

# Kelly Education Back to School Orientation

- Welcome!
- Contact List
- Getting paid \$\$
- Web Time
- Call off Procedures
- Back to School Reminders
- Q+A



# Contact Matrix



Department	Description	Point of Contact	Contact Information
Talent Care	Talent Care support or questions	Maretta DeWitt	(248) 436-4935 ext. 18819 <a href="mailto:MARD788@kellyservices.com">MARD788@kellyservices.com</a>
	Back up support	Talent Care Team	<a href="mailto:ednetalentsupport@kellyservices.com">ednetalentsupport@kellyservices.com</a> or 800-991-5157 x6
Order Fulfilment	Support with accepting assignments (Daily- long term)	Order Fulfillment Team	<a href="mailto:EDNEFulfillmentSupport@kellyservices.com">EDNEFulfillmentSupport@kellyservices.com</a>
Kelly IT	Technical support	Kelly IT Team	1-800-KELLY-28 (535-5928)
Payroll	Payroll Questions (taxes, reviewing your pay stub)	KE Field Service Center Team	800-991-5157 x5
	Will need to create a new account	Direct Deposit	<a href="https://kellyservices.force.com/kellycareernetwork/s/?language=en_US">https://kellyservices.force.com/kellycareernetwork/s/?language=en_US</a>
	Will need to create a new account	E-Pay Stub	<a href="https://www.mykelly.us/us-mykelly/kelly-101/getting-paid/kelly-epaystub/">https://www.mykelly.us/us-mykelly/kelly-101/getting-paid/kelly-epaystub/</a>
		Web Time; 3 min video	<a href="https://rise.articulate.com/share/d0ltTXHxfCmY8alimPuaacqrcK8mUjdn#/">https://rise.articulate.com/share/d0ltTXHxfCmY8alimPuaacqrcK8mUjdn#/</a>
Call Offs	Calling off or any assignment changes		800-991-5157, option 1
Benefits		Benefits Department	<a href="https://www.mykelly.us/us-mykelly/perks/employee-perks/benefits/">https://www.mykelly.us/us-mykelly/perks/employee-perks/benefits/</a> Or 800-376-4964
Employment Verification		CCC Verify	<a href="https://www.mykelly.us/us-mykelly/perks/employee-perks/employment-and-income-verification/">https://www.mykelly.us/us-mykelly/perks/employee-perks/employment-and-income-verification/</a> <a href="https://www.cccverify.com">CCCVerify.com</a> or (855) 901-3099

# Getting Paid \$\$\$

- **Scanners & Barcodes no longer exist at Gloucester City School District – please continue to sign in at the front office when you get to the school**
- To be paid, **you must be assigned in Frontline** for the day, at the correct school and correct assignment, **and submit your time in Web Time by 11:59 PM on Sunday.**
- Your assignment will show up in Web Time at the end of the scheduled end time of that assignment, so if your assignment ends at 3PM, it will be available in Web Time for time entry after that time
- If you are no longer available to work a particular assignment, you must cancel the assignment. You may be able to cancel from your “scheduled jobs” tab in Frontline.
- Do not submit zero hours in Web Time. If you did not work, the assignment has to be removed from your schedule
- **We recommend entering your time daily or by the end of the week, no later than Sunday night.**
- You will not be able to log your hours from the Frontline App, you must log into the web browser via a computer or your phone to record your hours!

# Pay Rates

<u>Job Titles</u>	<u>Pay Rate</u>	<u>Pay Type</u>
Daily Teachers	<b>\$ 145.00</b>	Daily
Daily Teacher - SPED	<b>\$ 185.00</b>	Daily
Teacher Building Subs (for all assignments)	<b>\$ 165.00</b>	Daily
Paraprofessional	<b>\$ 14.67</b>	Hourly
Paraprofessional - SPED	<b>\$ 14.67</b>	Hourly
Clerical	<b>\$ 15.33</b>	Hourly

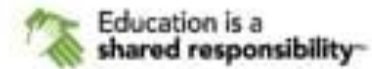
# WebTime Video

- [Link](#)



Entering Payroll Time

KES WEB TIME





NAVIGATION

- Home
- Available Jobs
- History
- Preferences
- WebTime



You also have access to a multiple district view. [Click here](#) to switch to view all your substitute districts at once.

June 2022

SUN	MON	TUE	WED	THU	FRI	SAT
			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		

July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
					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
31						

August 2022

SUN	MON	TUE	WED	THU	FRI	SAT
	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	31			

0 Available Jobs

1 Scheduled Jobs

0 Past Jobs

0 Non Work Days

# Time Sheet for Monday, June 13 - Sunday, June 19, 2022

6/13/2022 - 6/19/2022 Go

Cancel

✓ Save Time Sheet

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 6/13/2022	DISTRICT OFFICE	SECRETARY- Central Office,	7:00 AM <input type="text"/>	4:00 PM <input type="text"/>	Start - End <input type="text"/> - <input type="text"/>	0.00	0	N/A

✓ This submission has been approved.

⚠ No values have been entered for this item.

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

➡ This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments:

DISTRICT OFFICE

Comments are only available from the time the time sheet is saved up until it is approved.

