for reference on the next page.

## Absence Summary Report Sample

**Kelly Educational Staffing®**

Navigation> [Home](#) > [Absence Monthly Summary](#) | [Logout](#)
Thursday, December 22, 2011  
[Return To Homepage](#)

School:    
 December    
 Employee Types:    
 Type:

December 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	1	2	3	
4	5	6	7	8	9	Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 1 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%	
11	12	13	14	15	16		
18	19	20	21	22	23		
25	26	27	28	29	30		
Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 1 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%		Total Absences/Vacancies: 2 Fill NOT Needed: 0 Fill Needed: 2 Filled: 2 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%		Total Absences/Vacancies: 2 Fill NOT Needed: 0 Fill Needed: 2 Filled: 2 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%		Total Absences/Vacancies: 3 Fill NOT Needed: 0 Fill Needed: 3 Filled: 3 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%	
Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 1 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%		Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 1 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%		Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 1 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%		Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 1 Unfilled: 0 Held: 0 <b>Fill Rate:</b> 100%	

	Total Absences/Vacancies	Fill NOT Needed	Fill Needed	Filled	Unfilled	Held	Fill Rate
December 1-3	0	0	0	0	0	0	0%
December 4-10	1	0	1	1	0	0	100%
December 11-17	11	2	9	5	4	0	56%
December 18-24	10	0	10	9	1	0	90%
December 25-31	5	0	5	5	0	0	100%
<b>Month</b>	<b>27</b>	<b>2</b>	<b>25</b>	<b>20</b>	<b>5</b>	<b>0</b>	<b>80%</b>

[Back To Top](#)

Privacy Policy  
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 Protected under US Patents 6,354,325, 6,972,151, and 7,432,812 with additional patents pending.

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

## H: Viewing the Absentee Report

The Absentee Report allows you to view a complete listing of all absences for a specific employee or all employees, and for a specific date or range of dates.

This report allows you to:

- View employees' absence history
- Specify an individual employee or all employees
- Sort the report by either date or employee name

**Step 1:** Click **Absentee Report** on the home page.

**Step 2:** Select the start and end date for the report. (By default, the system will display the current date.) This report is useful in searching up to 92 days for an entire school or district, or up to 365 days for a specific employee.

**Step 3:** Select additional criteria for the report. You can view the report for all absence reasons or a specific absence reason by selecting from the **Absence Reason** drop-down list. District administrators may select a specific school from the **School** drop-down list.

**Step 4:** Click **Submit**.

At the bottom of the report, a summary will display for the following categories:

- Total Absences
- Total Absences Needing a Substitute
- Filled
- Not Filled
- Held
- Total Absences Not Needing a Substitute

Start Date: 12/16/2011 End Date: 12/16/2011 School: Benjamin Franklin MS  
 Type: Absences/Vacancies Employee: View All Absence Reason: View All Vacancy Profile:  
 View All Vacancy Reason: View All  
 Employee Types: View All Order By: Date Employee  
 Print with page breaks  
 Submit

