KEAN | workday

My Guide

Approving Timecard for Hourly and Non Exempt Employees

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

Supervisors and Time Keepers

KEAN | workday

My Guide

Approving Timecard for Hourly and Non Exempt Employees
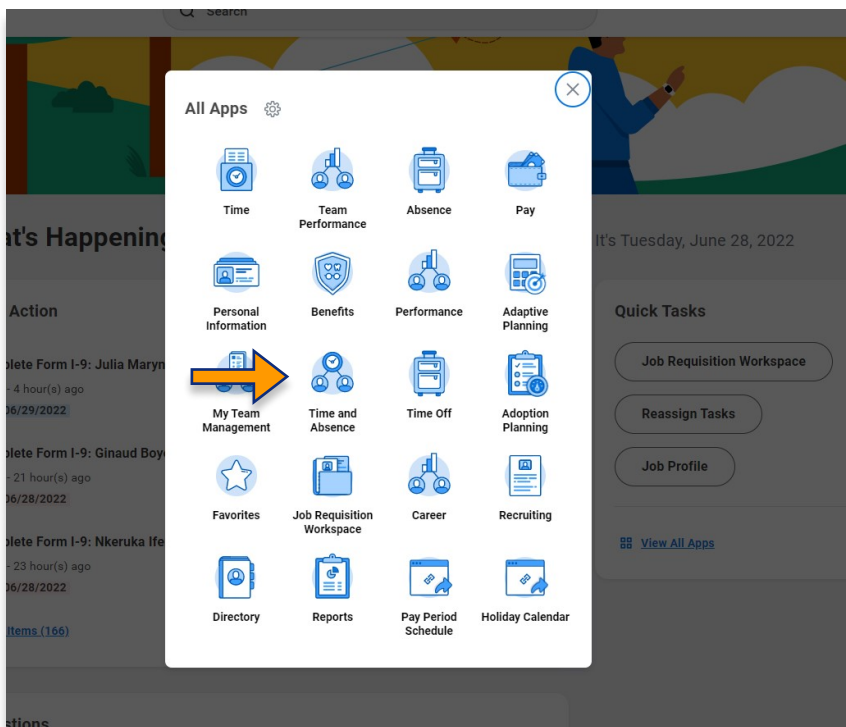
Steps: 5 total

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
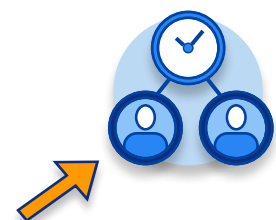
Step 3: Enter Pay Period

Step 4: Approving Pay Period

Step 5: Confirmation

Step ①

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".

Step 2

Here are your options for entering time: Under "Task" column, select "Review time"

Step 3

Under Date- enter the first day of the pay period

Under job exempt status select Non-exempt

Click "Ok" at the bottom of page

OK   Cancel

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.

Nov 7 - 20, 2020

Previous Period   Next Period

› Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary   142 items

	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown			
					Total	Regular	Overtime	Holida
	Kean Cougar	0	0	0	0	0	
		20	0	20	20	0	
		0	0	0	0	0	

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.

approve

You have approved time for 1 worker(s): 11/07/2020 - 11/20/2020

Do Another   R

Review Time   Ent

˅ Time Not Approved

0 items

Worker Name	Job Title	
		No Data

˅ Time Approved

1 item

Worker Name	Job Title	Approved Hours		
			Total	Reg
Kean Cougar	Program Assistant Administrative Services	71	78	

Step 5

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

done

***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