

## Contact Information

<b>Kelly Talent Care Representative</b>	<b>Edel Donahue</b> Phone: (484) 229-4641 Email: <a href="mailto:eded022@kellyservices.com">eded022@kellyservices.com</a> <b>Office Hours:</b> Monday-Friday, 8:00 A.M. to 5:00 PM Contact us to: Update personal information Discuss performance-related topics Ask about employee perks or programs Report any incidents and/or injuries Refer new substitute employee applicants to Kelly Ask about using Frontline Web Time Notify us that you have been requested to return for a future assignment Notify us if you are asked to work beyond your scheduled time
<b>Kelly Education Scheduling Team</b>	<b>Phone:</b> 800-991-5157, option 1 <b>Hours:</b> Monday-Friday, 6:00 A.M. to 6:00 P.M. ET Send all non-urgent requests to <a href="mailto:ednefulfillmentsupport@kellyservices.com">ednefulfillmentsupport@kellyservices.com</a> . Contact us to: Get help with accepting absences in Frontline To cancel an assignment less than 12 hours before the start time Notify us about assignment changes (if you were moved to a different classroom after arriving at the school) Ask questions about your assignment <b>Note:</b> Any calls coming from the Scheduling Team will show up as "800 Service." The caller ID display will not have the Kelly Education or Kelly Services name.
<b>Frontline System</b>	<b>Frontline - Internet Scheduling Access</b> <a href="https://www.mykelly.us">https://www.mykelly.us</a> or <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a> Select "Employee Logins" at the top of the page Use your Username/Password created with the Frontline invite <b>IVR Interactive Voice Response System</b> 800-942-3767 Login ID: Your primary telephone number as listed on employment application PIN: randomly assigned <b>Hours:</b> 24 hours, 7 days a week
<b>Kelly IT Hotline</b>	For technical difficulties, or if you forget your PIN, call 800-KELLY-28 (800-535-5928).