

# HOW TO SUBMIT YOUR ABSENCE

There are 2 ways to submit your absence following the instructions below.

## Through the Internet:

1. Go to <https://kelly.aesoponline.com/login.asp>
2. Enter your ID and Pin.
3. Click Sign In.
4. Select the date of your absence.
5. Select an Absence Reason for your absence from the drop down.
6. Select a Time in the drop down of Half day, Full day or Custom for your absence.
7. Click Create Absence.

## Through the Automated Phone System:

1. Call 1-800-942-3767.
2. Enter your ID number and press #.
3. Enter your PIN number and press #.
4. Select one of the following system options:
  - Press **1** to create an absence.
5. Select one of the following system options:
  - Press **1** to create an absence for today (must be before your start time in the AM).
  - Press **2** to create an absence for tomorrow.
  - Press **3** to create an absence for another day.
6. Enter the day of the month follow by the # sign.
7. Enter the number of days for the absence.
8. Select the absence time:
  - Press **1** for a full day
  - Press **2** for a half day AM
  - Press **3** for a half day PM
  - Press **4** for a Custom start and end time
9. Select the reason for the absence by following the prompts given.
10. Save the absence and you will receive a confirmation number.
11. To speak to a live scheduling person with Kelly Services call 1-866-535-5998 or call Human Resources.