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## Common Errors - Unsubmitted Timesheets



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

Supervisors / Timekeepers

### Clocking In Issues for Student Workers and Academic Specialist

When it's time to approve timesheets at the end of the pay period, if there is a yellow flag next to the employee's name, it means the timesheet has not yet been submitted by the employee. When the yellow flag is present the supervisor will not be able to approve it.



In order to fix this supervisors should contact the employee to submit their time worked.

← Review Time

Jan 16 - 29, 2021

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 7 items

<input type="checkbox"/>	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown						
					Total	Regular	Overtime / Compensatory Earned	Holiday	Paid Time Off	Unpaid Time Off	
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>	KEAN COUGAR	57.5	0	0	80.5	47	10.5	7	16	0	0
<input type="checkbox"/>	KEAN COUGAR 2	20.0425	0	0	20.0425	20.0425	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0

Submitted timesheets will not display a yellow flag. Unsubmitted hours column will read as zero.

Time Period Summary 7 items

<input type="checkbox"/>	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Total
<input type="checkbox"/>	Akbar Bayor	0	0	0	0
<input type="checkbox"/>	Asja Alic	0	0	0	0
<input type="checkbox"/>	Blanca Perez	0	0	47	70
<input type="checkbox"/>	Dean Durso	0	0	20.0425	20.0425