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Frontline™ Absence Management Solution Administrator Guide



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Frontline Education's Absence Management Solution

Reference Guide for Administrators

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Frontline Education's Absence Management Solution Reference Guide for Administrators

Welcome!

Kelly Educational Staffing® is pleased to present Frontline Education's Absence Management Solution. Absence Management has many features that allow you to efficiently manage your employees' absences and substitute requests. For your convenience, the system is available 24 hours a day, 7 days a week. This guide details the Frontline Absence Management functionality for school district administrators partnering with Kelly Educational Staffing. Please note that administrator permissions can vary based on the requirements of each school district and you may not have access to all features outlined in this guide.

Guide Content

In this guide you will learn how to:

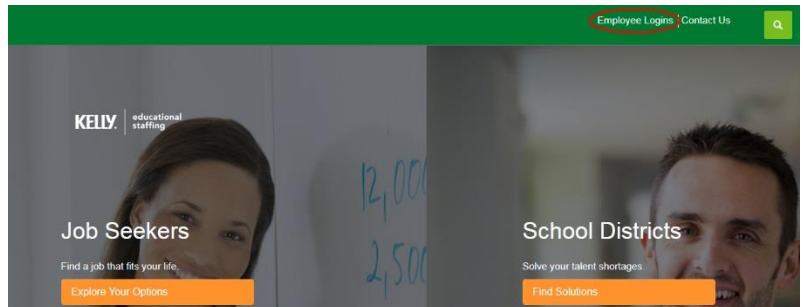
- Access the system via the Internet or telephone
- Enter an absence
- Modify an absence
- Cancel an absence
- View and Edit Preferred Substitutes
- View the Daily Report
- View the Day of Week Absence Analysis
- View the Absence Summary Report
- View the Absentee Report
- View the Employee Register
- View the Absence Interactive Report
- Change your PIN/Reset Your Password
- Approve/reject timesheets
- View the Timesheet Summary Report
- Manage time approvers
- Obtain assistance
- Monitor absences

Internet Feature of the System

A: Accessing the System

- Step 1:** Open the Kelly Educational Staffing Web site on the Internet at kellyeducationalstaffing.com.
- Step 2:** Click **Employee Login** and select **Frontline Login**
- Step 3:** Enter your ID or User Name and PIN or Password in the appropriate fields.
- Step 4:** Click **Sign In**. This will log you on to the System and take you to the customized home page.

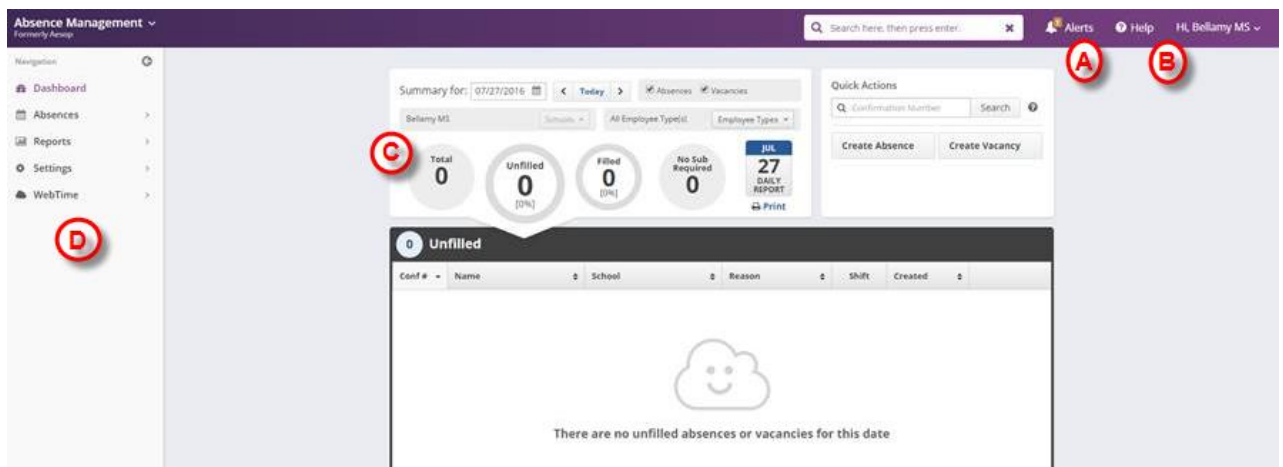
Note: If you're forgotten your login information, you can select "I forgot my ID or username" or "I forgot my PIN or password" links below the "Sign In" button.



Home Page

- On your home page there is an **Alerts Menu (A)**, **Help box (B)**, the **Interactive Calendar (C)**, and the absence management **Side Navigation (D)**. (See screenshot below)
- The **Alerts Menu** may contain important notes from your School District, Kelly Educational Staffing office or KAST Center.
- The **Help Box** contains information on who to contact for scheduling needs.
- The **Interactive Calendar** will display the days your school is closed. If the calendar requires updates, please contact your District Administrator or KAST Center. Scroll to another month by clicking on the right/left arrows in the upper corners of the calendar.

The **Side Navigation** shows the functions available to you, which are listed on the left side of the home page (e.g., Create Absence, Daily Report).



B: Entering an Absence

As an administrator, you can enter absences for your employees. To enter an absence, you will need the employee's name, the absence start and end dates, the reason for the absence, and the absence start and end times. The default start and end times were collected during your school district's KES implementation.

Step 1: Click **Create Absence** function under the **Quick Actions** box on the home page. Or click on the **Absence** side navigation tab and go to **Create Absence**.

Step 2: Select the first letter of your employee's last name or enter the first few letters of the last name in the space provided.

Step 3: Select an employee by clicking the employee's name. Then click on **Fill Out Details**.

Step 4: Enter the absence information in the **Create Absence** screen as follows:

- **Length of Absence** – Click the calendar icon to select the start and end dates. To create an absence for multiple days, you can click your mouse over the first day and drag your mouse to the final day of the absence. If the absence is longer than five consecutive days, please contact your Kelly Educational Staffing office or KAST Center directly to record the absence. By default, the system will display the next available absence date.
- **School** – if you have district access to the system, select a school or all schools
- **Absence Reason** – Select the absence reason from the drop-down list.
- **Absence Type**
 - Select the type of absence (Full Day, Half Day AM, Half Day PM, Custom).
- **Start Time** – To customize, select the employee's absence start time.
- **End Time** – To customize, select the employee's absence end time.