**Absentee Report: Benjamin Franklin MS**

Date	School	Name	Employee Type	Title	Absence/Vacancy Reason	Start/End	Duration	Substitute	CONF#
12/16/2011	Benjamin Franklin MS	Alberts, Nicholas	Teacher	Music Teacher	Sick	7:30 AM - 3:30 PM	Full Day	Unfilled	76951935
12/16/2011	Benjamin Franklin MS	Banks, Tammy	Teacher	6th Grade Science	Sick	12:01 PM - 3:30 PM	Half Day	not needed	76951508
12/16/2011	Benjamin Franklin MS	Ceene, Brad	Teacher	8th Grade Teacher	Jury Duty	7:30 AM - 3:30 PM	Full Day	Genther, Carmen	76951604
12/16/2011	Benjamin Franklin MS	Elementary Floater	Vacancy	Floater	Floater	8:30 AM - 3:30 PM	Full Day	Yang, Darcy	76951848
12/16/2011	Benjamin Franklin MS	Hunter, Tim	Teacher	Male Physical Education	Sick	7:30 AM - 3:30 PM	Full Day	Rockefeller, Blaire	76952036
12/16/2011	Benjamin Franklin MS	Lang, Scott	Teacher	Physical Education	Extended Sick Leave	7:30 AM - 3:30 PM	Full Day	St. John, Evelyn	76897655
12/16/2011	Benjamin Franklin MS	Nelson, Xavier	Teacher	6th Grade Teacher	Personal Day	7:30 AM - 3:30 PM	Full Day	Ashman, Linda	76952103
12/16/2011	Benjamin Franklin MS	Nichols, Nick	Teacher	Phys Ed	Vacation	7:30 AM - 3:30 PM	Full Day	not needed	76951553
12/16/2011	Benjamin Franklin MS	vega, Rosa	Teacher	Teacher	Sick	8:30 AM - 3:30 PM	Full Day	Unfilled	76951481

Total Absences/Vacancies: 9

Total Absences/Vacancies	9
Total Absences/Vacancies needing a Substitute	7
Filled	5
Not Filled	2
Held	
Total Absences/Vacancies not needing a Substitute	2

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

## I: Viewing the Employee Register

The Employee Register allows you to view a listing of your school's employees.

The Employee Register includes the following information:

- Employee Name and Title
- Telephone Number (KASS ID)
- PIN
- Employee Status (active/inactive). Employees who are not active do not have access to the system. To change the status of an employee, please contact your Kelly Educational Staffing office.
- Whether the employee requires a substitute.
- Employees who have their names recorded on the KASS Interactive Voice Response (IVR). The voice recording allows substitutes to hear the name of the employee that is absent when using the IVR.

**Step 1:** Click **Employee Register** on the home page.

**Step 2:** The system will display employees for your school. The information is sorted by School, Employee type, and Employee. District administrators can search a specific school from the **School** drop-down list.

**Step 3:** Click **Submit**.

The screenshot shows the 'Kelly Educational Staffing' web interface. At the top is a yellow header with the logo. Below it is a green navigation bar with links: 'Navigation > Home > Employee Report | Logout' and the date 'Thursday, December 22, 2011'. A red link 'Return To Homepage' is also present. The main content area has a search section with 'School:' set to 'Benjamin Franklin MS', 'Types:' set to 'View All', and 'Employee Types:' with a dropdown menu showing 'View All', 'Clerical', 'Educ Admin-Dis Level', and 'Extra Hours'. There are 'Yes' and 'Submit' buttons. Below the search section is a table titled 'Benjamin Franklin MS' with columns: 'Name (# Schools)', 'Title', 'System Identifier', 'Phone', 'Pin', 'Active', 'Needs Substitute', and 'Name Recorded?'. The table lists four librarians: Trevor Kross, Jennifer Lapinski, Luis Robles, and Sarah Travis, all with 'Active' status and 'Yes' for 'Needs Substitute' and 'Name Recorded?'. At the bottom of the list is a summary of categories.

Name (# Schools)	Title	System Identifier	Phone	Pin	Active	Needs Substitute	Name Recorded?
<b>Benjamin Franklin MS</b>							
<i>Librarian</i>							
Kross, Trevor (1)	Librarian	160865	(610) 405-1650	54632	Yes	Yes	YES
Lapinski, Jennifer (1)	Librarian	210633	(248) 244-5302	78665	Yes	Yes	YES
Robles, Luis (1)	Librarian	459081	(999) 999-9999	2058	Yes	Yes	YES
Travis, Sarah (1)	6-8 Librarian	217840	(810) 248-1212	44744	Yes	Yes	YES

At the bottom of the list is a summary of the following categories:

- Total Employees
- Total Active Employees
- Total Active Employees requiring a Substitute
- Total Itinerant Employees
- Total Active Employees without a voice recording

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.



