KEAN | workday

My Guide

General Navigation and User Basics



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

All Kean University Employees

KEAN | workday

My Guide

General Navigation and User Basics

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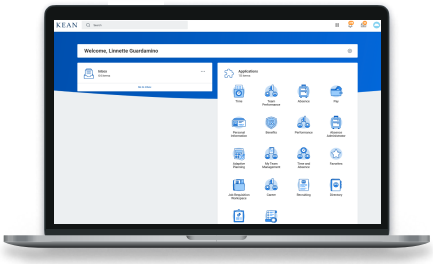
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Logging In

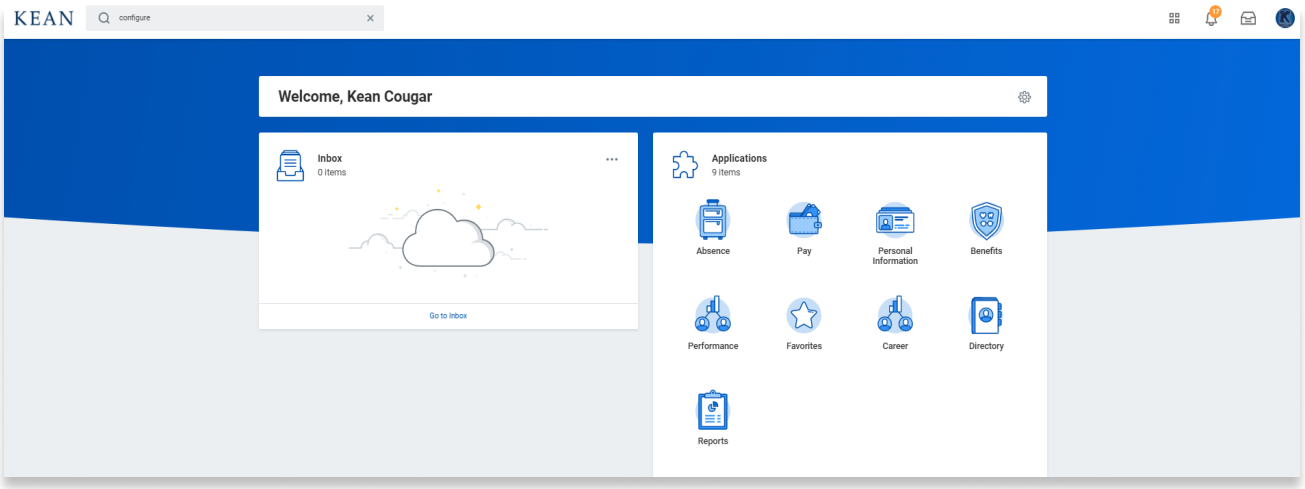


Employees will be able to access Workday through Single-Sign On using their individual Kean email login credentials.

All employees will have access to the system, but security roles will drive what specific options are available to each user. Accordingly, the following guide is informational only and is intended to educate users on the system's general functionality. For specific questions regarding your Workday account, or problems with access to a particular item, please refer to the Frequently Asked Questions and Who to Contact documents on our Workday Website.