The screenshots illustrate the 'Create Absence' process. The top left shows the navigation menu with 'Absences' selected. The top right shows the 'Quick Actions' box with a 'Create Absence' button. The bottom screenshot shows the 'Step 2: Fill out Absence Details for Murphy, Jack' screen. It includes a calendar for December 2015 with the 16th selected, an 'Absence Reason' dropdown set to 'Sick', a 'Time' section with 'Full Day' selected and a time range of 07:30 AM to 03:30 PM, and an 'ABSENCE SUMMARY' box on the right showing the date, school, and reason.

Step 5: You can add notes for the substitute such as the location of the lesson plan or specific classroom instructions. The notes can be read by anyone (e.g., substitutes, employees, and your Kelly Educational Staffing office) who views the absence. *In cases where permissions allow, you will be able to also see the Admin-Only Notes box as well as the Notes to Administrator box.

Step 6: *(Optional) To attach a document to the absence, click the **Choose a File** button and select the document you wish to upload.

B: Entering an Absence (continued)

The screenshot shows the 'File Attachments' section of the system. It includes a dashed box labeled 'DRAG AND DROP FILES HERE' with a 'Choose a file' button below it. To the right, there are two columns: 'Uploaded Files' and 'Related Files', both showing 'No Uploaded Files' and 'No Related Files' respectively. At the bottom, there are navigation buttons: 'Previous Step: < Select Employee' and 'Next Step: > Review & Confirm'.

Note: Documents attached to an absence can be in doc, docx, pdf, xls, or xlsx format and no larger than 600KB. An absence can have more than one attachment linked to it. An attachment will be deleted from an absence after 10 days of the assignment completion.

Step 7: Click **Review & Confirm** when all required absence information is provided.

Step 8: If all information is correct, you can click on **Create Absence** or **Create Absence and Assign Sub** (see additional notes below regarding the Assign Sub option).

Once saved, the system will assign a unique confirmation number to the absence. **You may want to record this number to review absence history details** (e.g., current status, time the absence was created, the substitute's name if the absence is filled or closed) at a later date. The confirmation number can also be retrieved from the Daily Report or Absentee Report.

If a substitute is needed, the system will begin finding a substitute for the absence.

The screenshot shows a confirmation screen with a green header bar containing a checkmark icon and the text 'Your Absence has been scheduled.' Below this, it states 'Your confirmation number is 189585794.' The main content area is divided into two sections. The left section, titled 'Absence Summary for Murphy, Jack', includes a 'Print this Page' button and a table with the following information: 'Substitute Required' (Yes), 'Notes to Administrator' (None), 'December 16' (date), 'School' (Jones Elementary School), 'Absence Reason' (Sick), and 'Start/End Times' (Full Day (7:30 AM-3:30 PM)). The right section, titled 'Next Steps', includes buttons for 'View Absence' and 'Assign Sub to this Position' (highlighted in green), and links for 'View Profile for Murphy, Jack', 'Create another Absence', and 'Logout of Aesop'.

Assigning Prearranged Substitutes (if applicable)

Note: Only assign a substitute to an absence if you have already spoken with the substitute and arranged for the coverage. When a substitute is manually assigned, they are **not** notified by the system, so it is imperative they are directly contacted.

B: Entering an Absence (continued)

Step 1: Click **Create Absence and Assign Sub.**

Step 2: Type the first letter of the substitute's last name in the **Search for Substitute** box or scroll down to see available and qualified substitutes.

Step 3: Locate the substitute's name you wish to assign. Click **Assign.**

Step 4: The system will ask you to confirm that you have already communicated the position with the substitute you are about to assign. Click **Assign** again if you have confirmed with the substitute.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

C: Modifying an Absence

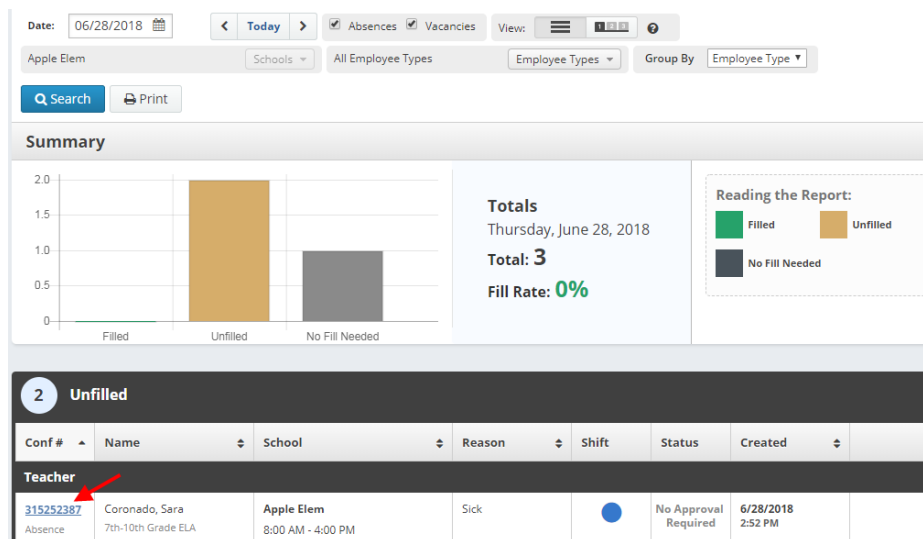
Step 1: Click on the **Quick Actions** box on the home page and input the confirmation # to bring up a specific absence.

OR On the home page screen, the absences for the current date will display in four sections: **Total**, **Unfilled**, **Filled**, and **No Sub Required**. (By clicking on **Total**, it will bring them all up in a list format.) Absences currently on hold, in which a substitute is being considered, will display in the Unfilled section.

You can select another date, school (if applicable), enter a confirmation number or filter by employee type.

Important Note: DO NOT add days earlier than the *Start Date* of an absence, doing so will cause errors in the Kelly Education Payroll/Invoicing System. Only dates *AFTER* the start date should be added. Create a separate confirmation number for the date(s) prior to the start date of the existing absence, or cancel and recreate the absence if they all need to be under one confirmation number.

