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## Employee Self Service



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

All Kean University Employees



Employee Self Service

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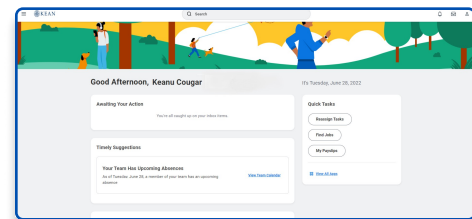
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## What is Employee Self Service?

Employee Self Service (ESS) allows employees to review and edit information within their own record in the system. Kean's Workday functionality will permit employees to manage their personal information (i.e. home address & phone number), emergency contacts, tax elections and direct deposit.

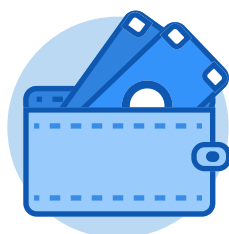


Please note that supervisors, colleagues and direct reports will not have access to your personal information. This confidential information will be managed by the user and maintained by Human Resources/Payroll.

## Reviewing & verifying personal and payment election information

When Workday is first launched, each employee will need to review & confirm that their personal and financial information is accurate.

From the home page, navigate to the Pay and Personal Information Worklets. Each Worklet will open a new dashboard from which you can access your specific information.



Pay



Personal  
Information

## Managing Payment Elections via Pay Worklet

### Step 1

From your Home page, click on "View all Apps" then find the "Pay" worklet icon.

\*\*Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Pay".



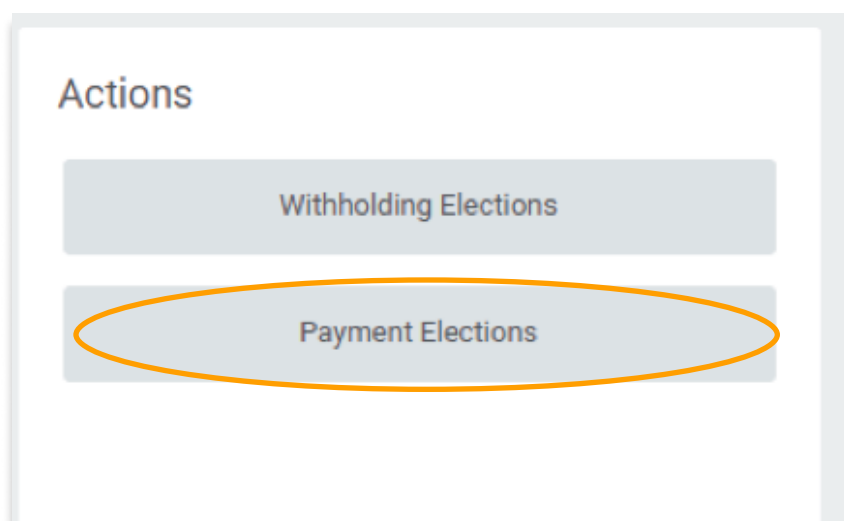
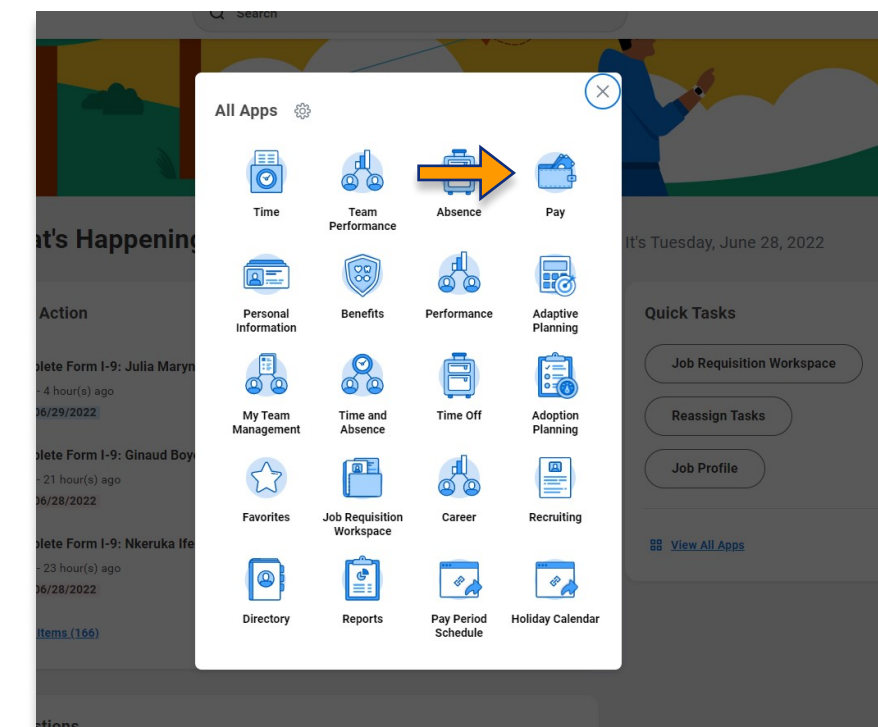
Pay

### Step 2

Once you clicked "Pay", a dashboard will open containing sections such as Actions, View, and Payslips

\*\*Note that not all dashboards are the same, you may have more than the three listed above.