## J: Viewing the Absence Interactive Report

The Absence Interactive Report allows you to access historical absence data quickly and easily.

The report allows you to do the following:

- Choose the date range for absence information.
- Choose the absence reasons and employee types - Along with customize the grouping and detail of the data.
- Download the report into an Excel spreadsheet.

**Step 1:** Click the **Absence Interactive** link on the home page.

**Step 2:** By default, the system will display the current school week. You can select a date range by using the drop down menu and selecting a custom date range.

**Step 3:** Select additional criteria for the report.

**Step 4:** Click **Submit**.

**Absence Interactive Report**

Date Selection: Quick: ▼ This Week

Schools: ▼ View All Benjamin Franklin MS

Type: ▼ Absences/Vacancies

Absence Reasons: ▼ View All Extended Sick Leave Jury Duty Jury Duty 1 Maternity Leave Military Training

Vacancy Reasons: ▼ View All (Vacancy Position) Floater Open Position PPT Coverage

Employee Types: ▼ View All Clerical Educ Admin-Dis Level Extra Hours

Accounting Codes: ▼ View All 10-1110-6314-502-000 SUB-TIME OFF/VACANT 10-1110-6314-502-000 SUB-TIME OFF/VACANT 10-1110-6316-502-000 SUBS-OTHER

Group By: ▼ Date(Daily)

Threshold for details: ▼ 50 Items

☐ Show Absence as percent of day?

To export this report to Excel, click the export to Excel link:

- To save the report, click **Save** and follow necessary steps.
- To open the report, click **Open** and view selected information.

From: 12/1/2011  
To: 12/31/2011  
Grouped By: Date (Daily)  
Need Sub: Need Sub or Not Need Sub  
Filled: Filled or Unfilled

CONF#	Title	Employee	Employee Type	Substitute	WeekDay	Date	Start	End	Type	Duration	School	Absence/Vacancy Reason	Acc Code Ext ID	Acc Code Desc	District #	Customer #	Org Ext ID	Is Vacancy
76215700	7th Grade Teacher	Dean, Albert	Teacher	Gardner, Pamela	Sat	12-10-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Jury Duty 1						0
76678300	Physical Education	Lang, Scott	Teacher		Wed	12-14-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Extended Sick Leave						0
76815049	Physical Education	Lang, Scott	Teacher		Thu	12-15-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Extended Sick Leave						0
76951935	Music Teacher	Alberta, Nicholas	Teacher		Fri	12-16-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Sick						0
76951508	6th Grade Science	Banks, Tammy	Teacher		Fri	12-16-11	12:01	15:30	Half Day, PM	03:29	Benjamin Franklin MS	Sick						0
76951604	8th Grade Teacher	Coene, Brad	Teacher	Genther, Carmen	Fri	12-16-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Jury Duty						0
76951848	Elementary Floater		Vacancy	Yang, Darcy	Fri	12-16-11	08:30	15:30	Full Day	07:00	Benjamin Franklin MS	Floater					1	
76952036	Male Physical Education	Hunter, Tim	Teacher	Rockefeller, Blaine	Fri	12-16-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Sick						0
76897655	Physical Education	Lang, Scott	Teacher	St. John, Evelyn	Fri	12-16-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Extended Sick Leave						0
76952103	6th Grade Teacher	Nelson, Xavier	Teacher	Ashman, Linda	Fri	12-16-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Personal Day						0
76951553	Phys Ed	Nichols, Nick	Teacher		Fri	12-16-11	07:30	15:30	Full Day	08:00	Benjamin Franklin MS	Vacation						0

## K: Changing the PIN

You can change your branch-issued PIN to one that is easier to remember.

