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
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
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 2

You may review your employee’s time balance by clicking the “view balances” icon.

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.

You may send back the request to the employee for further discussion, by clicking the “send back” button and include comments.

Step 3
If the request cannot be approved, the supervisor may deny the request and include comments as required.

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