

AESOP EMPLOYEE QUICK-START GUIDE

| Aesop 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. 3. Click Next to finalize the absence details. 4. Click Save or Save & Assign. You will receive a confirmation number. <p>Note: Save & Assign may not be available for your district.</p> | <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 the information as necessary. (Editable fields are dependent on absence status). 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. |
| Aesop 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. Confirm the absence details. 6. Save the absence or Save & Assign a particular substitute by following the IVR prompts. You will receive a confirmation number. <p>Note: Save & Assign may not be available for your district.</p> | <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. • Press 3 for absences scheduled for the next 30 days. 2. Select one of the following options: <ul style="list-style-type: none"> • Press 1 to hear more about the absence (if multiple days). • Press 2 to hear the information again. • Press 4 to listen to the next absence, if applicable. • 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 or five digit PIN and press #. 4. The system will repeat the PIN you entered. <ul style="list-style-type: none"> • Press 1 if the PIN is correct. • Press 2 to re-enter your PIN. |

Call 1-866-KELLY-38 if you experience technical difficulties using Aesop, or if you have forgotten your ID or PIN.

Please call the scheduling team at **1-866-KELLY-98** for assistance using the Aesop system. They are available between the hours of 5AM and 8PM Monday-Friday.

You can reach your local KES team at (802) 658-3877 or 6014@kellyservices.com.

Thank you!

This guide is a condensed version of the *KASS Employee Guide* on kellyeducationalstaffing.com, intended for quick reference only