Step 2: Click the confirmation number link to view details of specific absences. (For additional information on how to use this screen, please refer to the **Monitoring Absences** section at the end of this guide.)



C: Modifying an Absence (continued):

Absence | **Approvers** | **Available Subs**

Edit Absence (A) **Delete** (B)

June 28 at Apple Elem

Select the day(s) you will be out:
From 06/28/2018 To 06/28/2018

Absence Reason Sick

Time Full Day
08:00 AM to 04:00 PM

Accounting Code None Selected

Status: Unfilled
Assign Sub (C)

Create another Absence for this Employee

ABSENCE SUMMARY

Substitute Required **Yes**

Thursday, June 28, 2018
Apple Elem
8:00 AM - 4:00 PM
Sick

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)
None

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)
None

Admin-Only Notes
(Viewable only by Administrator)
None

File Attachments

Uploaded Files
No Uploaded Files

Related Files
No Related Files

- A: Modify an Absence:** Click "Edit Absence", update the desired information and click "Save"
- B: Assign a Substitute:** Click "Assign Sub" if you have a prearranged sub to place on the absence.

D: Splitting an Absence

Important Note: DO NOT split the **start date** of an absence off to a new confirmation number, doing so will cause errors in the order integration process for KSN. Only the dates **AFTER** the start date should be split.

You can use the "Split Absence" feature to break a multi-day absence into separate absences. A typical use for this would be to break an absence into multiple absences so different substitutes can fill the individual days.

Pull up the Absence needing to be split by clicking on the confirmation number from the dashboard view or searching by confirmation number. Once you're in the "Absence Details" page, click Split Absence.

Absence | **Absence Log** | **Approvers** | **Approver Log** | **Available Subs**

Edit Absence **Split Absence** **Reconcile**

September 23 - September 27 at Apple Elementary School 0 out of 5 Days Reconciled

This will open a new page where you can select the day(s) you would like to split. Check the boxes next to the days you would like to break off as a separate absence. If you want to split off one day as a separate absence, simply click the box beside that day. If you would like to break off multiple days, check all boxes that apply. Then, click Create Split Absence.

<input type="checkbox"/>	Date	Duration	Location
<input type="checkbox"/>	Monday, September 23, 2019	●	Apple Elementary School
<input type="checkbox"/>	Tuesday, September 24, 2019	●	Apple Elementary School
<input checked="" type="checkbox"/>	Wednesday, September 25, 2019	●	Apple Elementary School
<input checked="" type="checkbox"/>	Thursday, September 26, 2019	●	Apple Elementary School
<input checked="" type="checkbox"/>	Friday, September 27, 2019	●	Apple Elementary School

A pop-up window will appear, asking you to confirm splitting the absence. To proceed, click Save Split Absence. To cancel and keep the absence as-is, click Cancel.

Once you have saved the split absences, you will be taken back to the "Absence Details" page. You will see a small pop-up box in the top right corner of your screen letting you know that the split was successful. It will also have the confirmation number for the new split absence.

To be taken to the split absence, click on the confirmation number. To dismiss the message, click the small X at the top right corner of the message.

Approve Absence Split

You have chosen to create a new absence with the following dates

Date
Wednesday, September 25, 2019
Thursday, September 26, 2019
Friday, September 27, 2019

Cancel Save Split Absence

Absence Split Successful

Click here to view new absence
379062468

The new absence will carry over the attributes of the absence it was split from. This means things like the approval status, file attachments, budget and accounting codes, and even the substitute if one was already assigned will be the same as they were in the original absence. Don't forget to edit these details in the new absence if needed.

E: Cancelling an Absence

Important: If a substitute has entered a timesheet for a past absence the system will display a warning box before you can cancel the absence. If there is time saved or approved please contact Kelly Education to prevent disruption to the substitute payroll process.

If you would like to cancel the absence, you can do this on the "Absence Details" page as well. The Delete button will show whether you are in edit mode or not. Simply click the button to delete the absence. If the button doesn't appear please contact Kelly Education for assistance.

You will be asked to confirm your decision. Click the Yes button to confirm and delete.

Confirm

Are you sure you want to delete Vacancy #377924544?

NEXT STEPS

Status: **Unfilled**

Create another vacancy for this vacancy profile

F: Removing a Substitute from an Absence

If plans change for an assigned substitute, you can easily remove that substitute from the absence.

Step 1: Find the absence you want to remove the substitute from. You can do this with your absence management dashboard by clicking on the "filled" option.

Summary for: 09/16/2019

< Today >

☒ Absences ☒ Vacancies

All Schools

Schools

All Employee Type(s)

Employee Types

Total
3

Unfilled
0
[0%]

Filled
3
[100.0%]

No Sub
Required
0

SEP
16
DAILY
REPORT
Print

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Approve 0 in the next 45 days Reconcile 11 in the past 30 days

3 Filled

Conf #	Name	School	Reason	Shift	✓	Substitute	Created
376639375 Absence	Cavell, Laura	Apple Elementary School	Illness	●	✓	Debra Mackey	9/11/2019 12:46 PM
376869861 Absence	Jones, Amanda Grade 3	Apple Elementary School	Illness	●	✓	William Abrams	9/12/2019 11:06 AM
376870037 Absence	Locke, John Employee	Apple Elementary School	Personal	●	NA	Chrsti Augsta	9/12/2019 11:07 AM

Step 2: From the "Absence Details" page, click the Remove Sub button on the right side of the screen.

A pop-up window will appear where you can record who requested the removal. There are a couple other options you have here as well.

Allow substitute to see job after removal - Leave this box unchecked if you don't want this job to show up to the substitute as an available job after they have been removed.

Requested By - Choose who requested that the substitute be removed or if the substitute was a no-show. Absence management will record this information.

Step 3: Once you have made your selections, click the red Remove Sub button.

If the job is still in the future, absence management will begin to attempt to fill the job again with qualified and available substitutes.

G: Viewing and Modifying Preferred Substitutes

As an administrator, you can view your school's list of preferred substitutes and add/remove substitutes to the list.

