

# EMPLOYEE ABSENCE QUICK-START GUIDE

## INTERNET FEATURE

### ACCESSING THE SYSTEM VIA THE INTERNET

1. Go to [www.mykelly.us](http://www.mykelly.us) .
2. Hover over **Employee Login** (top right corner).
3. Click on **Frontline Login**.
4. Enter your ID and PIN.
  - a. If needed contact Jeffrey Baker at [516U@kellyservices.com](mailto:516U@kellyservices.com) .
5. Click **Sign In** and your home page will display.

### RECORDING AN ABSENCE ON THE INTERNET

1. Scroll down to the **Create Absence** tab on your home page.
2. Enter the absence information.
3. You will receive a confirmation number and email.

### MODIFYING AN ABSENCE VIA THE INTERNET

1. Click **Scheduled Absences** on your home page.
2. Click the **Confirmation Number** of the future absence you want to modify.
3. Click **Edit Absence** and edit the information as necessary.
4. Click **Save Absence**.

**\*Only Available if the absence has NOT yet been approved in the system (coming Fall '18).**

### CHANGING YOUR PIN VIA THE INTERNET

1. Click **Account>Change PIN** on your home page.
2. Enter your existing PIN in the **Old Pin** field.
3. Enter your new PIN in the **New PIN** field.
4. Retype your new PIN in the **Confirm New Pin** field.
5. Click **Apply** to save your changes.

## PHONE FEATURE

### ENTERING AN ABSENCE VIA THE PHONE

1. Call 866-KELLY-98 (866-535-5998) and briefly wait for a representative.
2. Inform the representative of your name and inform them you are calling from Johnstown, PA (BASD service area).
  - a. Ex./ My name is \_\_\_\_\_ and I am calling from Johnstown, PA.
3. Provide the representative with the following:
  - a. **Absence Reason**
    - i. **See other side for absence reasons.**
  - b. **Date of Absence**
  - c. **Time of Absence**
    - i. **Professional Staff-Full day/Half day.**
    - ii. **Support Staff- quarter hour increments.**
4. You should receive an email with your absence information as well as a confirmation number.

### ADJUSTING AN ABSENCE VIA THE PHONE

1. Call 866-KELLY-98 (866-535-5998) and briefly wait for a representative.
2. Inform the representative of your name and inform them you are calling from Johnstown, PA.
  - a. Ex./ My name is \_\_\_\_\_ and I am calling from Johnstown, PA.
3. Provide the representative with your 9-digit confirmation number to expedite the process.
4. Inform them of the changes that need to be made.

### QUESTIONS CONCERNING KELLY EDUCATIONAL STAFFING

1. **Contact Jeffrey Baker- Staffing Supervisor**
  - a. **814-355-4814 ext. 3054**
  - b. [516U@kellyservices.com](mailto:516U@kellyservices.com)
  - c. **Stop by the Central Administrative Office**
    - i. **School year office hours: 7am-4pm.**