

## EMPLOYEE QUICK-START GUIDE Frontline (Formerly Aesop)

Internet Feature			
Accessing the System 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>Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>Click <b>Employee Login</b> at the top of the screen, then click on <b>Frontline Login</b>.</li> <li>Enter your ID and PIN.</li> <li>Click <b>Sign In</b>. Your home page will display.</li> </ol>	<ol style="list-style-type: none"> <li>Scroll down to the <b>Create Absence</b> tab on your home page.</li> <li>Enter the absence information.</li> <li>Click <b>Create Absence</b> or <b>Create Absence and Assign Sub</b>. You will receive a confirmation number. <b>Note:</b> The Assign Sub function may not be available for your district.</li> </ol>	<ol style="list-style-type: none"> <li>Click <b>Scheduled Absences</b> on your home page.</li> <li>Click the confirmation number of the future absence you want to modify.</li> <li>Click <b>Edit Absence</b> and edit the information as necessary. (Editable fields are dependent on absence status).</li> <li>Click <b>Save Absence</b>.</li> </ol>	<ol style="list-style-type: none"> <li>Click <b>Account&gt;Change PIN</b> on your home page.</li> <li>Enter your existing PIN in the <b>Old PIN</b> field.</li> <li>Enter your new PIN in the <b>New PIN</b> field.</li> <li>Retype your new PIN in the <b>Confirm New PIN</b> field.</li> <li>Click <b>Apply</b> to save your changes.</li> </ol>
IVR Feature			
Accessing the System 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>Call 1-800-942-3767.</li> <li>Enter your ID and PIN and press <b>#</b>.</li> <li>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> <b>Note:</b> Press * to go back one menu level at any point. </li> </ol>	<ol style="list-style-type: none"> <li>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>Enter the number of days for the absence (up to five).</li> <li>Enter a start and end time by following the IVR prompts.</li> <li>Select the reason for the absence.</li> <li>Confirm the absence details.</li> <li>Save the absence or Save &amp; Assign a particular substitute by following the IVR prompts. You will receive a confirmation number. <b>Note:</b> The Assign Sub function may not be available for your district.</li> </ol>	<ol style="list-style-type: none"> <li>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>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>Press <b>5</b> from the Main Menu.</li> <li>Press <b>2</b> to hear your current PIN.</li> <li>Press * to leave your PIN unchanged, or enter a new four or five digit PIN and press <b>#</b>.</li> <li>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>

**Call 1-866-KELLY-38 if you experience technical difficulties using the system, or if you have forgotten your ID or PIN. This guide is a condensed version of the *Frontline Employee Guide* on [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com), intended for quick reference only.**

**If you forget your district password, please contact SDP help desk at (215) 400-5555.**

Access System via Internet  
SDPSubs.com

**Absence Management**  
Formerly Aesop

**Sign In**

ID:

Pin:

[Pin Reminder](#)  
[Login Problems](#)

Click on "Create Absence"

**Create Absence** | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Mon, Jun 17 Need more options? Advanced Mode

June 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**Substitute Required**  Yes

**Absence Reason**

**Time**   
Please enter a valid time range using the HH:MM AM format.  
 to

**Notes to Administrator** (not viewable by Substitute)  
  
255 character(s) left

**Notes to Substitute** (Viewable by Administrator, Employee, and Substitute)  
  
255 character(s) left

**FILE ATTACHMENTS**

**Shared Attachments**

Enter Absence Details