Cancel

✓ Save Time Sheet

Time Sheet for Monday, June 13 - Sunday, June 19, 2022

6/13/2022 - 6/19/2022

Go

Cancel

Save Time Sheet

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 6/13/2022	DISTRICT OFFICE	SECRETARY- Central Office	7:00 AM 07:00 AM	4:00 PM 04:00 PM	Start End 12:00 PM - 12:30 PM	0:30	8.5	N/A

Time Sheet Comments:

DISTRICT OFFICE

Time Sheet Saved

Your time sheet items for this time period have been saved.

OK

Time Sheet for Monday, June 13 - Sunday, June 19, 2022

6/13/2022 - 6/19/2022

Go

Cancel

Save Time Sheet

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 6/13/2022	DISTRICT OFFICE	SECRETARY- Central Office	7:00 AM 07:00 AM	4:00 PM 04:00 PM	Start End 12:00 PM - 12:30 PM	0:30	8.5	N/A

Time Sheet Comments:

DISTRICT OFFICE

Add Comment

Cancel

Save Time Sheet



- Web Time can get approved by the district on Monday & Tuesday.
- If the district does not approve your hours, Frontline will automatically approve any hours that were submitted no later than Monday.

# Time Sheet for Monday, May 23 - Sunday, May 29, 2022

5/23/2022 - 5/29/2022

Go

Cancel

Save Time Sheet

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
✓	Monday 5/23/2022	DISTRICT OFFICE	SECRETARY-Central Office,	7:00 AM 07:30 AM	4:00 PM 04:00 PM	Start      End 12:00 PM - 12:30 PM	0:30	8	N/A
✓	Tuesday 5/24/2022	DISTRICT OFFICE	SECRETARY-Central Office,	7:00 AM 07:30 AM	4:00 PM 04:00 PM	Start      End 12:00 PM - 12:30 PM	0:30	8	N/A
✓	Wednesday 5/25/2022	DISTRICT OFFICE	SECRETARY-Central Office,	7:00 AM 07:30 AM	4:00 PM 04:00 PM	Start      End 12:00 PM - 12:30 PM	0:30	8	N/A
⚠	Thursday 5/26/2022	DISTRICT OFFICE	SECRETARY-Central Office,	7:00 AM <input type="text"/>	4:00 PM <input type="text"/>	Start      End <input type="text"/> - <input type="text"/>	0:00	0	N/A
✓	Friday 5/27/2022	DISTRICT OFFICE	SECRETARY-Central Office,	7:00 AM 07:30 AM	4:00 PM 04:00 PM	Start      End 12:00 PM - 12:30 PM	0:30	8	N/A

✓

This submission has been approved.

⚠

No values have been entered for this item.

Time Sheet Comments:

DISTRICT OFFICE

Comments are only available from the time the time sheet is saved on until it is approved

# Rejected Timesheet

- If you receive an email stating your timesheet has been rejected, don't worry!
- Log into Frontline- go to your Web Time and the district can leave notes to you around the rejection.
- You can fix your hours- relog them & click save
- Please note, if you do not log your lunch break, the district could reject your time due to this which could delay your pay if not fixed in time.

The screenshot displays a web interface for submitting a timesheet. On the left, a list of messages is shown: a green checkmark indicating approval, a yellow warning icon stating 'No values have been entered for this item.', a red 'X' icon indicating a rejection with a revision needed, and a grey arrow icon providing instructions for missing work. The rejection message is highlighted with a blue box. On the right, a 'Time Sheet Comments' section is highlighted with a blue box, featuring a dropdown menu set to 'DISTRICT OFFICE', a text input field, and an 'Add Comment' button. At the bottom right, there are 'Cancel' and 'Save Time Sheet' buttons.

✓ This submission has been approved.

⚠ No values have been entered for this item.

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

➡ This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments:

Add Comment

Cancel

# Call off Procedures

- **If you are no longer available to work a particular assignment, you must cancel the assignment.**
  - You may be able to cancel from your “scheduled jobs” tab in Frontline.
  - Or please call 800-991-5157, Option 1
  - Please call off 12 hours prior the start time of the assignment
  - After 3 same day call offs or no call no shows- could result in job visibility becoming restricted or incident escalations
- Adding in “non workdays” allows you to show as 'unavailable' for that day which means you won't get calls on your scheduled day off!
- **How to enter Non-Workdays:**  
<https://rise.articulate.com/share/QvcZQgqJ3onIm4NWh9q0qlOzTIQw43np#/lessons/awvFuQhjMKYXTAO74aecFnzbkIFTub3> Highlighted Sub Opportunities

# Back to School Reminders

- Your hours must be logged by 11:59 PM Sunday each week: [Link](#)
- Please call off or remove yourself off assignments you can't work
- How to enter Non-Workdays: [Link](#)
- Ability to select school location preferences
  - Using the IVR System & Managing Your Preferences in Frontline: [Link](#)
- Direct Deposit Information: [Link](#)
- E-pay stub & W2: [Link](#)
- To stay active, you must work 1 in 150 calendar days
- Call us at 800-991-5157 x6 for all incidents or work-related injuries



**Questions?**