Step 1: Click on the **Settings** link on the side navigation bar, then click on the **Preferred Subs.**

Step 2: On the **Preferred Substitutes** screen is the current list of preferred substitutes and the following sections:

Preferred Substitutes

- **Calling Sequence** – Displays whether the list of substitutes are currently in a specific call order or in random order
- **Job Visibility** – Displays the number of days and hours in advance to the start date a substitute on that preferred list can view absences for your school

Step 3: To add a substitute to your school's Preferred list, click on **Add Substitute(s)**.

Step 4: Search for and select the substitute, then click on **Add to Preferred Substitutes** to add them to the Preferred Substitutes list.

To remove a substitute from the Preferred Substitute list, select the substitute and click on **Remove Selected Substitute(s)**.

Other sections on the Settings page include:

General Information

- **General Info** – Displays the school name, address, phone number and external number.

Time Settings

- **School Settings** – Displays if the school is Active, the school's time zone, as well as absence times.

Excluded Substitutes

- **Excluded Subs** - Displays the list of all substitutes that are currently excluded from your school.

Shared Files

- **Upload file** – Displays the files that have been attached/loaded to this location. You can click on **Choose a file** to upload a new document to your School's location or **Drag and Drop** the file over the box. This will attach to all absences created at this school. Click **Save Changes**.

H: Viewing the Daily Report

The Daily Report allows the administrator to view details of the employees' absences. It provides valuable information, including employee names, absence date(s), and the substitutes who are assigned to your school. In addition, district administrators can select a specific school or view the Daily Report for the entire district.

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Daily Report**. This will automatically bring up the absence information for the current date.

Step 2: Enter the date for which you want to view the Daily Report. You can also specify the type of employee (e.g., teacher, librarian) to be included in the report. If the administrator oversees one school, the report will be sorted by employee name by default. District administrators may sort the report by school or by employee name.

Step 3: The five sections of the report will automatically show on the lower half of the page, or click **Search** to select the specified sections.

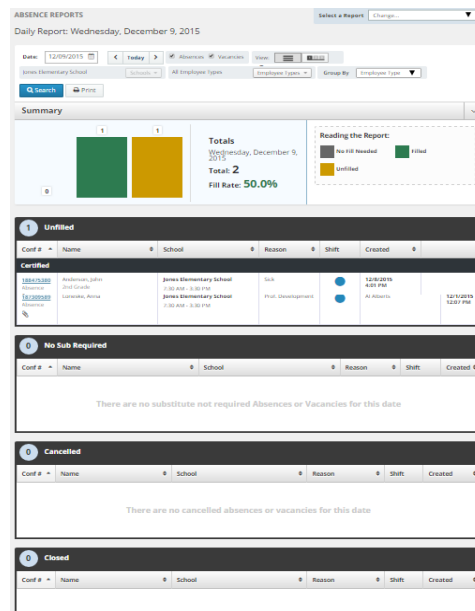
Step 4: Click **Print** to be able to print off the Daily Report for today's date, or the date that was specified in the search.

The information is sorted into five sections:

- **Unfilled** – Absences the system is attempting to fill for that date, or that are currently being held for a substitute.
- **Filled** – Absences filled with a substitute for that date.
- **No Sub Required** – Absences created in the system but do not require a substitute for that date.
- **Canceled** – Absences that have been entered, not filled, and closed unfilled. A substitute is no longer required for that date.
- **Closed** – Absences that were entered and filled with a substitute then closed. Another substitute is no longer required for that date.

*You also have the option to filter each section by Conf#, Employee Name, School, Absence Reason, Shift, and when it was created. Simply click on the up and down arrow to filter.

Daily Report Sample



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this document.

I: Viewing the Day of Week Absence Analysis

The Day of Week Absence Analysis allows you to see the daily and weekly totals for absence reasons for a specific day or week. The date range can span up to 92 days for a specific school and/or district, or up to 365 days for a specific employee.

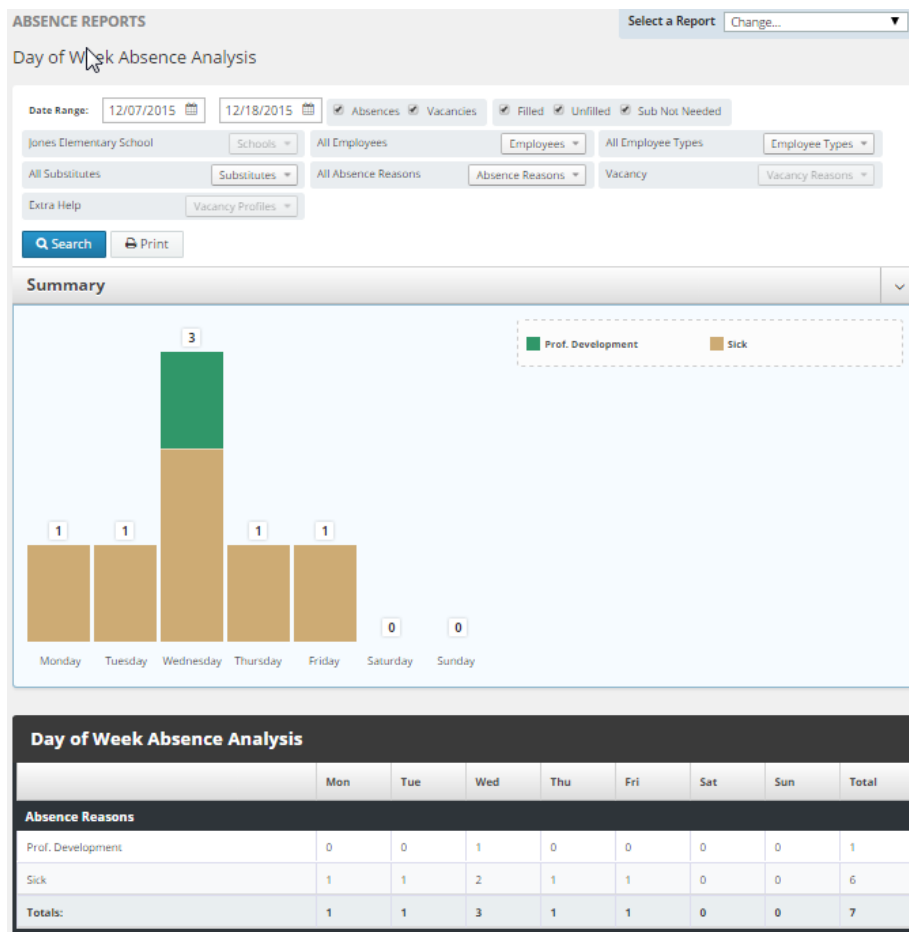
Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Day of Week Absence Analysis**.

