



MY DETAILS ACCOUNT ACCESS

Purpose

My Details is a page on the myKellyJobs site where Kelly employees can review and update certain pieces of employment-related information in real time, without having to call the Employee Service Center or a Kelly representative!

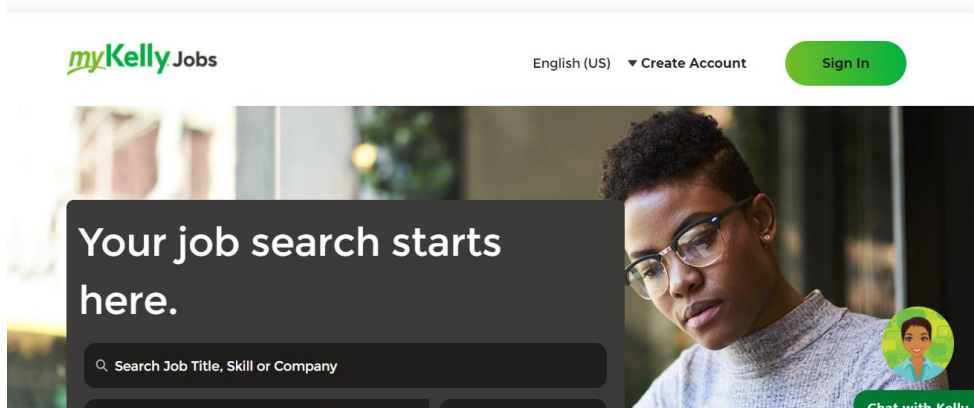
Visit My Details from a mobile or desktop device to review information, such as your:

- Current pay option
- Holiday pay accrual on holidays occurring within the next five weeks (applies to those on the standard plan only)
- Pay details for the two most recent pay periods
- Tax exemption status

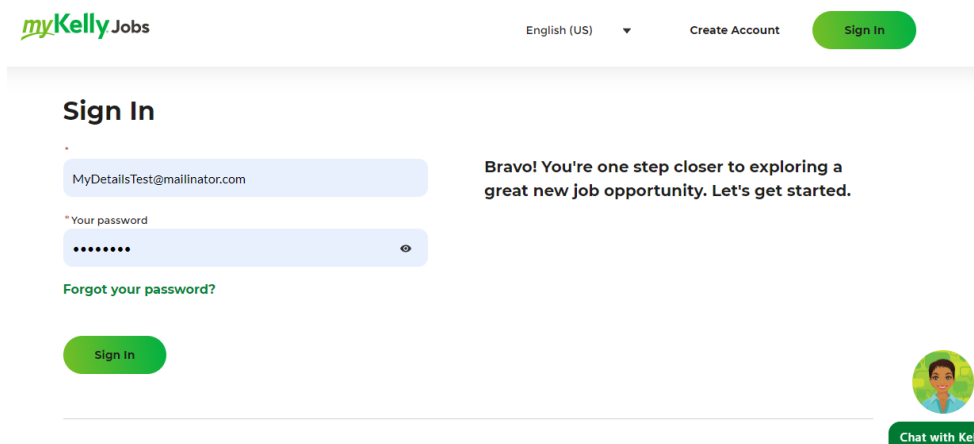
Through the site, you may also update your direct deposit information and access helpful employment-related websites and/or tools.

Task Instruction Detail

1. To access My Details, visit myKellyJobs at https://kellyservices.force.com/kellycareernetwork/s/?language=en_US and click **Sign In**.

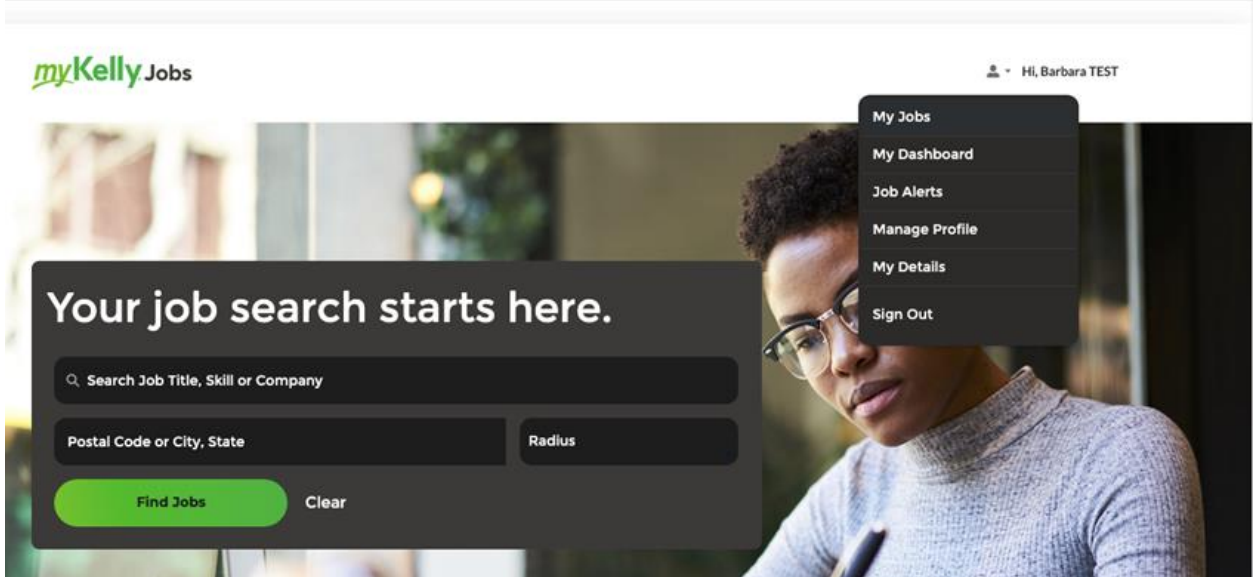


2. Enter your myKellyJobs account information within the Email and Password fields.



Note: At the time of hire, if you didn't already have a myKellyJobs account, one was systematically created for you—provided you registered an e-mail address with Kelly. If an account was automatically created, account details were e-mailed to you. If you're unsure of your account information, contact the **Kelly IT Service Desk at 1-800-KELLY-28 (1-800-535-5928)**. **Do not create a new myKellyJobs account.**

3. Once logged in to myKellyJobs, click on the arrow next to your name and select the My **Details** link to access additional menu options.



Note: After choosing one of the menu options (e.g., **Pay Information**), you will be prompted to enter the last four digits of your Social Security Number (SSN) for verification purposes.

* For verification purposes, please enter the last 4 digits of your Social Security Number (SSN)

Chat with Kelly

Questions/Contact

- For payroll-related questions, contact the **Employee Service Center at 1-866-KELLY-4U (866-535-5948)**.
- For technical questions or issues, contact the **Kelly IT Service Desk at 1-800-KELLY-28 (800-535-5928)**.