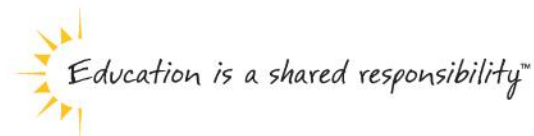




Employment with Kelly Educational Staffing



Pay Rate Grid



Job Title	Pay Rate
Substitute Teacher	\$55/day
Long Term Substitute Teacher (w/Bachelor Degree and valid GA teaching license)	\$80/day
Long Term Substitute Teacher (w/Master Degree (or higher) and valid GA teaching license)	\$100/day
Food Service	\$7.25/hour



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Education is a shared responsibility™

Kelly Employee Benefits



- Weekly paycheck
- Direct deposit
- ePaystub
- KES bonus program
- 401(k) retirement plan
- Group medical plans
- Kudos!
- Training via Kelly Learning Center (KLC)
- Assignment flexibility
- National Substitute Teacher of the Year program
- myKelly.com
- Summer employment opportunities



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Substitute Management



HR Consulting



After School



Non-Instructional Staffing



Scheduling Administration



Custom Solutions



Kelly Automated Scheduling System (KASS) Overview



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Kelly Automated Scheduling System (KASS)



An easy-to-use system for scheduling and accepting assignments, managing availability, and recording time worked for payroll purposes. KASS is accessible via the Internet or Interactive Voice Response (IVR) system.

- Refer to the Kelly Automated Scheduling System Substitute Employee Guide
 - Your ID is your primary phone number listed on your employment application
 - Your PIN is the last 4 digits of your SSN



GLOBAL United States KASS Login [Contact Us](#)

Kelly Educational Staffing®

ABOUT US | CUSTOMER SOLUTIONS | COST SAVINGS | EMPLOYEE PERKS |

Developing Careers Solving Staffing Challenges

We help our employees attain rewarding careers, districts achieve cost savings and operational efficiency, teachers maintain continuity of instruction, and students flourish from quality education.

Education is a shared responsibility™

I Want To: [FIND A JOB](#) [FIND PEOPLE](#) [FIND A BRANCH](#)

KGWI Survey
Kelly Services is conducting a global-based survey and we would like to know your opinions about work and the workplace. Please take a few moments of your time to [complete the survey.](#)

Check Us Out
in [SEEN Magazine](#)

Kelly Services on Facebook
[Like](#)

13,564 people like **Kelly Services.**

Durga Melissa Brent Tara

Facebook social plugin

Kelly Automated Scheduling System



Please Sign In

ID

PIN

[Sign In](#)

[Forgot your PIN?](#)

[Need Help?](#)

The image is a composite of two parts. On the left is a photograph of a female teacher with dark hair, wearing a white sweater, sitting at a table with three young children. They are all smiling and looking at a piece of paper on the table. There are colorful markers on the table. On the right is a white sign-in form with a green header that says "Please Sign In". Below the header are two input fields: "ID" and "PIN". Below the "PIN" field is a green "Sign In" button. Below the button are two links: "Forgot your PIN?" and "Need Help?".

Kelly Automated Scheduling System



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Navigation > [Home](#) | [Logout](#)

Tuesday, March 06, 2012

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- Non-Work Day
- Work Day
- System Non-Work Day

- ▶ [Search for Jobs](#)
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- ▶ [Change Pin](#)
- ▶ [View Personal Information](#)
- ▶ [Preferred Schools](#)
- ▶ [Manage Time Sheets](#)

Personal Information

Email: ackerly01@mail.com
Phone: (167) 888-8888


[View Personal Information](#)

Good Afternoon , Amanda Ackerly

Search for Jobs

Messages

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
82548362	KES Training Org	 Benjamin Franklin MS	Lang, Scott	Physical Education	Main Office		3/7/2012	7:30 AM 3:30 PM

Question

For assistance with the system contact your Kelly Educational Staffing Administrator **Test Smith**, at (248) 244-5555 or janesmith@email.com.

