

KEAN | workday

My Guide

How to Enter Time for Hourly Employee



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

Supervisors and Time Keepers

KEAN | workday

My Guide

How to Enter Time for Hourly Employee

Steps: 6 total

Step 1: From your Home page, click "View All Apps" then click on the "Time and Absence" worklet icon.

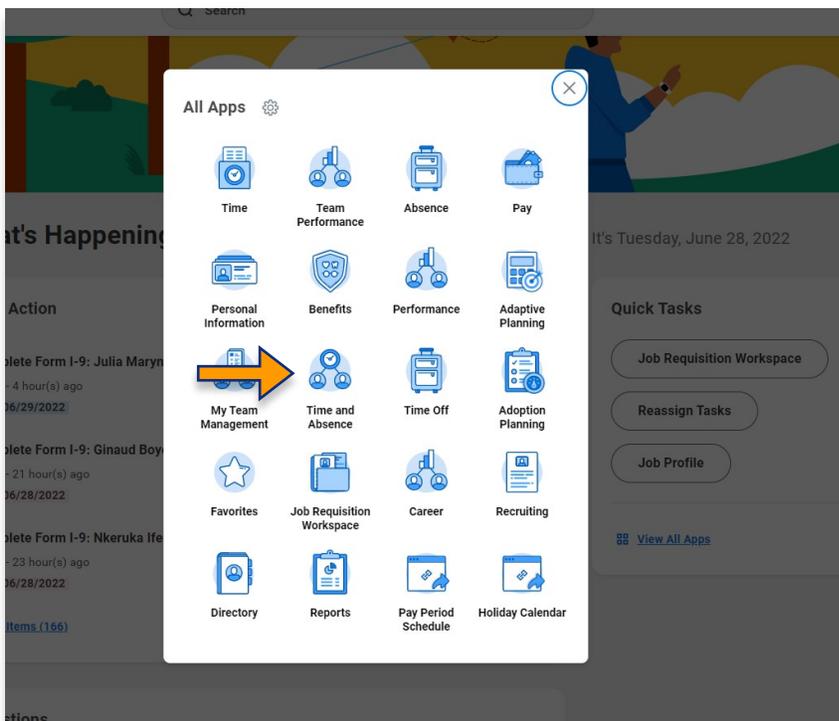
Step 2: Here are your options for entering time: Under "Task" column, select "Review time"

Step 3: Select the date you need to enter time for

Step 4: Click on the employee you need to enter time for

Step 5: Click "enter time for worker" at the bottom left of the screen.

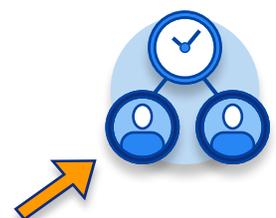
Step 6: Click "enter time"



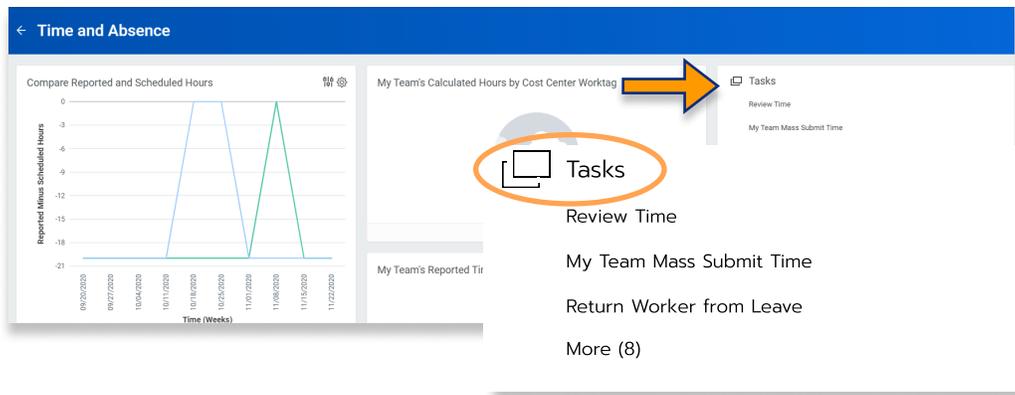
Step 1

From your Home page, click "View All Apps" then click on the "Time and Absence" 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 "Time and Absence".



Step 2



Here are your options for entering time: Under "Task" column, select "Review time"

Step 3

Step 3: Select the date you need to enter time for.

**Note, under Job Exempt Status you must have "Non-Exempt" selected.

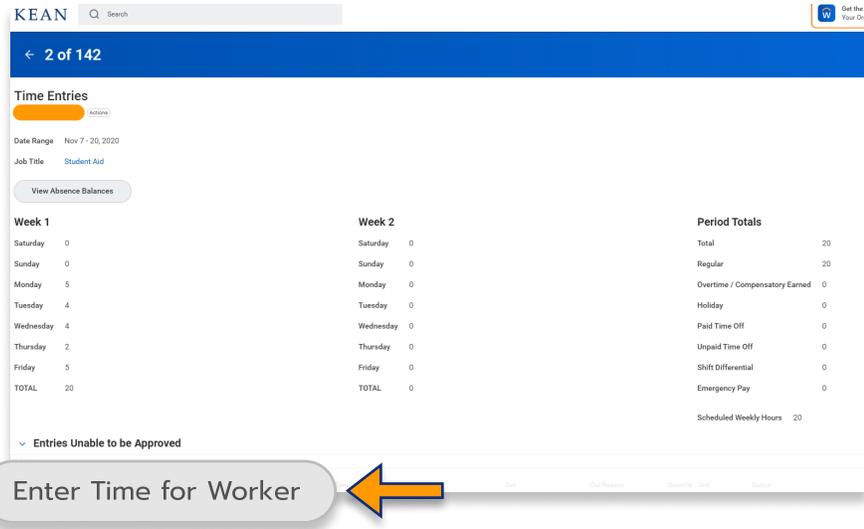
Then click "ok".



