



## KASS (Kelly Automated Scheduling System) *Helpful hints when using the system*

All requests for subs must be entered directly into the KASS system by the individual making the request. For your convenience, this can be done **TWO** different ways (available 24/7/365):

1. **Log on to KASS** at [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com) and select the KASS login button on the upper right-hand side of the web page. The system will then prompt you to enter in your ID number (your schools telephone number) and your PIN number (which was given to you by your school). The system walks you through creating an absence. The note field is to be used **ONLY** to relay information regarding the lesson plan for the day. For your convenience, you may also upload lessons plans or other files/information.

Preferred subs, which have been determined for each school by the administration, will have the first option to accept an absence. If all preferred subs have declined the absence request, five days (5) prior to the start date a general sub has the option of accepting the absence. Same day requests are open to all licensed teachers.

2. **Call the IVR** (Interactive Voice Response System). Please dial 1-800-942-3767. The system will ask you to enter in your ID and PIN numbers. If you have not called into the system before, it will state there is no recording of your name. You must record your name at this time.

### **Reasons to call directly to the Kelly Services office (218-333-3165):**

- **You need to cancel or change the date of an absence,**
- **You do not have a PIN or ID number to access the system – check with your school secretary first.**
- **You need to extend a previously accepted absence and keep the same sub for consistency.**

*The deadline for requesting a sub is no later than 6:30am the day of the absence.*

(Your request for a sub must be entered directly into the KASS system from your computer.)

Reference Guides for the Kelly Automated Scheduling System (KASS) may be sent electronically by calling 800-347-9288 or can be obtained at all the school offices.

### How to record your name...

- 1) Call 1-800-942-3767.
- 2) Enter in you ID and PIN number.
- 3) Listen to the instructions (select option #5, then option#1).
- 4) Record your name and grade/subject. (ex: Mary Johnson – English 9-12).
- 5) Press the # key to accept the recording.

When the KASS system automatically notifies substitutes, this is how the substitute will be able to identify a grade or subject.