



Approving Paid Time Off



The Kean | Workday MyGuide is intended for the following users :

Supervisors and Time Keepers

This is **NOT** for any changes related to Leave of Absence

KEAN | workday

My Guide

Approving Paid Time Off

Steps: 4 total

Step 1: From your Home page, check your inbox (upper right corner – envelope icon)

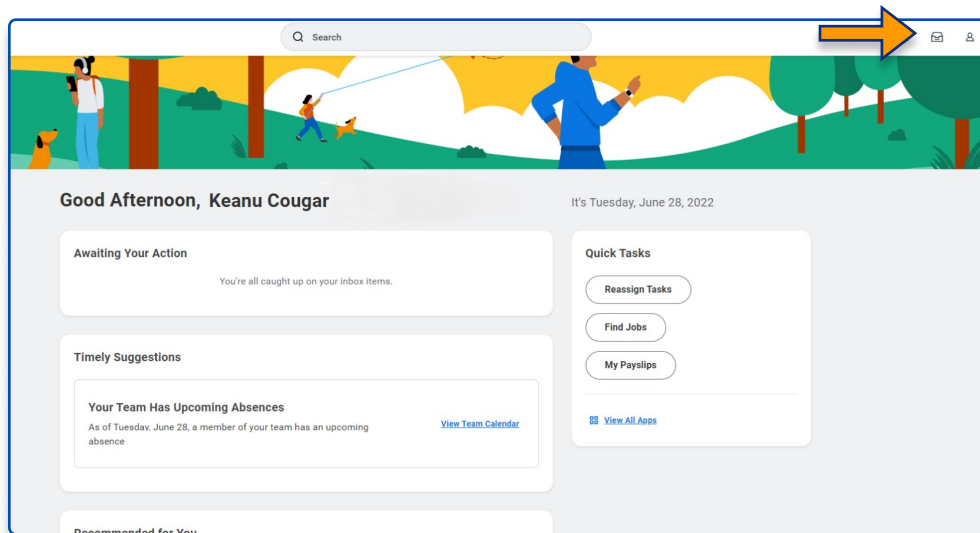
Step 2: Select and review the details of the PTO request

Step 3: Review Items

Step 4: Approval



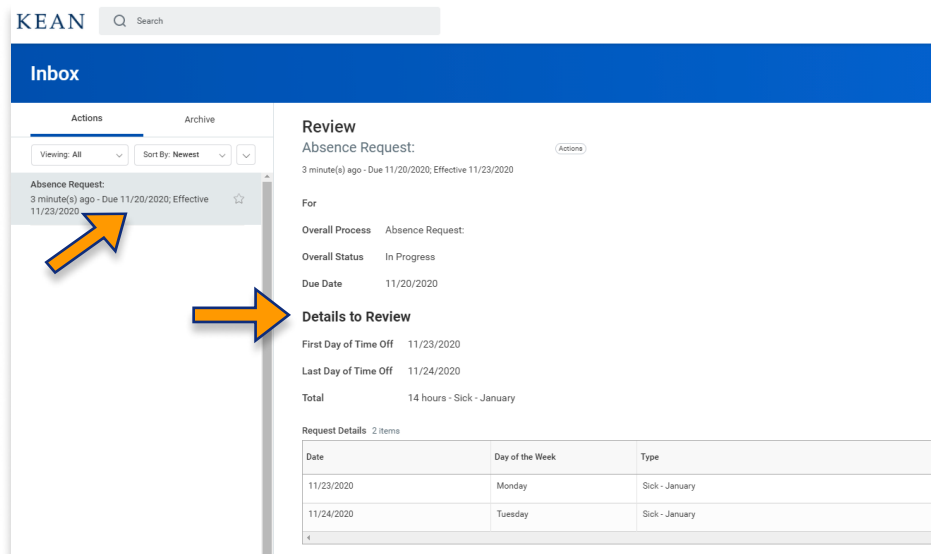
Step 1



From your Home page, check your inbox (upper right corner – envelope icon) or click on “Go to Inbox” located on the left side of the homepage.