**Step 1:** Click **Change PIN** on your home page.

**Step 2:** Enter your existing PIN in the **Current PIN** field.

**Step 3:** Enter your e-mail address in the **E-mail Address** field, if appropriate.

**Step 4:** Enter your new PIN in the **New PIN** field.

**Step 5:** Retype your new PIN in the **Retype PIN** field.

**Step 6:** Click **Apply Changes** to complete the change, or click **Cancel** to keep your current PIN.

## L: Approving/Rejecting Timesheets Using KASS Web Time

KASS Web Time is available via the Internet and/or the Interactive Voice Response (IVR) telephone system. This time keeping system offers the following functionalities:

- Substitutes can access the online or IVR system to submit weekly timesheets.
- You can only approve or reject Substitute timesheets online.

Each school must assign a KASS Web Time administrator to approve substitute timesheets each week. A backup administrator should also be designated to approve timesheets in the event of the first administrator's absence.

If saved timesheets are not approved by Tuesday at 11:59 P.M. for the prior workweek, all submitted timesheets will be automatically approved and sent to the payroll processing center.

### How to Approve or Reject Timesheets

**Step 1:** The assigned approver will receive an e-mail with a subject line of "ACTION REQUIRED for timesheet approval" twice for saved time for the prior work week; Monday and Tuesday morning at 12:01 AM. Each e-mail has a link to a list of timesheets requiring approval. Click this link to go to the **Time Sheets Approval Page**.

Dates	Substitute	Actual Hours Reported	Actual Units Reported	Status	Rejections	
<a href="#">5/6/2013 - 5/12/2013</a>	Abrams, Williams	0	4	Approved	0	<input checked="" type="checkbox"/>
<a href="#">5/6/2013 - 5/12/2013</a>	Lo, Anna	0	1	System Approved	0	<input checked="" type="checkbox"/>
<a href="#">4/29/2013 - 5/5/2013</a>	Abrams, Williams	0	1	Pending	0	<input checked="" type="checkbox"/>

**Rejected Time Sheets**

Dates	Substitute	Actual Hours Reported	Actual Units Reported	Status	Rejections	
<a href="#">4/29/2013 - 5/5/2013</a>	Lo, Anna	0	1	Rejected	1	<input checked="" type="checkbox"/>

- The page will display "All Periods" by default. You can view a specific week (up to four weeks in the past) by selecting it from the second drop-down menu.
- The page will display "All Substitutes" by default. You can view time sheets for a specific Substitute by selecting their name from the first drop-down menu.

**Step 2:** On the **Time Sheets Approval Page**, select the check box that corresponds with the substitute's name and click **Approve Selected** or **Reject** to approve or reject that timesheet without reviewing it.

- You can select all employee time sheets at once by clicking the check box located on the top right corner of the time sheet.
- You can only multi-approve, rejections must be done individually.

**Step 3:** To review the time sheet's details, click the date range in the **Dates** column for that Substitute. The **Approve Time Sheets** page will display.

**Step 4:** Verify that the name of the employee reflects the correct name that the substitute replaced.

**Step 5:** Review the timesheet details on the **Approve Time Sheets** page to verify that the hours, the substitute's name, and the dates are correct.

## L: Approving/Rejecting Timesheets Using KASS Web Time (continued)

**Step 6:** To approve or reject the timesheet, click **Approve Time Sheets** or **Reject** as appropriate.

I

4/29/2013 - 5/5/2013  [Back to Time Sheet List](#)

Date	Location	Employee	Absence Reason	Scheduled Actual Start	Scheduled Actual End	Break	Hours	Units	Accounting Code
Wednesday 5/1/2013	Lilly Learner	Picard, Jean	Extended Sick Leave	8:00 AM 8:00 AM	3:00 PM 3:00 PM	12:00 PM - 12:15 PM	N/A	1	-- None Selected --

☒ This submission has been approved.
 Time Sheet Comments:

☒ Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.
 
**05/17/2013 11:55 AM**   **Williams Abrams**  
 No time entered for the OBS location

**Step 7:** If you reject a timesheet, use the **Comments** field to enter any notes regarding the rejection and select the appropriate reason in the **Reject Reason** drop-down menu.

- This information is immediately sent to the substitute via e-mail or telephone. The substitute can revise their timesheets and resubmit for approval.

