STANDARD KES PERMISSIONS (October 2019)

Employees
- Employees can:
    o Edit absence reason, date, times, sub required (if they're set to optional) & notes on **future unfilled** absences employees.
    o 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.
    o Save & assign substitutes when creating a substitute required absence.
    o Cancel future filled & unfilled absences. All other absence cancellations must be called into their school admin or a Kelly Rep.

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

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

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

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

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