Step 2: Enter the **Date Range** in the appropriate fields, or use the calendar icon to enter the dates. (By default, the system will display the current date.) You can also specify the **Substitutes, Extra Help, Absence Reasons, Absence or Vacancy, Filled Status** (Filled, Unfilled or Sub Not Needed), **Employee Type** and the **Employee Name**. District administrators can specify the school in the **School** drop-down list.

Step 3: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

- Color-coded information appears in both a graph and a summary box.

Day of Week Absence Analysis Sample



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

J: Viewing the Absence Monthly Summary Report

The Absence Summary Report allows you to view weekly and monthly absence statistics one month at a time.

This report will allow you to:

- See monthly and weekly trends in absenteeism
- Compare month-to-month trends

Step 1: Click on the **Reports** link on the side navigation bar, then click on **Absence Monthly Summary**.

Step 2: Select the appropriate month and year.

Step 4: Select the appropriate report filters (i.e. Absence Type, School, Employee, and/or Employee Type)

Step 3: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

The Absence Summary displays in calendar form. Each calendar day contains the following information:

- **Total** – Number of absences logged for the day.
- **Fill NOT Needed** – Number of absences that do not require a substitute.
- **Fill Needed** – Number of absences that require a substitute.
- **Filled**– Number of filled absences.
- **Unfilled**– Number of absences currently unfilled.
- **Held** – Number of absences currently on hold, for which a substitute is being considered.
- **Fill Rate** – Percentage of filled absences among absences requiring a substitute.

At the bottom of the report, a summary will display describing weekly and monthly totals for each category.

A sample report is provided for reference on the next page.

Absence Monthly Summary Report Sample

ABSENCE REPORTS

Absence Monthly Summary

Select a Report:

Decem ▾ 2015 ▾ * Absences * Vacancies Jones Elementary School Schools -
All Employees Employees + All Employee Types

Absence Monthly Summary - December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29		Total: 2 Fill NOT Needed: Fill Needed: 2 Filled: 1 Unfilled: 1 Held: 0 Fill Rate: 50%	Total: 2 Fill NOT Needed: Fill Needed: 2 Filled: 1 Unfilled: 1 Held: 0 Fill Rate: 50%	Total: 2 Fill NOT Needed: Fill Needed: 2 Filled: 1 Unfilled: 1 Held: 0 Fill Rate: 50%	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	
30	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	Total: 1 Fill NOT Needed: Fill Needed: 0 Filled: 0 Unfilled: 0 Held: 0 Fill Rate: 0%	Total: 2 Fill NOT Needed: Fill Needed: 2 Filled: 1 Unfilled: 1 Held: 0 Fill Rate: 50%	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	12
13	14	15	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	17	18	19
20	21	22	23	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	Total: 1 Fill NOT Needed: Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%	26
27	28	29	30	31	1	2

		Fill NOT Needed	Fill Needed	Filled	Unfilled	Held	Fill Rate
Dec 1-5	7	Needed	7	3	4	0	42.86%
Dec 6-12	6	0	6	1	5	0	16.67%
Dec 13-19	1	0	1	0	1	0	0%
Dec 20-26	2	1	1	1	0	0	100%
Dec 27-31	0	0	0	0	0	0	0%
Monthly T...	16	1	15	5	10	0	33.33%

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

K: Viewing the Absentee Report

The Absentee Report allows you to view a complete listing of all absences for a specific employee or all employees, and for a specific date or range of dates.

This report allows you to:

- View employees' absence history
- Specify an individual employee or all employees
- Sort the report by either date or employee name

Step 1: Click on the **Reports** link on the side navigation bar, then click **Absentee Report**.

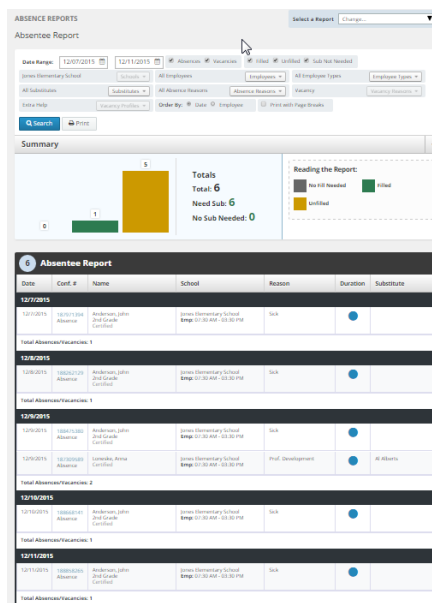
Step 2: Select the **Date Range** for the report. (By default, the system will display the current date.) This report is useful in searching up to 92 days for an entire school or district, or up to 365 days for a specific employee.

Step 3: Select additional criteria for the report. You can filter the report by **Absences**, **Vacancies**, **Filled Status**, **Employee Name**, **Employee Type**, **Substitute Name**, **Absence Reasons**, or **Extra Help**. You can also change the Order by Date or Employee. District administrators may select a specific school from the **School** drop-down list.

Step 4: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

At the top of the report, a summary will display for the following categories:

- Total - The total amount of absences
- Need Sub - Total Absences Needing a Substitute
- No Sub Needed – Total Absences Not Needing a Sub
- No Fill Needed – Absences Not Needing to be Filled.
- Filled – Absences that were Filled.
- Unfilled – Absences that were not Filled by a Substitute.



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

L: Viewing the Staff List

The Staff List allows you to view a listing of your school's employees.