Step 4

| Search Criteria | | Time Period Summary 142 Items | | | | | | |
|-----------------|-------------------|-------------------------------|----------------|-------|---------|----------|-----------|--|
| Worker Name | Unsubmitted Hours | Hours to Approve | Approved Hours | Total | Regular | Overtime | Breakdown | |
| [Worker Name] | 0 | 0 | 0 | 0 | 0 | 0 | Holiday | |
| [Worker Name] | 20 | 0 | 0 | 20 | 20 | 0 | | |
| [Worker Name] | 0 | 0 | 0 | 0 | 0 | 0 | | |

Step 4: Click on the employees name you wish to enter time for.



Step 5

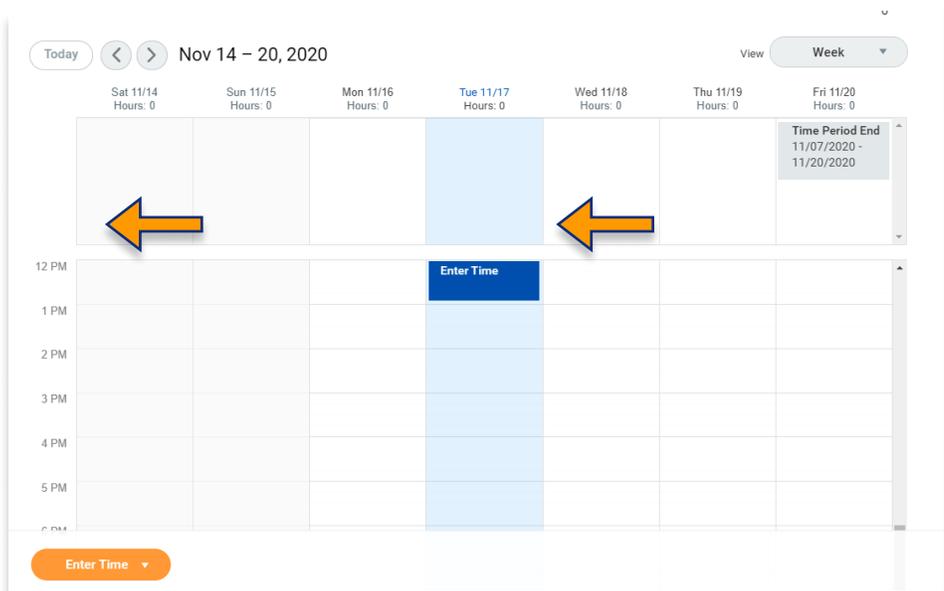
Click "enter time for worker" at the bottom left of the screen.

Step 6

Entering time.

There are multiple options for entering hours on a timesheet.

Entering time Option 1



6.1

a) Click on a blank time block within the column for each day. A window will pop up for you to enter your In/Out times.

Enter Time
11/17/2020

Time Type * Search
× Worked Time

In *

Out *

Out Reason Out

Hours * 0

Details

Comment

OK Cancel

6.2

Type in the time the employee started his/her shift or the time they took their lunch break. If the employee took a lunch, then add another time block starting from the time they came back from lunch to the time they ended their shift. Enter comments if needed then click ok.

****Note:** The Out Reason with always be Out.

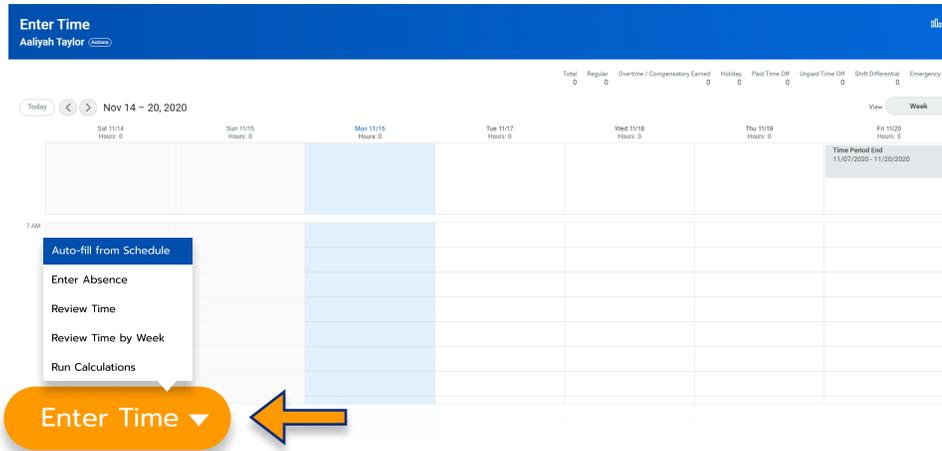
| | | | |
|-------|--|--|--|
| 7 AM | | | |
| 8 AM | | | Worked Time 8:00am - 11:00am 3 Hours ⊙ Not Submitted |
| 9 AM | | | |
| 10 AM | | | |
| 11 AM | | | |
| 12 PM | | | Worked Time 12:00pm - 3:00pm 3 Hours ⊙ Not Submitted |
| 1 PM | | | |
| 2 PM | | | |
| 3 PM | | | |

Submit Enter Time ▾

6.3

Review the information and click submit when ready

Entering time Option 2



6.1

Option 2: Autofill from schedule

**Note: only use this option if you need to load hours for the entire week)

***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