

# KEAN | workday

My Guide

---

## Clocking In and Out



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

Academic Specialists

Student Workers

Campus Police

Residence Life

Facilities

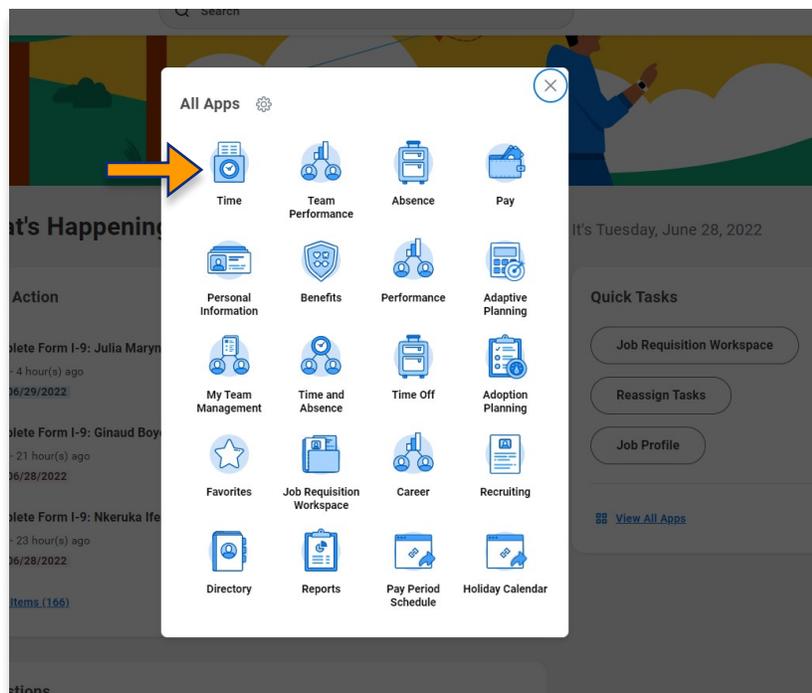
# KEAN | workday

My Guide

## 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"

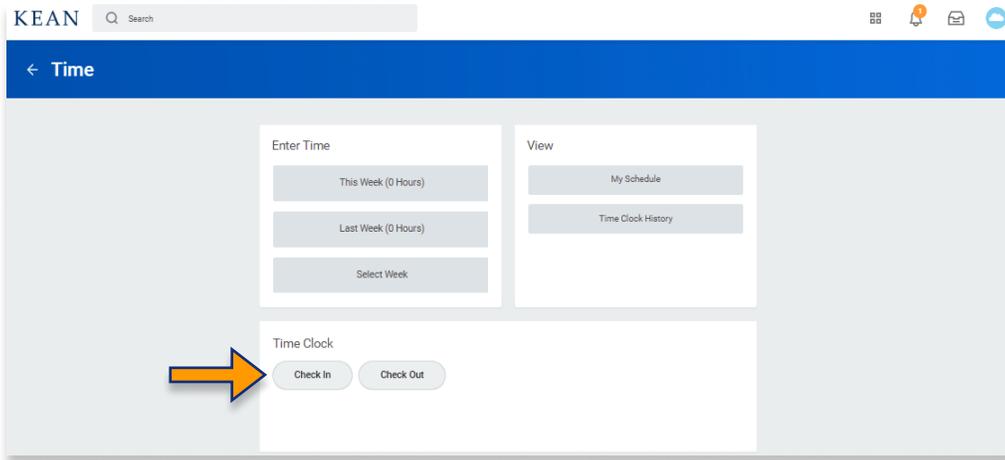


Step **1**

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

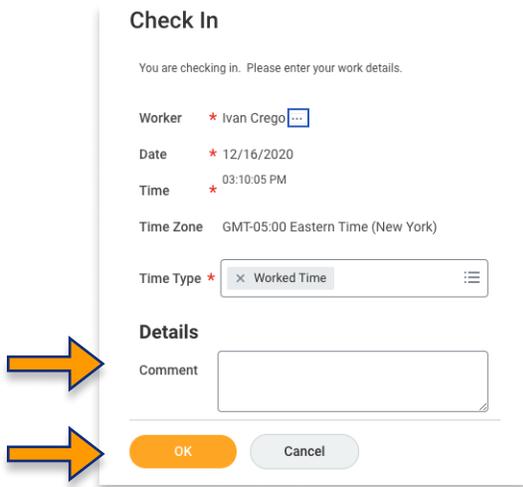
\*\*Note that not all homepages are the same therefore your icon may not be the first one. Just make sure to look for this icon:





Step 2

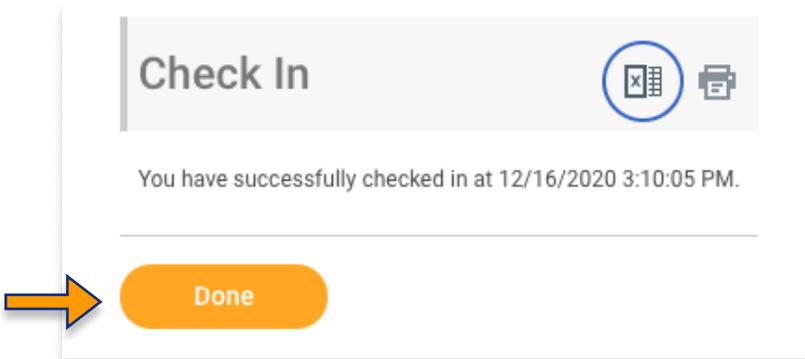
Located in the "Time Clock" section of the page, click on the "Check in" button at the beginning of your shift