Kelly Automated Scheduling System



Kelly Educational Staffing®

Navigation > [Home](#) | [Search for Jobs](#) | [Logout](#)

Tuesday, December 27, 2011

[Return To Homepage](#)

[Refresh](#)

Sort By... Date/School Date/(Employee) School/Date (Employee)/Date

Current Assignments Available

Start Date	Starting School	Employee	Title	View
02/06/12	Burke Middle School	Cain, Katherine	8th Grade English	More Info
Date	From	To	Duration	School
02/06/12 (Mon)	7:20 AM	3:20 PM	Full Day	 Burke Middle School
02/07/12 (Tue)	7:20 AM	3:20 PM	Full Day	 Burke Middle School
02/08/12 (Wed)	7:20 AM	3:20 PM	Full Day	 Burke Middle School
02/09/12 (Thu)	7:20 AM	3:20 PM	Full Day	 Burke Middle School



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In order for you to accept this job, please click the 'Accept Job' button below.

Selected Jobs

School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Washington MS	Daily, Kay	8th Grade PE	Main Office			March 6 2012	7:30 AM-3:15 PM	Full Day

Notes:



Reject

Accept

Cancel



Kelly Automated Scheduling System



You have accepted this job. Your Confirmation number is: 82458737 ←

Selected Jobs

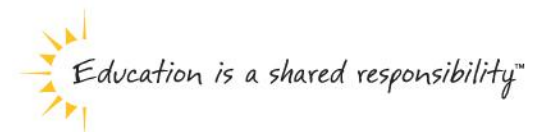
School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Washington MS	Daily, Kay	8th Grade PE	Main Office			March 6 2012	7:30 AM-3:15 PM	Full Day

Notes:

[View your schedule](#) | [Search for more assignments.](#)



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Kelly Educational Staffing®

Navigation > [Home](#) > [Daily Report](#) | [Logout](#)

Wednesday, June 27, 2012

Pine Knob Elem Daily Report

Run Date:

◀◀ Today ▶▶

School:

Employee Types:

Type:

Order By: School Employee

Name

Notes To Substitute:

Display Options: !

Seating Chart is located in a red folder on desk.

SAMPLE NOTE

Indicates a Note exists for the substitute
(click to view)

Unfilled

Name	Title	Start/End	Duration	Reason	Held Until	More Days	Time Recorded	CONF#
School: Pine Knob Elem								
Teacher								
Baker, Larry	English	7:30 AM - 3:30 PM	Full Day	Illness	---	---	6/27/2012 11:38 AM	89044621 

Kelly Automated Scheduling System



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Kelly Automated Scheduling System



Change View: Month View | Go To Current Week

Week View(3/5/2012 - 3/9/2012)

Add Non-Work Day

	Monday, Mar 5	Tuesday, Mar 6	Wednesday, Mar 7	Thursday, Mar 8	Friday, Mar 9
5:00 AM					
6:00 AM					
7:00 AM		CONF#: 82458737 7:30 AM-3:15 PM	CONF#: 82548362 7:30 AM-3:30 PM		
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					

Change Date

March 2012 Go

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
4	5	(6)	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5

Kelly Automated Scheduling System



Kelly Educational Staffing*

Navigation > [Home](#) | [Logout](#)

Tuesday, March 06, 2012

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Kelly Automated Scheduling System



Add Non-Work Day


Date
03/06/2012 

Description

Start Time
7 AM : 30

End Time
3 PM : 30

Repeat Event

Until
 

Monday Tuesday Wednesday
 Thursday Friday
 All Week

Kelly Automated Scheduling System



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Tuesday, March 06, 2012

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Search for Jobs

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Kelly Automated Scheduling System



Define Call Times

Call Times

Your District has defined available call times:

Morning: 6:00 AM - 8:00 AM

Evening: 3:30 PM - 10:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose from below

- Specify Call Times
- Specify No Call Days
- I Prefer not to be called by Kelly Educational Staffing

Next

Cancel

Kelly Automated Scheduling System



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Tuesday, March 06, 2012

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Messages

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Kelly Automated Scheduling System



Change your PIN

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

Kelly Automated Scheduling System



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Kelly Automated Scheduling System



Change Personal Information.

