

I NEED A SUBSTITUTE BASICS

Teachers and Paraprofessionals are responsible for their own absences unless it will be more than 5 consecutive days. If your absence is going to be over 5 consecutive days...you will need to have your bookkeeper, Ms. Kathryn Young, RCSS Substitute Operator (youngka@boe.richmond.k12.ga.us), the local KES Team (706-210-2538) or the KES Scheduling team (866-535-5998) to enter your absence for you.

If your absence is long term....make sure you have a substitute lined up ahead of time...how do you do this? You call the local team prior to the date you plan on going outtell them what you need and have them search for you....or ask your bookkeeper for names of dependable subs that like subbing at your school. KES will not send out lists of their employees' personal information...so...if you see a sub that you like...ask them for their telephone number and email. **NEVER ENTER A SUBSTITUTES' NAME IN YOUR ABSENCE WITHOUT THEIR PERMISSION.**

Need to cancel or edit your absence?

You must call the Scheduling team....have the confirmation number ready to give the scheduler....Identify yourself, your school... make sure they know you are from the RCSS school system in Augusta, Georgia....even if you are put on hold...wait until you can actually talk to the scheduler...this is to prevent misinformation and errors.

What link do I go to?

www.kellyeducationalstaffing.us enter this link into your browser (Internet Explorer seems to be the best)...when the Kelly web site opens up...go to the upper right hand corner and click on employee log in...The FRONTLINE system will open up. Save this to your computer favorites. Enter you user ID and your pin...don't know it? You can get this from your bookkeeper by asking her to run your school's staff list in Frontline. Or....you can email me during school hours.

NEED KES NUMBERS?

KES LOCAL STAFF: 706-210-2538 OFFICE HOURS: 8AM-5PM

KES SCHEDULING TEAM: 866-535-5998 OFFICE HOURS: 5AM-8PM

WEEKENDS: YOU MUST ENTER YOUR ABSENCE ON LINE YOURSELF

MAKE SURE YOU HAVE YOUR INFORMATION SAVED BEFORE YOU HAVE TO HAVE IT 😊

REVIEW YOUR ENTRIES BEFORE YOU SUBMIT AND SAVE!!!!!!!!!!