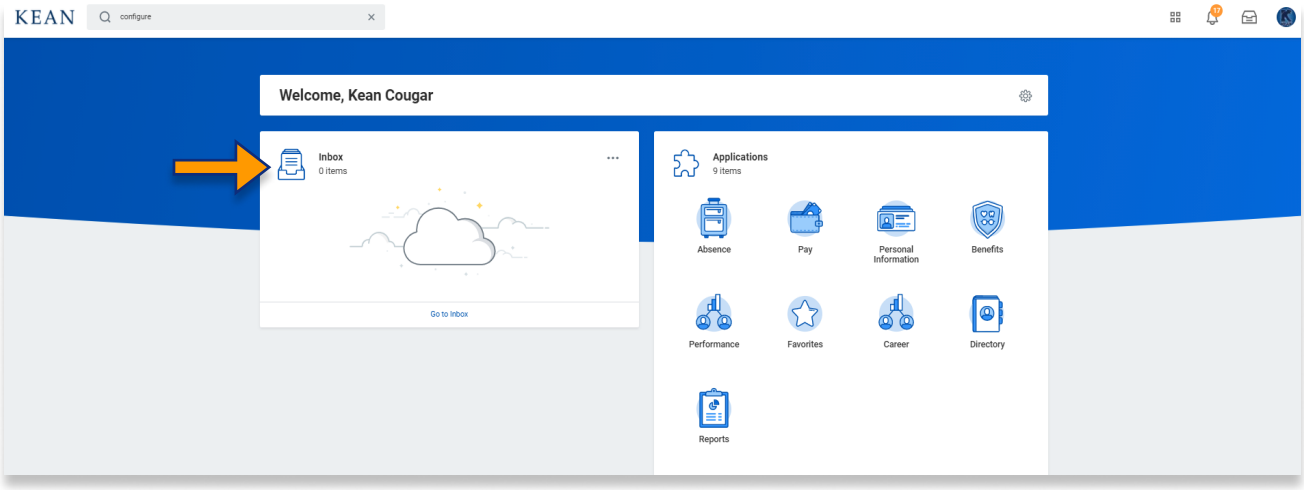
kean.edu/offices/human-resources/keanworkday

Landing Page

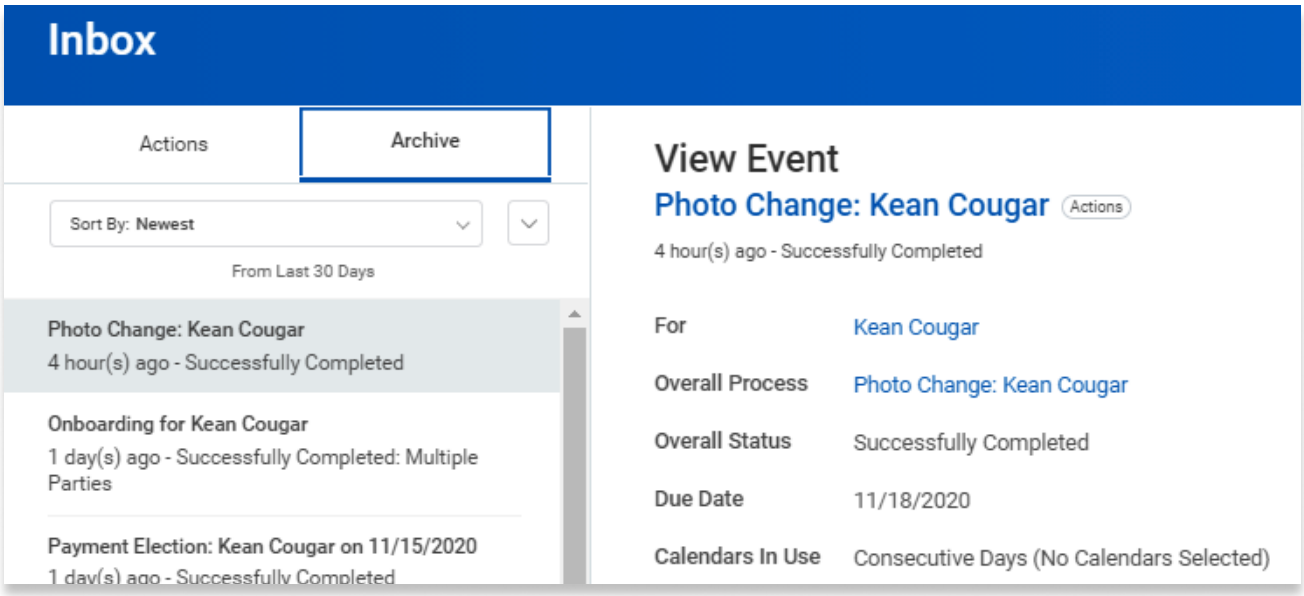


The above image shows the employee's landing page immediately after logging in. Everyones landing page applications look different or may be in different order. Some employees, including managers will have more applications than others.

