KEAN | workday

My Guide

Common Errors
Schedule Adjustments for PTO



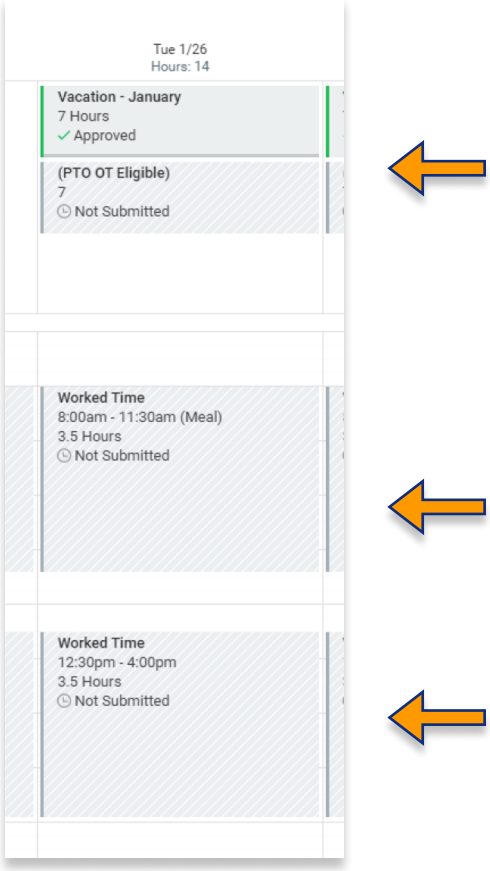
The Kean | Workday MyGuide is intended for the following users :

Non-Exempt Autofill by Schedule

Non-Exempt – Autofill by Schedule
Employees

1. Page Error
   - On (Date) both time off and time worked exists for a day and exceed the scheduled hours for the day. In order to submit your time for this week, please have your manager remove the time worked on days that also have time off.

When submitting your timesheet at the end of the pay period, if this error message displays, follow the steps below.

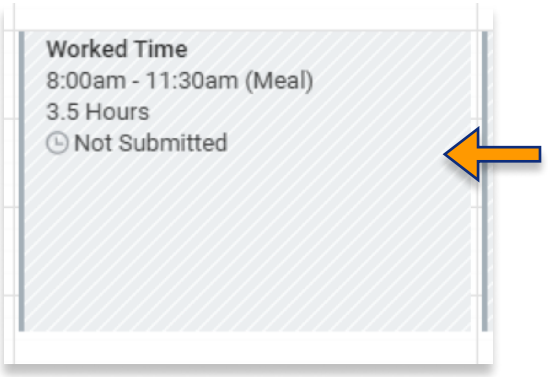


If you requested PTO and your schedule is already filled for the day, you must delete or adjust the worked time block for that day.

Time Adjustment Instructions

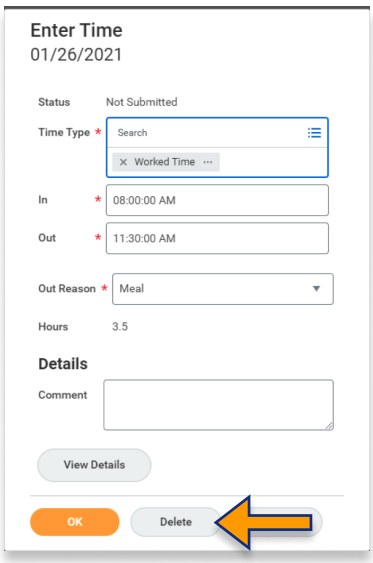
- Full Day Request - pg 3
- Partial Day Request - pg 4

Full Day Request



Step 1

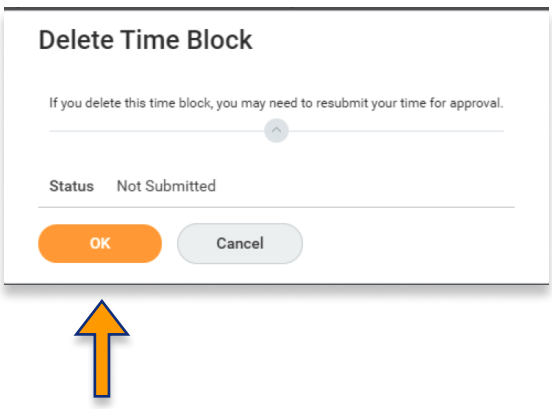
Click on the Worked Time block that you need to delete.



Step 2

Find the delete button at the bottom of the pop up screen.

Click on Delete

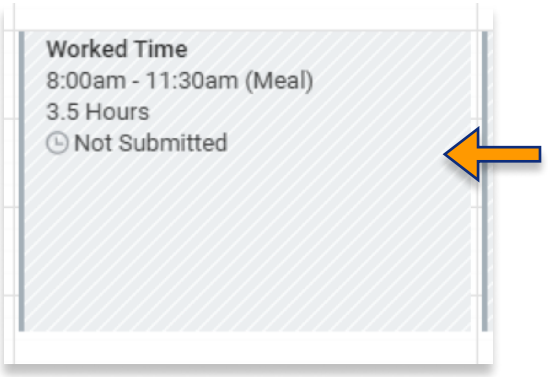


Step 3

A confirmation window will pop up onto your screen.

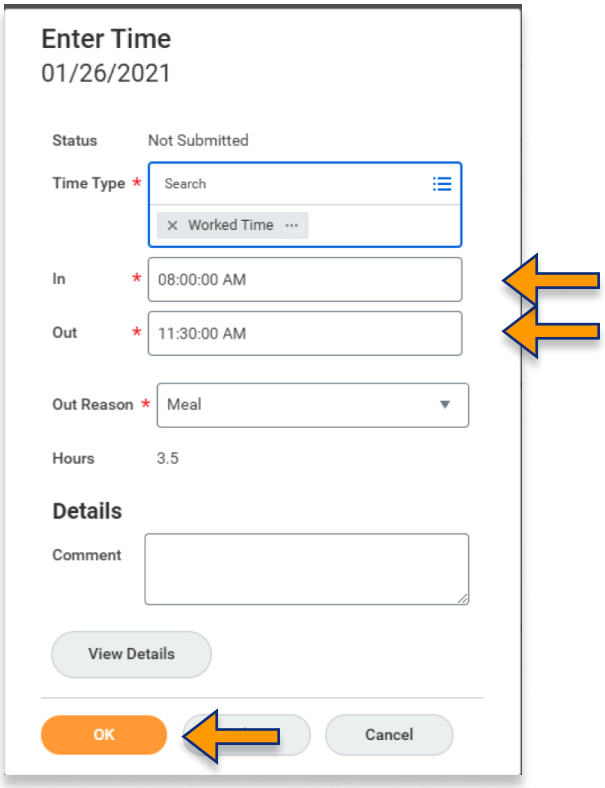
Click ok.

Partial Day Request



Step 1

Click on the Worked Time block that you need to adjust. If you started late, adjust the morning block, if you left early, adjust the afternoon block.



Step 2

Adjust the in or out time as needed. If you started late, adjust the in time, if you left early, adjust the out time.

Step 3

When all fields are entered please make sure to review for accuracy.

Click ok when complete.