Step 2

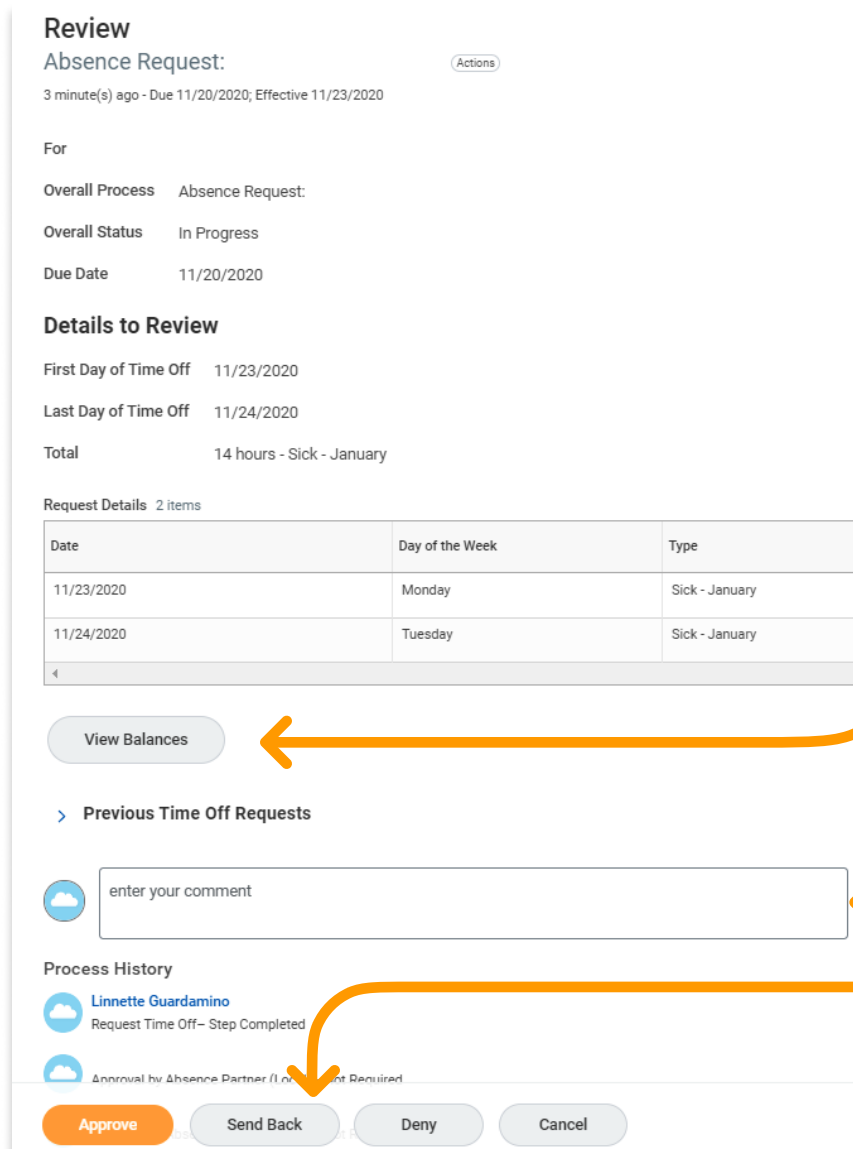


Select and review the details of the PTO request.

Scroll down within the email to view more details.

Do NOT hit approve just yet

Step 3



3.1 You may review your employee's time balance by clicking the "view balances" icon

3.2 If the request is not feasible you may enter your comment(s) in the provided comment box as to why it would not be possible.

3.3 You may send back the request to the employee for further discussion, by clicking the "send back" button and include comments

The screenshot shows a web interface for managing time off requests. At the top, there is a 'View Balances' button. Below it is a section titled '> Previous Time Off Requests'. This section contains a text input field with the placeholder 'enter your comment'. Underneath the input field is a 'Process History' section. The history shows two steps: 'Request Time Off - Step Completed' and 'Approval by Absence Partner (Local) - Not Required'. A blue arrow points to the 'Deny' button in the bottom action bar, which also includes 'Approve', 'Send Back', and 'Cancel' buttons. A date indicator '- Due 11/20/2020' is visible on the right side of the process history.

Step 3.4

If the request cannot be approved, the supervisor may deny the request and include comments as required.

This screenshot is similar to the previous one, showing the 'Previous Time Off Requests' interface. It includes the 'enter your comment' input field, the 'Process History' section with the same two steps, and the bottom action bar with 'Approve', 'Send Back', 'Deny', and 'Cancel' buttons. A blue arrow points to the 'Approve' button. The date indicator '- Due 11/20/2020' is also present.

Step 4

Once everything looks good and all items above have been reviewed you may now approve by clicking approve button.

***If you have any further questions related to the clocking in or clocking out process related to Workday please contact the following:

Time and Attendance Supervisor :

Linnette Guardamino - (908) 737-3268 - lguardam@kean.edu

Program Assistant :

Megan Robinson - (908) 737-3315 - merobins@kean.edu

***If you have any questions related to **Leave of Absence** please see the "Leave of Absence" guide or contact the following:

Managing Administrative Assistant:

Lorice Thompson-Greer - (908) 737-3309 - lgreer@kean.edu