Kelly Educational Staffing Absence and Scheduling Team (KAST)
Substitute Employee Reference Guide
1.866.KELLY.98 (1.866.535.5998)

Refer to this guide to understand when to contact the KAST and when to contact your local Kelly® office.

Contact KAST at 1.866.KELLY.98:
- For assistance with accepting absences in the Kelly Automated Scheduling System (KASS)
- To notify Kelly if you need to cancel a previously accepted absence, including same-day notifications
- To notify Kelly if you are requested to return for a future assignment
- To notify Kelly about assignment changes (if you are moved to a different classroom after arriving at the school)
- For questions on your assignment or school-specific procedures

Contact your local Kelly office at 802.747-4831:
- To update any information on your KASS profile
- To discuss any performance-related topics
- For questions regarding employee benefits or programs
- For payroll or KASS Web Time™ questions
- To report any incidents
- To refer new substitute employee applicants to Kelly

E-mail all non-urgent support requests to KAST at KESSCHEDULE@kellyservices.com.

kellyeducationalstaffing.com