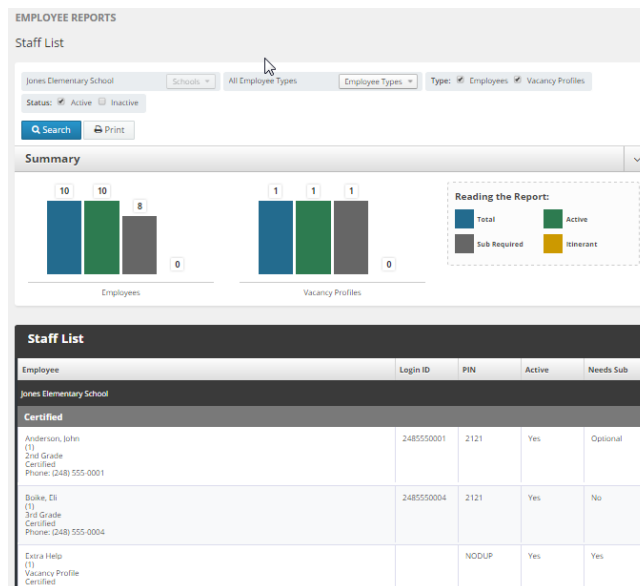
The Staff List includes the following information:

- Employee Name and Title
- Telephone Number (Frontline ID)
- PIN
- Employee Status (active/inactive). Employees who are not active do not have access to the system. To change the status of an employee, please contact your Kelly Educational Staffing office.
- Whether the employee requires a substitute.
- Employees who have their names recorded on the Interactive Voice Response (IVR). The voice recording allows substitutes to hear the name of the employee that is absent when using the IVR.

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Staff List** under **Employee**.

Step 2: The system will display employees for your school as well as Vacancy Profiles. The information is sorted by School, Employee type, Employee or Vacancy profile, and active or Inactive. District administrators can search a specific school from the **School** drop-down list.

Step 3: Click **Search**. (You also have the option to print this report by clicking on the **Print** button.)



At the top of the list is a bar graph that summarizes the following categories:

- Total Employees
- Total Active Employees
- Total Active Employees requiring a Substitute
- Total Itinerant Employees

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

M: Viewing the Absence Interactive Report

The Absence Interactive Report allows you to access historical absence data quickly and easily.

The report allows you to do the following:

- Choose the date range for absence information.
- Choose the absence reasons and employee types - Along with customizing the grouping and detail of the data.
- Download the report into an Excel spreadsheet.

Step 1: Click on the **Reports** link on the side navigation bar, then click **Absence Interactive** report.

Step 2: By default, the system will display the current school week. You can select a date range by using the drop down menu and selecting a custom date range.

Step 3: Select additional criteria for the report.

Step 4: Click **Search**. (You also have the option to print this report by clicking on the **Print** button.)

To export this report to Excel, click the export to Excel link:

- To save the report, click **Download Details** and follow necessary steps.
- To view the overall results, click on **Drill Down**.
- To view details of the one specific date, click on **View Details** and you can view all absences for that date. (You also have the option to download the specific dates details.)

Absence Interactive									
Date	Absence/Vacancy Counts					Absence/Vacancy Percentages			Actions
	Total	Need Sub	Filled	Unfilled	No Sub Needed	% Filled	% Unfilled	% of Total	
12/1/2015 Tuesday	2.00	2.00	1.00	1.00	0.00	50.00 %	50.00 %	12.50 %	Drill Down View Details Download Details
12/2/2015 Wednesday	2.00	2.00	1.00	1.00	0.00	50.00 %	50.00 %	12.50 %	Drill Down View Details Download Details

N: Report Writer

The following reports will be available standard for you to run as needed: Absence Interactive, Daily Report, Employee Data Report, Absence Balance Report (if applicable), and School Info Report. To see all available reports, you may need to change the **Show reports last run or created** filter to "any time" and then click **Search**.

Step 1: Click **Run with New Filters** next to the desired report

Step 2: Update any filters if necessary – Click "Run"

Step 3: Choose output type ("Excel Compatible, .csv" recommended, except for Daily Report. HTML is recommended for Daily Report due to grouping)

Step 4: If you'd like the report emailed to you enter your email address and click checkbox for "Attach results to email" – Click "Run"

Step 5: Download results or open results from your email.

Report Writer

Show reports last run or createdany time

Name:

Q Search

Absence Data

Name	Access	Created	Last Run	Runs	Actions
Absence Interactive	Public	5/24/2018 2:30 PM by: Carrie Nester		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>
Daily Report	Public	5/24/2018 2:05 PM by: Carrie Nester		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

Employee Information

Name	Access	Created	Last Run	Runs	Actions
Employee Data Report	Public	5/24/2018 1:56 PM by: Carrie Nester		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

Absence Reason Balance

Name	Access	Created	Last Run	Runs	Actions
Absence Balance Report	Public	5/24/2018 2:02 PM by: Carrie Nester		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

School Information

Name	Access	Created	Last Run	Runs	Actions
School Info Report	Public	5/24/2018 2:09 PM by: Carrie Nester		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

O: Changing Your PIN/Resetting Your Password

Follow the steps below to change your administrator PIN code:

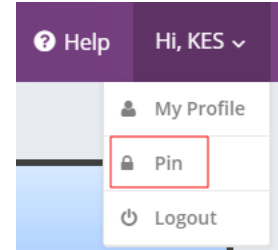
Step 1: Click on the greeting drop down menu and then click on **Pin**.

Step 2: Enter your existing PIN in the **Old Pin** field.

Step 3: Enter your new PIN in the **New Pin** field.

Step 4: Retype your new PIN in the **Confirm New Pin** field.

Step 5: Click **Save Changes** to complete the change, or click **Clear Form** to keep your current PIN.

A screenshot of a web form titled 'Change your Pin'. The form has a light blue header bar with the title. Below the header, there are three input fields: 'Old Pin:', 'New Pin:', and 'Confirm New Pin:'. Between the 'Old Pin' and 'New Pin' fields, there is a section titled 'Pin must meet the following requirements:' followed by a bulleted list: '4 or 5 Numeric Digits', 'Cannot be the same as current pin', 'Numbers cannot be in sequence', and 'A single number cannot be used more than three times'. At the bottom right of the form, there are two buttons: a green 'Save Changes' button and a grey 'Clear Form' button.