Workday Inbox



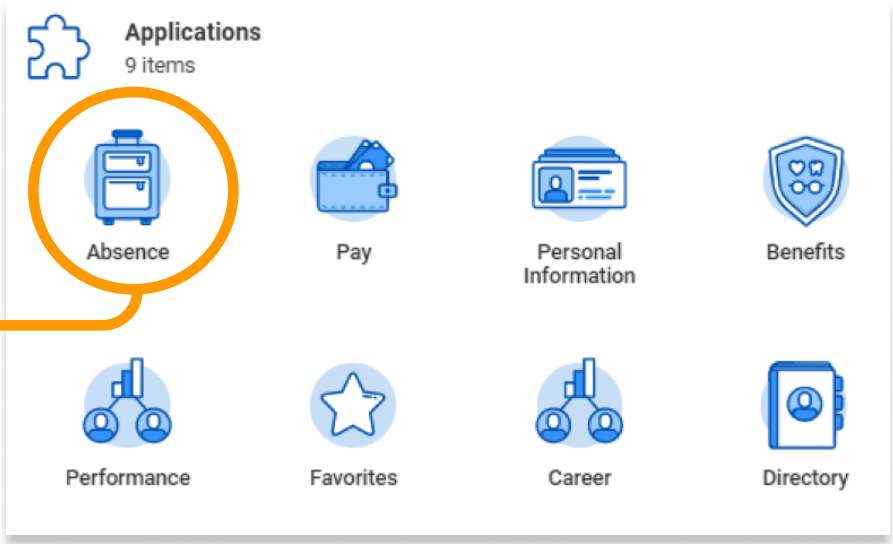
The inbox exists for all employees and houses to-dos or required tasks that need to be completed. Navigating to the Inbox will allow the user to see outstanding tasks (Actions) as well as previously completed tasks (Archive). **The Workday Inbox exists in addition to an employee's email inbox and is used specifically to complete tasks that are housed within Workday** (i.e. performance evaluations or time off review/approvals).

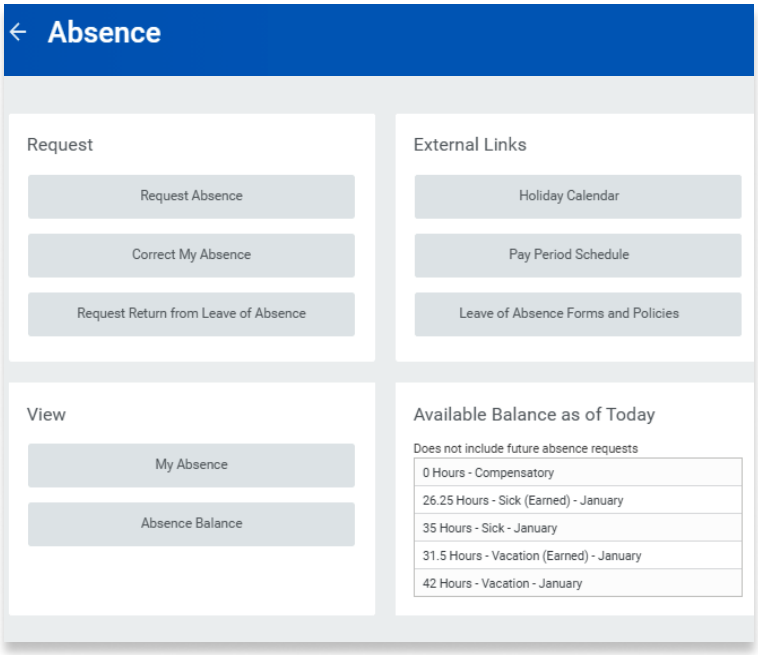


Above image shows The Workday Inbox

Application Worklets

Workday's applications are referred to as Worklets. Each Worklet represents a different specialty area (i.e. Pay or Benefits). Clicking on the icon will take you to a corresponding dashboard from which you will be able to access a host of different tasks or reports (subject to security). While some Worklets are universal and required for all users, other accessible Worklets will vary by user. The application menu is also configurable.

