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

Supervisors and Time Keepers
Steps: 5 total

Step 1: From your Home page, click “View All Apps” then click on the “Time and Absence” worklet icon.

Step 2: Under Task Column, select Review time

Step 3: Enter Pay Period

Step 4: Approving Pay Period

Step 5: Confirmation

From your Home page, click “View All Apps” then click on the “Time and Absence” worklet icon.

**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says “Time and Absence”.

Kean University - Office of Human Resources - (908) 737-3300 - workday@kean.edu
Here are your options for entering time: Under “Task” column, select “Review time”

Under Date- enter the first day of the pay period

Under job exempt status select Non-exempt

Click “Ok” at the bottom of page

Hint: The only time you would select “exempt” under job exempt status, is to give them credit for working the holiday (Columbus day and/or Veteran’s day) if they worked.
Step 4
Make sure you are approving the right pay period.
Make sure employee submitted his/her timecard period for approval.
Click the box next to employee’s name.
Click approve button at the bottom left.

Step 5
Once approval is done, a confirmation will appear, click Done at the bottom left.
***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