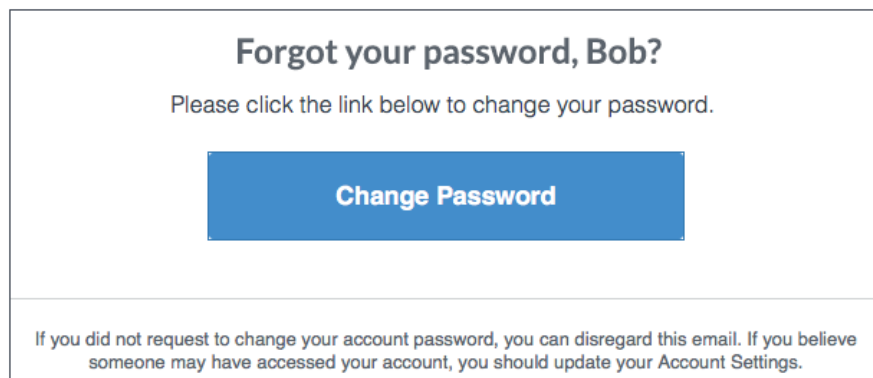
If your district utilizes the Frontline Platform system, your Login ID and PIN will be replaced with a Frontline username and password and you will not see the Pin option in your menu. Follow the steps below to update your Frontline password:

Step 1: Click on the greeting drop down menu and then click on **Logout**.

Step 2: Click on the **I forgot my PIN or Password** link.

Step 3: Enter your Frontline username on the next screen, then click **Continue**.

Step 4: The system will send you an email with a link you can click to reset your password.



P: Approving/Rejecting Timesheets Using KES Web Time

Substitutes submit their time online weekly through the KES Web Time feature in Frontline.

Each school must assign a KES Web Time Timesheet Approver to approve substitute timesheets each week. A backup administrator should also be identified to approve timesheets in the event of the first administrator's absence.

If saved timesheets are not approved by Tuesday at 11:59 P.M. for the prior workweek, all submitted timesheets will be automatically approved and sent to the payroll processing center.

How to Approve or Reject Timesheets

Step 1: The assigned approver will receive an e-mail with a subject line of "ACTION REQUIRED for timesheet approval" twice for saved time for the prior work week; Monday and Tuesday morning at 12:01 AM. Each e-mail has a link to a list of timesheets requiring approval. Click this link to go to the **Time Sheets Approval Page**.

Dates	Substitute	Actual Hours Reported	Actual Units Reported	Status	Rejections	
5/6/2013 - 5/12/2013	Abrams, Williams	0	4	Approved	0	<input type="checkbox"/>
5/6/2013 - 5/12/2013	Lo, Anna	0	1	System Approved	0	<input type="checkbox"/>
4/29/2013 - 5/5/2013	Abrams, Williams	0	1	Pending	0	<input type="checkbox"/>

Rejected Time Sheets

Dates	Substitute	Actual Hours Reported	Actual Units Reported	Status	Rejections	
4/29/2013 - 5/5/2013	Lo, Anna	0	1	Rejected	1	<input type="checkbox"/>

- The page will display "All Periods" by default. You can view a specific week (up to four weeks in the past) by selecting it from the second drop-down menu.
- The page will display "All Substitutes" by default. You can view time sheets for a specific Substitute by selecting their name from the first drop-down menu.

Step 2: On the **Time Sheets Approval Page**, select the check box that corresponds with the substitute's name and click **Approve Selected** or **Reject** to approve or reject that timesheet without reviewing it.

- You can select all employee time sheets at once by clicking the check box located on the top right corner of the time sheet.
- You can only multi-approve, rejections must be done individually.

Step 3: To review the time sheet's details, click the date range in the **Dates** column for that Substitute. The **Approve Time Sheets** page will display.

Step 4: Verify that the name of the employee reflects the correct name that the substitute replaced.

Step 5: Review the timesheet details on the **Approve Time Sheets** page to verify that the hours, the substitute's name, and the dates are correct.

Step 6: To approve or reject the timesheet, click **Approve Time Sheets** or **Reject** as appropriate.

P: Approving/Rejecting Timesheets Using KES Web Time (continued)

4/29/2013 - 5/5/2013
Go
[Back to Time Sheet List](#)
Reject
Approve Time Sheet

Date	Location	Employee	Absence Reason	Scheduled Actual Start	Scheduled Actual End	Break	Hours	Units	Accounting Code
Wednesday 5/1/2013	Lilly Learner	Picard, Jean	Extended Sick Leave	8:00 AM 8:00 AM	3:00 PM 3:00 PM	12:00 PM - 12:15 PM	N/A	1	-- None Selected --

This submission has been approved.

Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

Time Sheet Comments:

05/17/2013 11:55 AM Williams Abrams
No time entered for the OBS location

Reject
Approve Time Sheet

Step 7: If you reject a timesheet, use the **Comments** field to enter any notes regarding the rejection and select the appropriate reason in the **Reject Reason** drop-down menu.

- This information is immediately sent to the substitute via e-mail or telephone. The substitute can revise their timesheets and resubmit for approval.

Step 8: The **Approve Time Sheets** page will reflect any timesheets you approve or reject. Rejected timesheets will display under the **Rejected Time Sheets** section and remain there until the Substitute resubmits their timesheet for approval.

Q: Managing Time Approvers Using KES Web Time

You can change the time approvers in your school. Each school must assign one approver that will be responsible for approving timesheets each week, or an alternate approver who will handle timesheet approvals in the event of the primary time approver's absence.

Step 1: Click on the **WebTime** link on the side navigation bar, then click on the **Manage Approvers**.

Step 2: First Click on the edit button and enter the e-mail address and name for the **Primary Approver**.

Step 3: Click **+Add Approver** and enter the e-mail address and the name of an **Alternate Approver** (when needed) and the dates during which they will serve as the approver.

Step 4: Click the green check mark to save your changes.

Note: When an alternate approver is assigned, the primary approver will not receive an approver email until the alternate is removed or their permission expires.

Primary Approver

Name	Email	Actions
Jones Admin	jones@kesschooldistrict.com	

Alternate Approver Schedule

Name	Email	From	To	Actions
No Alternate Approver Scheduled				

Add Approver

R: Viewing the Timesheet Summary Report

The Timesheet Summary Report allows you to view substitute timesheets by a particular name, date or status. You can select the necessary timesheets and print them as needed for your records.

- Step 1:** Click on the **WebTime** link on the side navigation bar, then click on the **Time Sheet Summary**.
- Step 2:** Enter the appropriate start and end dates (By default, the system will display the current date).
- Step 3:** Select the school location. District administrators may select a specific school from the school drop-down list.
- Step 4:** Select the appropriate substitute or select the "View All" option to view all timesheets.
- Step 5:** The report can be filtered by Type (Absence/Vacancies) & Vacancy Profile. Select "Order by" Time Period or Substitute.
- Step 5:** Select the appropriate timesheet status
- Step 6:** Click **Search**. (You also have the option to print the report by clicking the **Print** button.)

