



# Kelly Educational Staffing (KES)

## KES SCHEDULING TEAM: (available 5am – 8pm M-F)

**Employees should be entering their own absences, but the scheduling team is available to assist with:**

- Last-minute absences (absences that start in less than an hour)
- Absences with special requirements
- Cancelling/changing assignments

**866-535-5998 (1-866-KELLY-98) or [KESSCHEDULE@kellyservices.com](mailto:KESSCHEDULE@kellyservices.com)**

*note: Please call rather than email for urgent issues such as late fill needs, assignment extensions or cancellations*

## LOCAL KELLY TEAM (available 8am to 5pm M-F)

**Contact the local Kelly team to:**

- Provide performance feedback on substitute teachers
- Report an incident involving a Kelly substitute employee
- Refer a new substitute employee
- To seek guidance on AESOP/KASS system use outside of scheduling needs

**770-499-7082 or [217K@kellyservices.com](mailto:217K@kellyservices.com)**