KEAN | workday

My Guide

Common Errors - Unsubmitted Timesheets



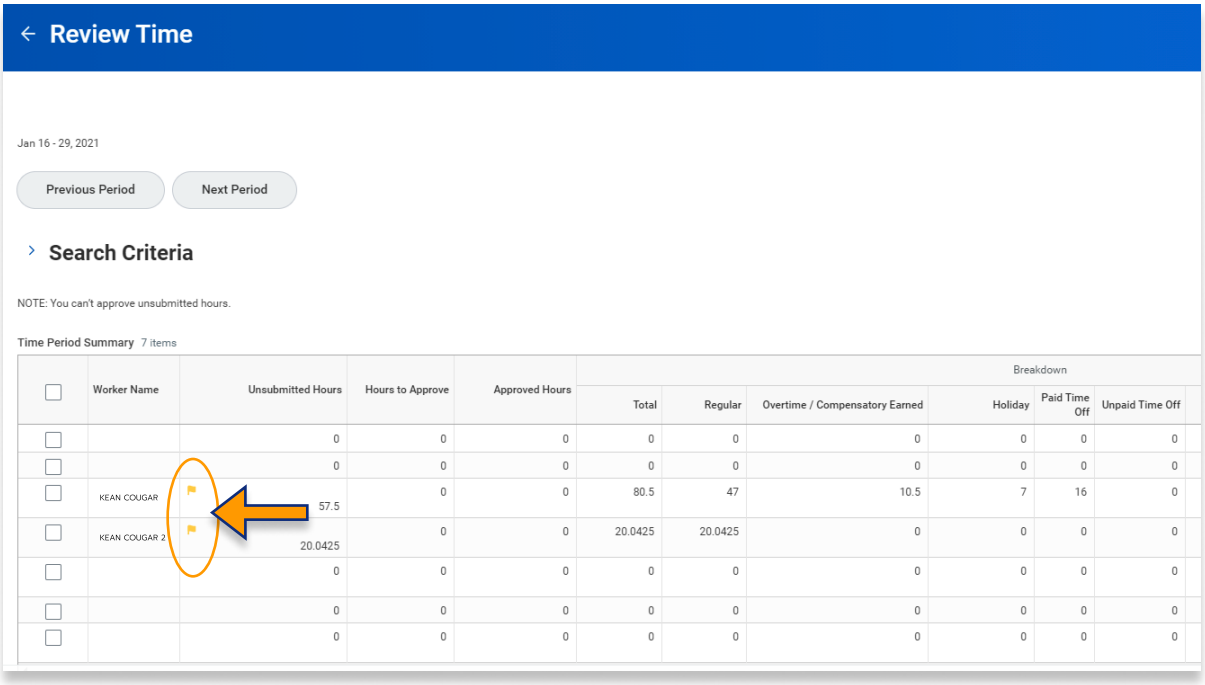
The Kean | Workday MyGuide is intended for the following users :

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.



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

