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

- Academic Specialists
- Student Workers
- Campus Police
- Residence Life
- Facilities
Clocking In and Out

**Steps: 8 total**

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

2) Click on the “Check In” button at the beginning of your shift.

3) A window will pop up with details. Review the details and add comments if needed.

4) Review information then click “done”.

5) At end of shift return to your home page, click on the “Time” worklet icon.

6) Click on the “Check Out” button at the beginning of your shift.

7) Indicate your reason for clocking out.

8) Review information then click “done”.

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

**Note that not all homepages are the same therefore your icon may not be the first one. Just make sure to look for this icon:**
Located in the “Time Clock” section of the page, click on the “Check in” button at the beginning of your shift.

A window will pop up with several details. Review all the details and add comments if needed.

Then click “ok”.

A new window will pop up indicating that you have successfully checked in.

Click “done” once you have reviewed the information.
Clocking Out

At the end of your shift return to your Home page, click on the “Time” worklet icon.

Step 5

Located in the “Time Clock” section of the page, click on the “Check Out” button at the end of your shift.

Step 6

Review all the details and add comments if needed. Indicate your reason for clocking out.

**Note, Hourly employees are required to clock out for lunch. To do so click “meal” then click “ok”. Upon returning from lunch follow instructions at step 1 to clock back in.

All employees must click “Out” at the end of the shift.

Then click “ok”
A new window will pop up indicating that you have successfully checked out.

Click “done” once you have reviewed the information.

***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