Step 3

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

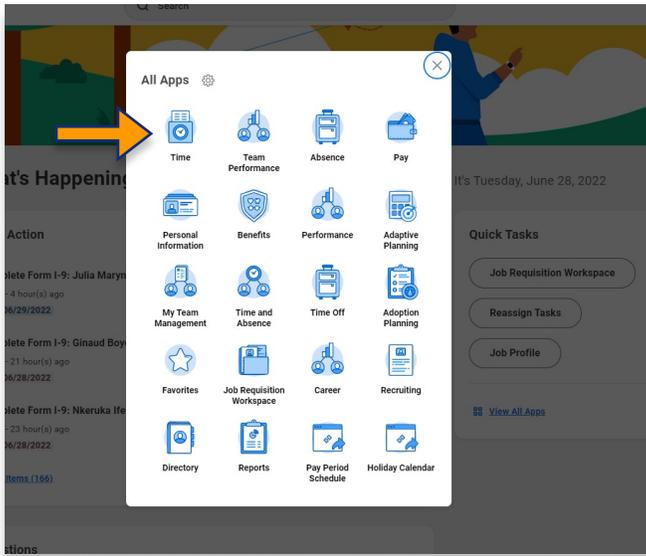
Then click "ok"



Step 4

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

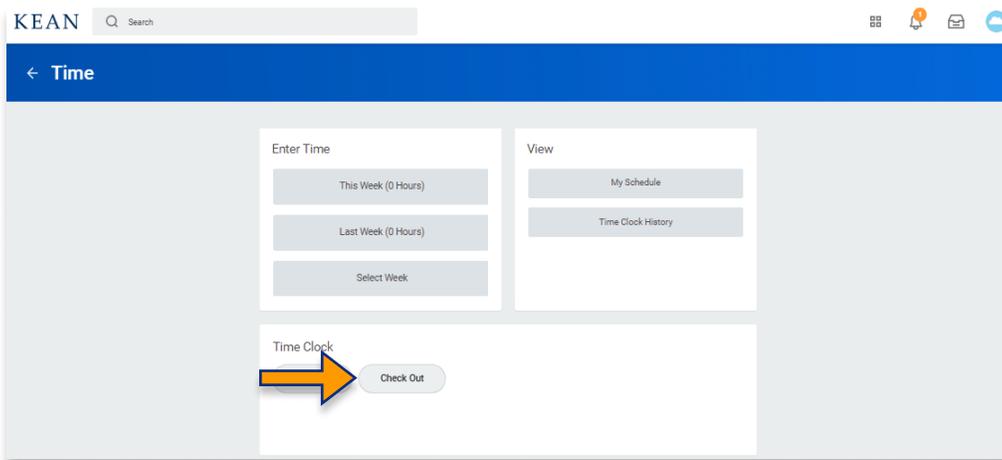
Click "done" once you have reviewed the information



Step 5

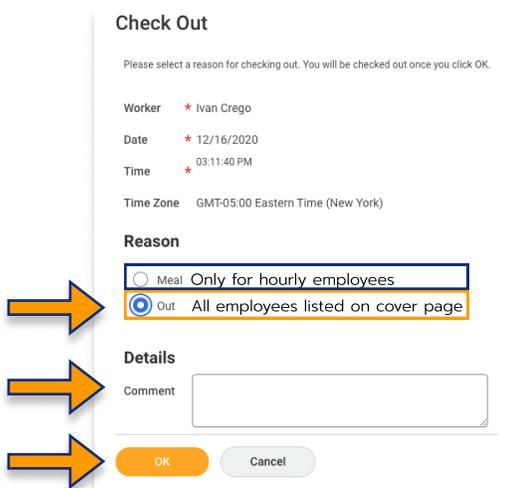
Clocking Out

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



Step 6

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



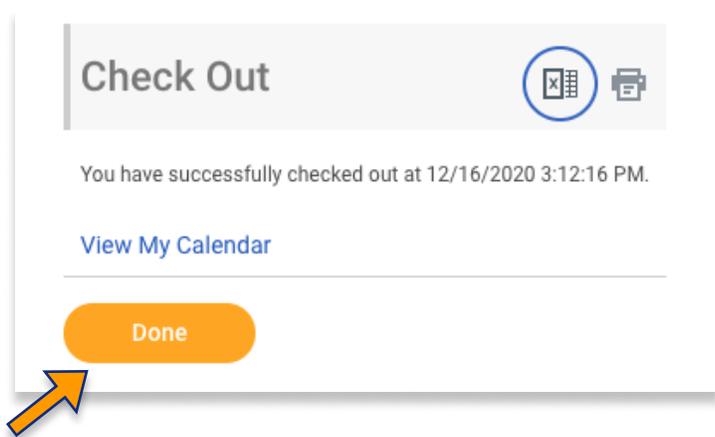
Step 7

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 shift.

Then click "ok"



Step **8**

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