**Step 8:** The **Approve Time Sheets** page will reflect any timesheets you approve or reject. Rejected timesheets will display under the **Rejected Time Sheets** section and remain there until the Substitute resubmits their timesheet for approval.

## M: Managing Time Approvers Using KASS Web Time

You can change the time approvers in your school. Each school must assign one approver that will be responsible for approving timesheets each week, or an alternate approver who will handle timesheet approvals in the event of the primary time approver's absence.

**Step 1:** Click **Manage Time Approvers** on the home page.

**Step 2:** Enter the e-mail address and name for the **Primary Approver**.

**Step 3:** Click **+** and enter the e-mail address and the name of an **Alternate Approver** (when needed) and the dates during which they will serve as the approver.

**Step 4:** Click the green check mark to save your changes.

**Note:** When an alternate approver is assigned, the primary approver will not receive an approver email until the alternate is removed or their permission expires.

The screenshot shows a web form titled "Time Approvers". It has two main sections. The first section is "Primary Approver" with a green header bar. Below it are two input fields: "Email Address" (containing "jonesbob@kellyservices.com") and "Name" (containing "Bob Jones"). To the right of the "Name" field are green checkmark and red X icons. The second section is "Alternate Approver Schedule" with a green header bar. Below it are four input fields: "Email Address", "Name", "From Date", and "To Date". To the right of the "To Date" field is a blue "+" icon.

## N: Viewing the Timesheet Summary Report

The Timesheet Summary Report allows you to view substitute timesheets by a particular name, date or status. You can select the necessary timesheets and print them as needed for your records.

**Step 1:** Click the **Summary Report** under timesheets on your home page.

**Step 2:** Enter the appropriate start and end dates (By default, the system will display the current date).

**Step 3:** Select the school location. District administrators may select a specific school from the school drop-down list.

**Step 4:** Select the appropriate substitute or select the "View All" option to view all timesheets.

**Step 5:** The report can be filtered by Type (Absence/Vacancies) & Vacancy Profile. Select "Order by" Time Period or Substitute.

**Step 5:** Select the appropriate timesheet status

**Step 6:** Click **Submit**.

The screenshot shows a web form titled "Timesheet Summary for Apple Elementary School". It has several sections. The top section contains "Start Date:" (11/4/2009), "End Date:" (11/4/2009), "School:" (Apple Elementary School), and "Substitute(s):". Below this is a list of substitutes: "View All", "Abachure, Jack", "Abrams, Williams", and "Ackerly, Amanda". The "Ackerly, Amanda" entry is checked. Below the list are three dropdown menus: "Type:" (Absences/Vacancies), "Employee:" (Anderson, Susan, Archer, Sandy, Asher, Bill), and "Vacancy Profile:" (Elementary English, Elementary Floater, Elementary Spanish). Below these are "Order By:" (Time Period, Substitute) and "Statuses:" (Saved, Revised, Pending, Approved, System Approved, Rejected). At the bottom is a "Submit" button.

## IVR Telephone Feature of KASS

### O: Accessing KASS

The automated scheduling system is also accessible through IVR telephone technology. You will need a touch-tone telephone to use the IVR system. If you do not have a touch-tone telephone, please contact your Kelly Educational Staffing office or KAST Center.

This feature only allows for one absence to be recorded at a time, whether a single day absence or multiple day absence. In order to access the IVR system, you will need the following information:

- Employee's ID (telephone number including area code, located on the Employee Register)
- Employee's PIN (located on the Employee Register)

**Step 1:** Call 1-800-942-3767.

**Step 2:** Enter the employee's ID number and PIN.

**Step 3:** Once you are logged on, you will hear the following options:

- Press **1** to create an absence (see section P).
- Press **2** to inquire about entitlement balances.
- Press **3** to review upcoming absences.
- Press **4** to review a specific absence.
- Press **5** to update personal information.
- Press the \* key to end the call.

