

# KELLY'S AESOP SCHOOL EMPLOYEE QUICK-START GUIDE

**Call the Scheduling Team at (866) 535-5998 (M-F, 3:00 am – 6:00 pm MDT) for assistance with:**

- Putting in last-minute, same day absences (for absences being called in less than an hour before the Aesop start of school)
- Requesting a specific substitute for a future assignment
- Modification of an existing absence or assistance creating a new absence
- To cancel an absence

**Call the local KES Branch at (303) 940-5673 (M-F, 7:00 am – 4:30 pm MDT):**

- To refer a candidate to become a KES substitute employee
- To report an incident or concern with a current substitute employee
- To report an issue with your online profile information

Aesop Internet Feature			
Accessing Aesop 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"> <li>1. Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>2. Click <b>Aesop Login</b> at the top of the screen.</li> <li>3. Enter your ID and PIN.</li> <li>4. Click <b>Sign In</b>. Your home page will display.</li> </ol>	<ol style="list-style-type: none"> <li>1. Scroll down to the <b>Create Absence</b> tab on your home page.</li> <li>2. Enter the absence information.</li> <li>3. Click <b>Create Absence</b> or <b>Create Absence and Assign Sub</b>. Only use "Create and Assign" for prearranged absences. You will receive a confirmation number.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Scheduled Absences</b> on your home page.</li> <li>2. Click the confirmation number of the future absence you want to modify.</li> <li>3. Click <b>Edit Absence</b> and edit the information as necessary. (Editable fields are dependent on absence status).</li> <li>4. Click <b>Save Absence</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Account&gt;Change PIN</b> on your home page.</li> <li>2. Enter your existing PIN in the <b>Old PIN</b> field.</li> <li>3. Enter your new PIN in the <b>New PIN</b> field.</li> <li>4. Retype your new PIN in the <b>Confirm New PIN</b> field.</li> <li>5. Click <b>Apply</b> to save your changes.</li> </ol>
Aesop IVR Feature			
Accessing Aesop 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"> <li>1. Call <b>1-800-942-3767</b>.</li> <li>2. Enter your ID and PIN and press #.</li> <li>3. Select one of the following system options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence.</li> <li>• Press <b>2</b> to check entitlement balances.</li> <li>• Press <b>3</b> to review upcoming absences.</li> <li>• Press <b>4</b> to review a specific absence.</li> <li>• Press <b>5</b> to review or change personal information.</li> </ul> </li> </ol> <p><b>Note:</b> Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> <li>1. Press <b>1</b> from the Main Menu and select one of the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence for today.</li> <li>• Press <b>2</b> to record an absence for tomorrow.</li> <li>• Press <b>3</b> to record an absence for another day within the next 30 days.</li> <li>• Press <b>4</b> to record an absence for Monday (on Friday or weekend).</li> </ul> </li> <li>2. Enter the number of days for the absence (up to five).</li> <li>3. Enter a start and end time by following the IVR prompts.</li> <li>4. Select the reason for the absence.</li> <li>5. Confirm the absence details.</li> <li>6. Save the absence or Save &amp; Assign a particular substitute by following the IVR prompts. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> The Assign Sub function may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Press <b>3</b> from the Main Menu and select one of the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> for absences scheduled for today.</li> <li>• Press <b>2</b> for absences scheduled for tomorrow.</li> <li>• Press <b>3</b> for absences scheduled for the next 30 days.</li> </ul> </li> <li>2. Select one of the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to hear more about the absence (if multiple days).</li> <li>• Press <b>2</b> to hear the information again.</li> <li>• Press <b>4</b> to listen to the next absence, if applicable.</li> <li>• Press <b>5</b> to return to the Main Menu.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>5</b> from the Main Menu.</li> <li>2. Press <b>2</b> to hear your current PIN.</li> <li>3. Press * to leave your PIN unchanged, or enter a new four or five digit PIN and press #.</li> <li>4. The system will repeat the PIN you entered. <ul style="list-style-type: none"> <li>• Press <b>1</b> if the PIN is correct.</li> <li>• Press <b>2</b> to re-enter your PIN.</li> </ul> </li> </ol>

NOTE: The IVR automatically generates a recording of your name and title. If the IVR records your name or title incorrectly, you can manually re-record them by following these steps: Call the IVR at 800-942-3767, enter your ID and PIN and press #. Press **5** from the Main Menu to change your personal information. Press **1** to record your name. Press **1** to save the recording.

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

This guide is a condensed version of the "Aesop Employee Guide" on [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com), intended for quick reference only.