Time Sheet Summary

Date Range:	12/01/2015	12/31/2015	<input checked="" type="checkbox"/> Absences <input checked="" type="checkbox"/> Vacancies	Jones Elementary School	Schools		
All Employees	Employees	All Substitutes	Substitutes	Extra Help	Vacancy Profiles		
<input checked="" type="checkbox"/> Saved	<input checked="" type="checkbox"/> Revised	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> System Approved	<input checked="" type="checkbox"/> Rejected	<input checked="" type="checkbox"/> Paper Time Sheet	Order By: <input checked="" type="radio"/> Time Period <input type="radio"/> Substitute
<input type="button" value="Search"/> <input type="button" value="Print"/>							

IVR Telephone Feature

S: IVR System

The automated scheduling system is also accessible through IVR telephone technology for district employees and substitutes. They will need a touch-tone telephone to use the IVR system.

This feature only allows for one absence to be recorded at a time, whether a single day absence or multiple day absence. In order to access the IVR system, they will need the following information:

- Employee's Phone ID (telephone number including area code)
- Employee's Phone PIN

General Information

T: Need Help?

Contact your Kelly Education office or KAST Center to:

- Modify absences that the system is not allowing you to update yourself
- Notify Kelly Education of absence changes that may impact saved/approved substitute timesheets
- Ask questions regarding Kelly Educational Staffing or the use of Frontline Education's Absence Management Solution.
- Locate your ID or PIN
- Receive assistance or information if you are unable to access the system

Call 1-866-KELLY-38 during regular business hours if you experience technical difficulties using the automated scheduling system or if you have forgotten your PIN.

Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
How do I monitor a specific employee's absenteeism? <i>Example: See how often and why Mary Smith was absent.</i>	Absentee Report	<ol style="list-style-type: none"> 1. Click Absentee Report from the sidebar Reports menu. 2. Select the employee and the appropriate Start and End dates. 3. Click Search.
How do I monitor a day of the week absence pattern? <i>Example: See Friday absenteeism one month at a time.</i>	Absence Summary Report -or- Day of Week Absence Analysis	<ol style="list-style-type: none"> 1. Click Absence Monthly Summary from the sidebar Reports menu. 2. Select the appropriate month and year. 3. Click Search. <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 1. Click Day of Week Absence Analysis from the sidebar Reports menu. 2. Enter the Date Range dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the Employee Type. District administrators can specify the school in the School drop-down list. 3. Click Search. Color-coded information appears in both a graph and a tabled summary.
How do I monitor a particular date's absence information? <i>Example: See the absence information before or after a holiday.</i>	Daily Report	<ol style="list-style-type: none"> 1. Click Daily Report from the sidebar Reports menu. 2. Enter the appropriate date. This will allow you to see who was absent, what the entitlement type was, and when the absence was entered into the system. <p>Note: To obtain specific details about an absence or employee's history, click the Confirmation Number for that absence. This will display the employee's name, the school, the time the absence was created, the status, and the Substitute's name.</p> <ol style="list-style-type: none"> 3. Click Search.
How do I monitor absence reason usage (reasons for absences)? <i>Example: See how many employees were absent due to professional development on Monday.</i>	Day of Week Absence Analysis	<ol style="list-style-type: none"> 1. Click Day of the Week Absence Analysis from the sidebar Reports menu. 2. Enter the appropriate Date Range dates, school name, and employee type. 3. Click Search.

Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
How do I view unfilled absences? <i>Example: See which absences do not yet have a substitute assigned.</i>	Daily Report	<ol style="list-style-type: none"> 1. Click Daily Report from the sidebar Reports menu. 2. View the Unfilled section from the report. 3. Enter the date to view unfilled absences for and click Search.
How can I view when an absence was entered? <i>Example: See the advance notice provided by the employee for the absence.</i>	View Absence	<ol style="list-style-type: none"> 1. Click Modify Absence from the home page. 2. The current date's information displays by default. You can change the date as needed. 3. Click Submit. 4. Click the Confirmation Number to view the specific details of the absence.
How do I find an employee's ID and PIN? <i>Example: The ID and PIN are required to enter an absence using the Interactive Voice Response (IVR).</i>	Employee Staff List	<ol style="list-style-type: none"> 1. Click Staff List from the sidebar Reports menu. 2. The list of employees for your school will display. District administrators can select a specific school from the School drop-down list. 3. Click Search and the information for the school you specified will appear. The information is sorted by school, employee type, and employee name. 4. An employee's ID is located in the Phone column, and the PIN is located in the PIN column.
How do I monitor the total number of absences? <i>Example: See how many people were absent Friday.</i>	Absentee Report -or- Day of Week Absence Analysis	<ol style="list-style-type: none"> 1. Click Absentee Report from the sidebar Reports menu. 2. Select the appropriate school and the appropriate start and end dates. 3. Click Search. 4. Scroll down to the first row in the summary table. <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 1. Click Day of Week Absence Analysis on the sidebar Reports menu. 2. Enter the Date Range dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the Employee Type. District administrators can specify the school in the School drop-down list. 3. Click Search. Color-coded information appears in both a graph and a tabled summary.

✂ Cut out and save these quick reference cards:

Kelly Educational Staffing™

Via the Internet

- Go to kellyeducationalstaffing.com.
- Click **Frontline Login** and enter your ID number and PIN in the appropriate fields.
- The system allows you to:
 - Enter an absence
 - Modify/Cancel an absence
 - View the Preferred Substitutes
 - View the Daily Report
 - View the Day of Week Absence Analysis
 - View the Absence Summary Report
 - View the Absentee Report
 - View the Employee Register
 - View the Absence Interactive Report
 - Change your PIN/Password
 - Approve/reject timesheets
 - View the Timesheet Summary Report
 - Manage time approvers
 - Obtain assistance
 - Monitor absences

Kelly Educational Staffing™

Frontline for Administrators

- Report an absence via kellyeducationalstaffing.com or call 1-800-942-3767.
- For technical difficulties, or if you forget your PIN, call 1-866-KELLY-38 during regular business hours.