Kelly Educational Staffing*

**Via the Internet**
- Go to kellyeducationalstaffing.com
- Click Aesop Login and enter your ID number and PIN in the appropriate fields.*
- This feature allows you to:
  - Record an absence
  - View your schedule
  - Change your profile/update personal information
  - Obtain assistance

**Via the Interactive Voice Response System (IVR)**
- Dial 800-942-3767 and log on to the KASS by entering your ID number and PIN.*
- This feature allows you to:
  - Record an absence
  - View upcoming absences
  - Review or change your personal information
  - Review a specific absence

*Your ID number is your 10 digit telephone number. Your PIN will be assigned by the Kelly branch.

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Kelly Educational Staffing*

**KASS for Employees**
- Report an absence via kellyeducationalstaffing.com or call 800-942-3767.
- For assistance, or if you forget your PIN, contact your Kelly Educational Staffing office or KAST Center at 866-KELLY98.
- For technical difficulties, call 866-KELLY-38 during regular business hours.

**Contact Information for Kelly Services**

**Contact KAST at 1-866-535-5998 for:**

- Same day absences after the absence cut-off time of 6:15 a.m.
- Long term absences of five or more consecutive days
- To notify Kelly about assignment cancellations and extensions
- To request a particular substitute if you are unable to contact the sub yourself and enter the job on-line. (Save & Assign)

- **Call hours are 4:00 a.m. - 6:00 p.m.**