STANDARD KES PERMISSIONS (October 2019)

Employees
- Employees can:
  - Edit absence reason, date, times, sub required (if they're set to optional) & notes on **future unfilled** absences employees.
  - Only change the absence reason, edit/update the notes fields, and attach a file on **future filled** absences. Once the absence starts, all updates must be done by a school administrator or Kelly Education representative.
  - Save & assign substitutes when creating a substitute required absence.
  - Cancel future filled & unfilled absences. All other absence cancellations must be called into their school admin or a Kelly Rep.

- Employees CAN NOT
  - Edit/Cancel a past absence, any updates must be called into their school admin or a Kelly Rep.
  - View or Edit accounting codes on absences.

Campus Users
- Campus Users can:
  - Edit/Cancel all absences (past and future, filled and unfilled)
  - Exceed the org consecutive day setting (KES standard is 90 days)
  - Save & assign substitutes when creating a substitute required absence
  - Create vacancy absences
  - Run Public reports in Report Writer
  - Reconcile/Unreconcile absences

- Campus Users CAN NOT:
  - Place absences on hold
  - Assign excluded/unqualified substitutes to absences
  - Edit Kelly Education budget/pay codes on absences
  - Exclude substitutes from schools or employees
  - View substitute reports
  - Create reports in Report Writer

Organization Users
- Organization Users can:

- Add/Modify Employee Profiles, including absence balances (*Must be trained by KES Field staff on how to populate required Kelly budget codes/skill codes and must be monitored and corrected by KES Field)

- Organization Users CAN NOT:
  - Edit Frontline Reference Data (Absence Reasons, Accounting Codes, Skill Codes, Employee Types, etc)
  - Create/Modify Campus Users