Click on Payment Elections option under the Actions header.





## Payment Elections

Below is Kean Cougar's view from the Payment Elections screen:

Person [Kean Cougar](#)

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 11/25/2020 01:00 PM

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Wells Fargo *****4578	United States of America	Wells Fargo	Checking	*****4578	<a href="#">Edit</a> <a href="#">Remove</a>
TD Bank *****4331	United States of America	TD Bank	Checking	*****4331	<a href="#">Edit</a> <a href="#">Remove</a>

4

[Add](#)

**Accounts section:** Displays the bank account(s) on file for your personal financial information.

**Payment Elections section:** Details the prescribed flow for your income. Not all accounts may be listed in this section. The user has the option to specify whether direct deposits will flow to one or more accounts. These instructions will be displayed in full in the Payment Elections section of the screen. \*\*Note that employees may specify up to four accounts for direct deposits.

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Wells Fargo *****4578	*****4578	Balance Yes	<a href="#">Edit</a>

### Step 3

Review your bank account(s) and ensure that all banking information is accurate and up to date.

### Step 4

Review your Payment Elections (direct deposit) and confirm that the instructions for the direction of your funds is accurately displayed.

## Payment Elections - Making Changes to Financial Information

To make changes to the financial information on file, use the action buttons to the right side of the section.

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Wells Fargo *****4578	United States of America	Wells Fargo	Checking	*****4578	<div>Edit</div> <div>Remove</div>
TD Bank *****4331	United States of America	TD Bank	Checking	*****4331	<div>Edit</div> <div>Remove</div>

## Splitting Direct Deposit

Pay Type: Regular  
Person: Kean Cougar  
Default Country: United States of America  
Default Currency: USD  
Number of Elections Allowed: 2

+ 2 items

*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
				<div><input type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div><input type="radio"/> Percent</div>
United States of America	USD	Direct Deposit	Wells Fargo *****4578	<div><input checked="" type="radio"/> Balance</div>

Step 1

Click the + sign at the left under the Payment Elections heading to add a line.

Pay Type: Regular  
Person: Kean Cougar  
Default Country: United States of America  
Default Currency: USD  
Number of Elections Allowed: 2

+ 2 items

*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
				<div><input type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div><input type="radio"/> Percent</div>
United States of America	USD	Direct Deposit	Wells Fargo *****4578	<div><input checked="" type="radio"/> Balance</div>

Step 2

Click into each field and use the available information to make your desired elections.

Step 3

Pay Type Regular  
Person Kean Cougar  
Default Country United States of America  
Default Currency USD  
Number of Elections Allowed 4

Payment Elections 2 Items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
					<input type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent
	United States of America	USD	Direct Deposit	Wells Fargo *****4578	<input checked="" type="radio"/> Balance

In the far right, identify the amount you wish to send to each account

Step 4

Payment Elections 2 Items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
	United States of America	USD	Direct Deposit	TD Bank *****4331	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 250.00 <input type="radio"/> Percent 0
	United States of America	USD	Direct Deposit	Wells Fargo *****4578	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

Once complete, click OK to save.