Internal Identifier 65254

First Name Amanda

Middle Name

Last Name Ackerly

Phone (167) 888-8888

Email ackerly01@mail.com

Language

Address

Address 1

Address 2

Address 3

Address 4

City

State/Province

Zip

[Edit Info](#)



Kelly Automated Scheduling System



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Search for Jobs

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Question

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Kelly Automated Scheduling System



Substitute: Ackerly, Amanda
Preferred Schools

- Show me jobs at schools selected below.
 Do not show me jobs at schools selected below.

Apply Changes

[View Current Schools](#)

Edit

Apply Changes

Cancel

Selected	School	Day Of Week						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	KES Branch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Alpine Test Academy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Alpine Test Elem	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dew Valley School District	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Meadow Creek Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Meadow HS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Old British School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Oxford Elem	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Extra Hours Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



KASS Web Time



- An easy-to-use timekeeping component of the Kelly Automated Scheduling System
- Allows user to enter time worked via the Internet or IVR
 - Schools approve time sheets online
- Weekly deadline is Sunday at 11:59 p.m. local time for the week worked
- User can log time into KASS for each day worked, either at the end of every day or at the end of the week
- If assignment record in KASS does not accurately reflect the teacher you replaced, **do not** enter time for that assignment
 - Call the Scheduling Team as soon as possible

Kelly Automated Scheduling System



Kelly Educational Staffing®

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Kelly Automated Scheduling System



Time Sheet

Monday 12/19/2011 - Sunday 12/25/2011 11:59:59 PM

12/19/2011 - 12/25/2011

Day	Room	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Lunch	Hours	Units	Delete
Friday 12/23/2011	Pine Knob Elem	Baker, Larry	7:30 AM <input type="text" value="7:30"/> <input type="button" value="AM"/>	3:30 PM <input type="text" value="3:30"/> <input type="button" value="PM"/>	<input type="text" value="0:30"/>	7.5	1	<input type="checkbox"/>

- No values have been entered for this item.
- This item has been rejected and needs revision.
If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

Comments to/from Approver at Pine Knob Elem:

Kelly Automated Scheduling System



[Navigation](#) > [Home](#) > [Notification](#) | [Logout](#)

Thursday, November 19 2009

[Return to Homepage](#)

Good afternoon, Jack Abachure

Substitute Notification Page

You must click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.


Hide Details

Notifications for KES Training Org

REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Assignment(s).

Assignment #	Removed Date/Time	Employee Name	
41940825	2009-11-19 13:44	Anderson, Susan	
Date	Start	End	Location
2009-12-11	07:30	15:30	Apple Elementary School

You must click the CONFIRM button to indicate you have read the preceding notifications.



Cancellation Policy



- “Same-Day” Cancellations
 - Three or more incidents will place you on “Same-Day Assignment Only” status
 - Must work 30 consecutive assignments before being allowed to accept advance assignments
- “Less Than One Hour” and “No Call/No Show” Cancellations
 - Three incidents of this type will result in termination of employment

Contacting Us



- Kelly office phone number and hours of operation
 - (912)267-9235
 - 8 a.m. to 5 p.m. Monday through Friday
- Scheduling Centers hours
 - 5 a.m. to 8 p.m. Monday through Friday
 - 1-866-KELLY-98 (1-866-535-5998)
 - ***When contacted by the KES Service Center, the caller ID name will appear as "800 Service"*****
- IVR (Interactive Voice Response)
 - (800) 942-3767 available 24 hrs/day!
- Voicemail available after hours



Substitute Teachers Make a Difference!



Education is a shared responsibility™

KELLY
SERVICES