**Note:** The IVR numerical options may change at any time. Please listen carefully to the options before making a selection.

### P: Entering an Absence

An administrator must use the employee's login information to enter an absence for the employee.

To enter an absence, you will need the following information:

- Absence start date
- Number of absence days
- Absence start and end time, if different from the school start and end times
- Reason for absence

**Step 1:** Press **1** to create an absence.

**Step 2:** Follow the voice prompts to enter the absence.

**Note:** If the absence begins within one hour, the system will not allow you to enter the absence. Please contact your Kelly Educational Staffing office or KAST Center to record the absence.

The IVR system will assign a confirmation number when the absence has been saved. You may want to write this number down for future reference.

## **P: Entering an Absence (continued)**

### **Assigning a Prearranged Substitute (if applicable)**

**Note:** Only assign a substitute to an absence if you have already spoken with the substitute and arranged for the coverage.

To assign a prearranged substitute to an absence in KASS using the IVR feature, create an absence as illustrated in the previous steps. Before saving the absence, the system will confirm the details of the absence and provide the following options:

- Press **1** to assign a specific substitute
- Press **2** to allow the system to locate a substitute

**Step 1:** Enter the substitute's 10-digit telephone number including area code and press **#**.

**Step 2:** Confirm the telephone number you entered by pressing **1**.

**Step 3:** Select the appropriate substitute's name by pressing the appropriate number.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

## **General Information**

### **Q: Need Help?**

Contact your Kelly Educational Staffing office or KAST Center to:

- Cancel or modify an absence
- Enter an absence that starts within an hour
- Ask questions regarding Kelly Educational Staffing or the use of KASS
- Locate your ID or PIN
- Receive assistance or information if you are unable to access the system

**Call 1-866-KELLY-38 during regular business hours if you experience technical difficulties using the automated scheduling system or if you have forgotten your PIN.**

## Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
<b>How do I monitor a specific employee's absenteeism?</b> <i>Example: See how often and why Mary Smith was absent.</i>	<b>Absentee Report</b>	<ol style="list-style-type: none"> <li>1. Click <b>Absentee Report</b> from the home page.</li> <li>2. Select the employee and the appropriate <b>Start</b> and <b>End</b> dates.</li> <li>3. Click <b>Submit</b>.</li> </ol>
<b>How do I monitor a day of the week absence pattern?</b> <i>Example: See Friday absenteeism one month at a time.</i>	<b>Absence Summary Report</b> -or- <b>Day of Week Absence Analysis</b>	<ol style="list-style-type: none"> <li>1. Click <b>Absence Summary</b> from the home page.</li> <li>2. Select the appropriate month and year.</li> <li>3. Click <b>Submit</b>.</li> </ol> <p style="text-align: center;"><b>-or-</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Day of Week Absence Analysis</b> from the home page.</li> <li>2. Enter the <b>Start</b> and <b>End</b> dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the <b>Employee Type</b>. District administrators can specify the school in the <b>School</b> drop-down list.</li> <li>3. Click <b>Submit</b>. Color-coded information appears in both a graph and a tabled summary.</li> </ol>
<b>How do I monitor a particular date's absence information?</b> <i>Example: See the absence information before or after a holiday.</i>	<b>Daily Report</b>	<ol style="list-style-type: none"> <li>1. Click <b>Daily Report</b> from the home page.</li> <li>2. Enter the appropriate date. This will allow you to see who was absent, what the entitlement type was, and when the absence was entered into the system.</li> </ol> <p><b>Note:</b> To obtain specific details about an absence or employee's history, click the <b>Confirmation Number</b> for that absence. This will display the employee's name, the school, the time the absence was created, the status, and the Substitute's name.</p> <ol style="list-style-type: none"> <li>3. Click <b>Submit</b>.</li> </ol>
<b>How do I monitor absence reason usage (reasons for absences)?</b> <i>Example: See how many employees were absent due to professional development on Monday.</i>	<b>Day of Week Absence Analysis</b>	<ol style="list-style-type: none"> <li>1. Click <b>Day of the Week Absence Analysis</b> from the home page.</li> <li>2. Enter the appropriate <b>Start</b> and <b>End</b> dates, school name, and employee type.</li> <li>3. Click <b>Submit</b>.</li> </ol>



## Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
<b>How do I view unfilled absences?</b> <i>Example: See which absences do not yet have a substitute assigned.</i>	<b>Daily Report</b>	<ol style="list-style-type: none"> <li>1. Click <b>Daily Report</b> from the home page.</li> <li>2. View the Unfilled section from the report. You can also select the Unfilled section from the <b>Display Options</b>.</li> <li>3. Enter the date to view unfilled absences for and click <b>Submit</b>.</li> </ol>
<b>How can I view when an absence was entered?</b> <i>Example: See the advance notice provided by the employee for the absence.</i>	<b>View Absence</b>	<ol style="list-style-type: none"> <li>1. Click <b>Modify Absence</b> from the home page.</li> <li>2. The current date's information displays by default. You can change the date as needed.</li> <li>3. Click <b>Submit</b>.</li> <li>4. Click the <b>Confirmation Number</b> to view the specific details of the absence.</li> </ol>
<b>How do I find an employee's ID and PIN?</b> <i>Example: The ID and PIN are required to enter an absence using the Interactive Voice Response (IVR).</i>	<b>Employee Register</b>	<ol style="list-style-type: none"> <li>1. Click <b>Employee Register</b> from the home page.</li> <li>2. The list of employees for your school will display. District administrators can select a specific school from the <b>School</b> drop-down list.</li> <li>3. Click <b>Submit</b> and the information for the school you specified will appear. The information is sorted by school, employee type, and employee name.</li> <li>4. An employee's ID is located in the Phone column, and the PIN is located in the PIN column.</li> </ol>
<b>How do I monitor the total number of absences?</b> <i>Example: See how many people were absent Friday.</i>	<b>Absentee Report</b> -or- <b>Day of Week Absence Analysis</b>	<ol style="list-style-type: none"> <li>1. Click <b>Absentee Report</b> from the home page.</li> <li>2. Select the appropriate school and the appropriate start and end dates.</li> <li>3. Click <b>Submit</b>.</li> <li>4. Scroll down to the first row in the summary table.</li> </ol> <p style="text-align: center;"><b>-or-</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Day of Week Absence Analysis</b> on the home page.</li> <li>2. Enter the <b>Start</b> and <b>End</b> dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the <b>Employee Type</b>. District administrators can specify the school in the <b>School</b> drop-down list.</li> <li>3. Click <b>Submit</b>. Color-coded information appears in both a graph and a tabled summary.</li> </ol>

✂ Cut out and save these quick reference cards:

## **Kelly Educational** Staffing™

### **Via the Internet**

- Go to [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com).
- Click **KASS Login** and enter your ID number and PIN in the appropriate fields.
- The system allows you to:
  - Enter an absence
  - Modify an absence
  - View the Preferred Substitutes
  - View the Daily Report
  - View the Day of Week Absence Analysis
  - View the Absence Summary Report
  - View the Absentee Report
  - View the Employee Register
  - View the Absence Interactive Report
  - Change your PIN
  - Approve/reject timesheets
  - View the Timesheet Summary Report
  - Manage time approvers
  - Obtain assistance
  - Monitor absences

### **Via the Interactive Voice Response System (IVR)**

- Dial 1-800-942-3767 and log on to KASS by entering your employee's ID number and PIN.
- This feature allows you to:
  - Record an absence
  - Review a specific absence
  - Review upcoming absences
  - Review or change your employee's personal information

## **Kelly Educational** Staffing™

### **KASS for Administrators**

- Report an absence via [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com) or call 1-800-942-3767.
- For technical difficulties, or if you forget your PIN, call 1-866-KELLY-38 during regular business hours.