

Common Errors - Unsubmitted Timesheets



<u>The Kean | Workday MyGuide is intended for the</u> <u>following users :</u>

Supervisors / Timekeepers

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu

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.

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16 - 29, 3	2021									
Provid	ous Period	Next Period								
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000										
E: You c	an't approve unsubm	itted hours.								
e Perio	d Summary 7 items	3								
e Perio			Harra da Armana	Amound Harry				Brea	akdown	
Period	d Summary 7 items Worker Name	S Unsubmitted Hours	Hours to Approve	Approved Hours	Total	Regular	Overtime / Compensatory Earned		D : 1 T	Unpaid Time
Period			Hours to Approve	Approved Hours	Total 0	Regular 0	Overtime / Compensatory Earned		Paid Time Off	Unpaid Time
		Unsubmitted Hours				0		Holiday 0 0	Paid Time Off 0	Unpaid Time (
		Unsubmitted Hours	0	0	0	0	0	Holiday 0	Paid Time Off 0	Unpaid Time
	Worker Name	Unsubmitted Hours 0 0	0	0	0	0	0	Holiday 0 0	Paid Time Off 0	Unpaid Time
	Worker Name	Unsubmitted Hours 0 0 57.5	0	0	0 0 80.5	0 0 47	0 0 10.5	Holiday 0 0 7	Paid Time Off 0 16	Unpaid Time (
	Worker Name	Unsubmitted Hours 0 57.5 20.0425	0	0	0 0 80.5 20.0425	0 0 47 20.0425	0 0 10.5 0	Holiday 0 0 7 0	Paid Time Off 0 16 0	

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

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Worker Name		Unsubmitted Hours	Hours to Approve	Approved Hours	Total
Akbar Bayor	\bigcirc	0	0	0	0
Asja Alic	\smile	0	0	0	0
Blanca Perez		0	0	47	70
Dean Durso		0	0	20.0425	20.0425
	Akbar Bayor Asja Alic Blanca Perez	Akbar Bayor Asja Alic Blanca Perez	Akbar Bayor 0 Asja Alic 0 Blanca Perez 0	Akbar Bayor 0 0 Asja Alic 0 0 Blanca Perez 0 0	Akbar Bayor 0 0 Asja Alic 0 0 Blanca Perez 0 0