

Kelly Automated Scheduling System (KASS)—How to Log an Absence

First Things First – Record Your Name and Title on the IVR

- **ID:** Your KASS ID is your Springfield Public Schools’ employee number followed by enough zeros to equal 10 digits. (Example: 1234500000)
 - **PIN:** Your KASS PIN is the mm/dd of your birthday. (Example: 0428)
1. Call the IVR at 1-800-942-3767.
 2. Enter your ID and PIN and press #.
 3. Press **5** from the Main Menu.
 4. Press **1** to record your name and title.
 5. Press **1** to save the recording.
- **You will only need to record your name and title (subject or grade) once unless your information changes.**

KASS Internet Feature			
Accessing KASS via the Internet	Recording an Absence on the Internet	To Assign a Specific Substitute	Changing Your PIN via the Internet
<ol style="list-style-type: none"> 1. Go to www.kellyeducationalstaffing.us/springfield 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 (Start/End Date, Absence Reason Type, Beginning/Ending Times) and click Save. 3. You will receive a confirmation number. 	<ol style="list-style-type: none"> 1. Important! Only use this option if you have first confirmed the substitute can fill your absence. 2. Follow instructions on entering your absence. 3. Do not click Save. Instead, click Save & Assign. 4. Locate name of substitute on drop down list. 5. Assign substitute to your absence. 6. You will receive a confirmation number. 	<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.
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"> 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. Save the absence. You will receive a confirmation number. 	<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. 2. Select one of the following options: <ul style="list-style-type: none"> • Press 1 to hear more about the absence. • Press 2 to hear the information again. • Press 4 to listen to the next absence. • 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 digit PIN and press #. 4. Confirm your new PIN by following the IVR prompts.

To obtain your KASS ID and PIN, contact your school administrator or your local KES branch.

Call 1-866-KELLY-38 if you experience technical difficulties using the Kelly Automated Scheduling System.

This guide is a condensed version of the *KASS Employee Guide* and is intended for quick reference only. For comprehensive details and instructions, request a copy of the *KASS Employee Guide* from your local Kelly Educational Staffing branch.