OK Cancel

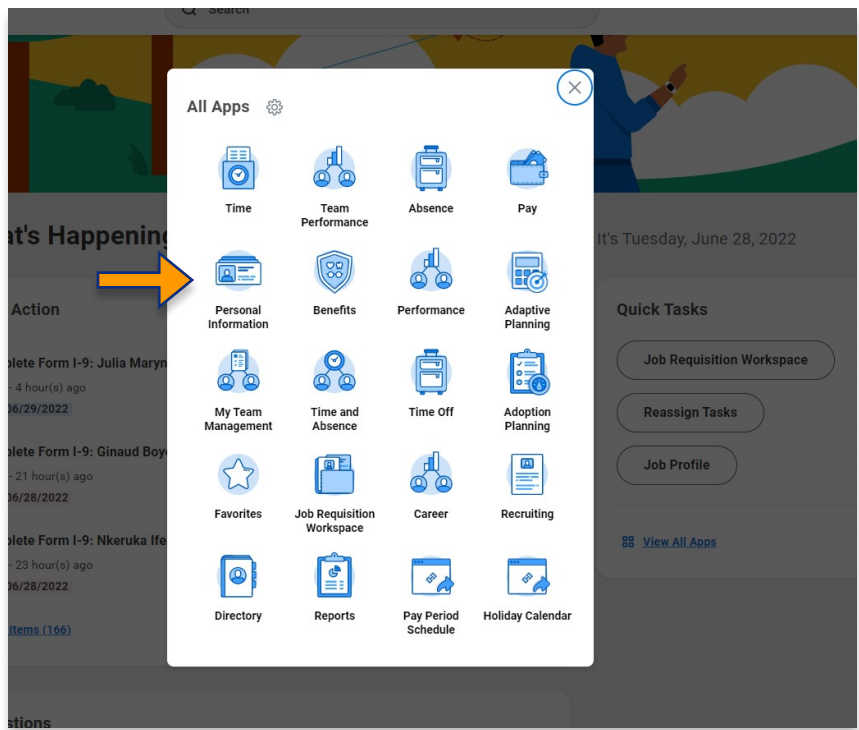
Step 5

Accounts 2 Items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Wells Fargo *****4578	United States of America	Wells Fargo	Checking	*****4578	<button>Edit</button> <button>Remove</button>
TD Bank *****4331	United States of America	TD Bank	Checking	*****4331	<button>Edit</button> <button>Remove</button>

Then return to the screen to ensure the changes made have been reflected.

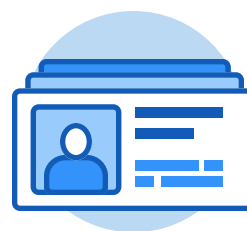
## Viewing and Updating Personal Information



Step 1

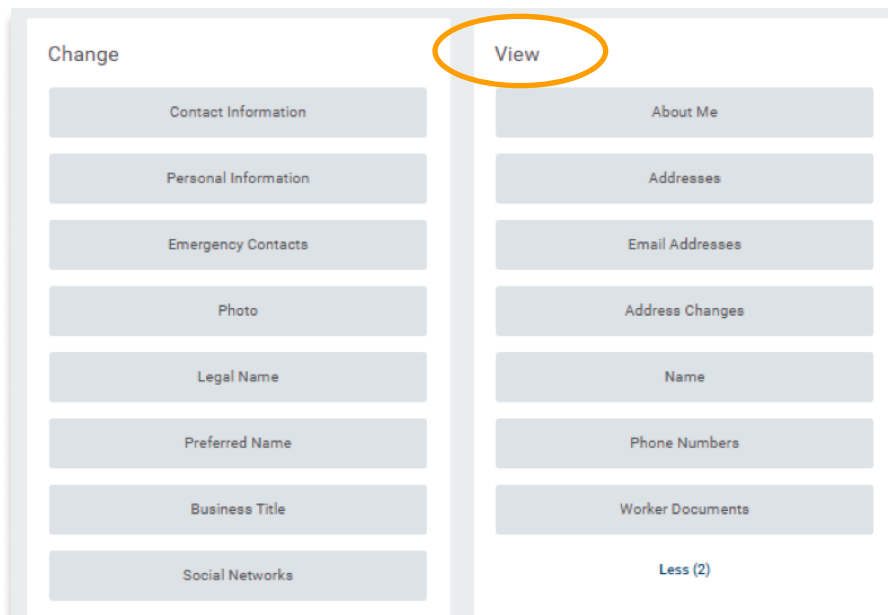
Click on “View all Apps” then “Personal Information Worklet.” The below dashboard will open.

\*\*Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says “Personal Information”.



Personal  
Information

Step 2



Click on the sections listed under the “View” header. Here you can review each section to verify that all information is accurate.

**Addresses**  
Kean Coughlin (Kean)

Edit

**Home Contact Information**  
Addresses: 1 item

Address	Usage	Visibility	Shared With	Effective Date
18 Pennsylvania Ave Union, NJ 07093 United States of America	Home (Primary)	Private	Wife Coughlin	06/01/2020

**Work Contact Information**  
Addresses: 1 item

Address	Usage	Visibility	Effective Date
1000 Morris Ave Union, NJ 07093 United States of America	Business (Primary)	Public	06/01/2020

Edit

Change My Home Contact Information  
Change My Work Contact Information

To change any incorrect information, use the Edit buttons that are available from each different section (see example below). Please note that some changes to personal information may require review & approval by HR.

### Example: Updating Your Phone Number

**Phone**

Primary

Yes

Phone

+1 908-555-2020 (Mobile) was +1 908-217-3010 (Mobile)

Visibility  
Private

Add

Submit

Save for later

Cancel

- Choose Change My Home Contact Information

-Navigate to Phone number and click on the pencil icon on the right.

-Enter the new phone number and navigate out of the screen. (The change will be reflected and the prior phone number will also be displayed.)

-Click Submit.

For more information on Workday, or to access additional training materials, please visit our Workday website!

[kean.edu/offices/human-resources/keanworkday](https://kean.edu/offices/human-resources/keanworkday)