

KEAN | workday

My Guide

Correcting My Absence



This Kean Workday MyGuide is intended for the following users:

All Kean University Employees

****Note this guide is intended only for Correcting Time Off**

This is NOT for any changes related to Leave of Absence

Correcting Time Off

Steps: 4 total

Step 1: From your Home page, click on the "Absence" worklet

Step 2: Click on the "Manage Absence" button

Step 3: Click on the date you need corrected (it should be highlighted in green)

Step 4: Correct Absence pop up box will appear



This is NOT for any changes related to Leave of Absence

Instructions for Faculty and Staff

Step **1**

Your Top Apps



Absence



Benefits and Pay



Personal Information



Performance

[View All Apps](#)

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

Request

- Request Absence
- Manage Absence
- Request Return from Leave of Absence

External Links

- Payroll Schedule 2025
- State Holidays 2025
- Leave of Absence Forms and Policies

View

- My Absence
- Absence Balance

Available Balance as of Today

Does not include future absence requests

- Available
- 21 Hours - Bereavement - January
- 16 Hours - Compensatory
- 14 Hours - Personal
- 533.25 Hours - Sick - January
- 96.25 Hours - Vacation - January

Step 2

Located in the "Request" section of the page, Click on the "Manage Absence" button

Request

- Request Absence
- Manage Absence
- Request Return from Leave of Absence

Manage Absence

Today < > September 2025

Switch Worker Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31 Labor Day	1	2	3	4	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30 Oct	1	2	3

View Your Requests and Balances per Plan as of date

Balances Requests

Balances as of 08/29/2025

- Bereavement - January: 21 Hours
- Compensatory: 47.5 Hours
- Personal: 21 Hours
- Sick - January: 1,177.75 Hours
- Vacation - January: 144.34 Hours

Step 3

Within your Absence Calendar, click on the date you need corrected (it should be highlighted in green if approved by your supervisor)

**Note if you do not see a green highlighted box but only see grey boxes then your supervisor has not approved your time off. Do not continue forward from this point and reach out to supervisor with any questions.

16	17	18
Vacation- January		

Approved

16	17	18
Vacation- January		

Not Approved

Absence Entries

Request Amount 8.75 Hours

Request History [Absence Request:](#)



Approved

Status [Approved](#)

Request Dates Mon, Jun 9, 2025

Type of Absence Sick - January

Duration per Day 8.75 Hours

[Cancel Absence](#) [Edit](#)

Absence Entries pop up box will appear. You will have the following options:

You may cancel the full absence request by clicking on "Cancel Absence" or edit the absence request by clicking on "Edit".

Cancel Absence ✕

This action cancels the entire absence request.

Request Dates Mon, Jun 9

Comment

Comment to Approver

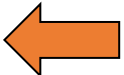
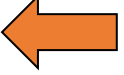
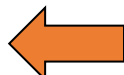
Attachments

Drop files here

or

[Select files](#)

[Cancel](#) [OK](#)

You may add a comment to the cancellation or a comment for your supervisor.

Edit Absence ✕

Mon, Jun 9

Type of Absence*
✕ Sick - January ⋮

Start Time End Time

Hours (Daily)

[✎ Edit Individual Days](#)

Comment

Total Request Amount: 8.75 Hours ∨

You may edit the PTO type you requested by clicking under "Type of Absence"

You may edit the quantity of hours per day if needed

Type comments as needed

Submit your request once done

***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