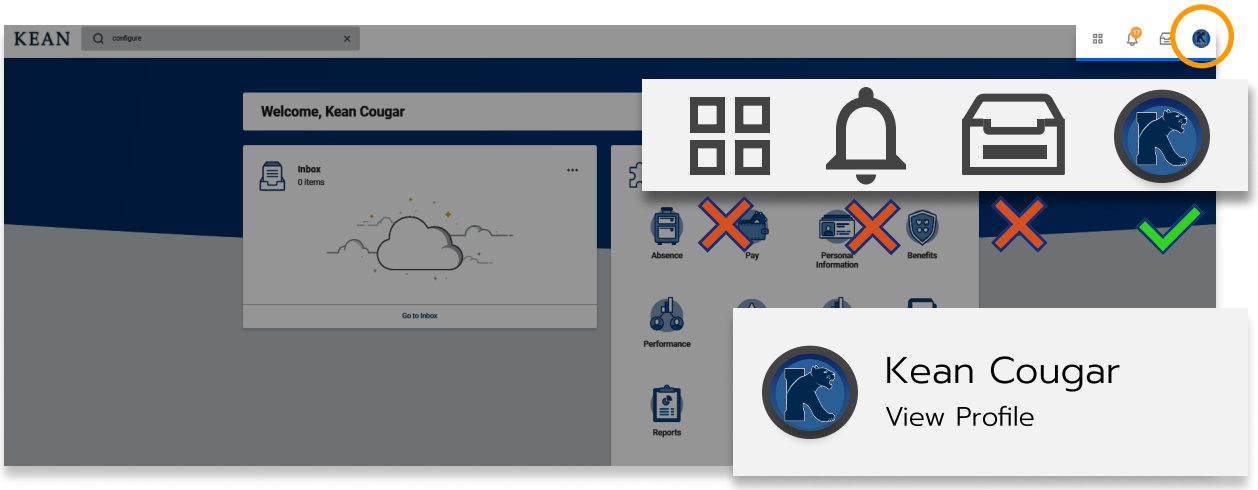




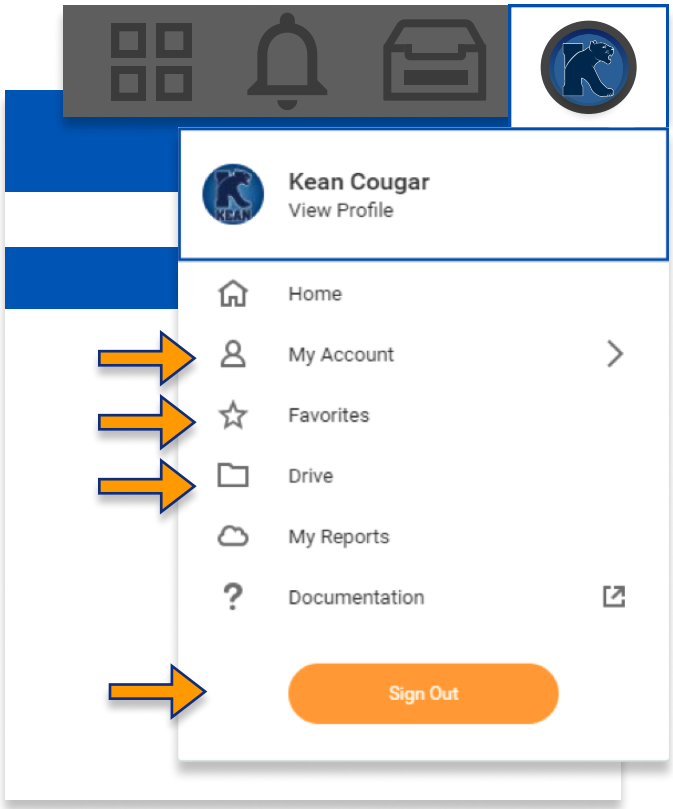
The image to the left depicts the Absence Dashboard after you click on Absence Worklet. Full-time employees can manage their paid time off (i.e. view balance, request time off) from this screen. To navigate back to the home page, click on the Back Arrow to the left of the word "Absence".

Navigating to the Employee Profile

Users can navigate to their Employee Profile by clicking on their circular icon in the top right (this could be a picture of you or an icon of the workday cloud) of the landing page and clicking "View Profile."



Several options are also available when clicking on this icon, including:



"My Account" which provides quick links to change personal information.

"Favorite" which will store a user's most used and/or favorited tasks and reports.

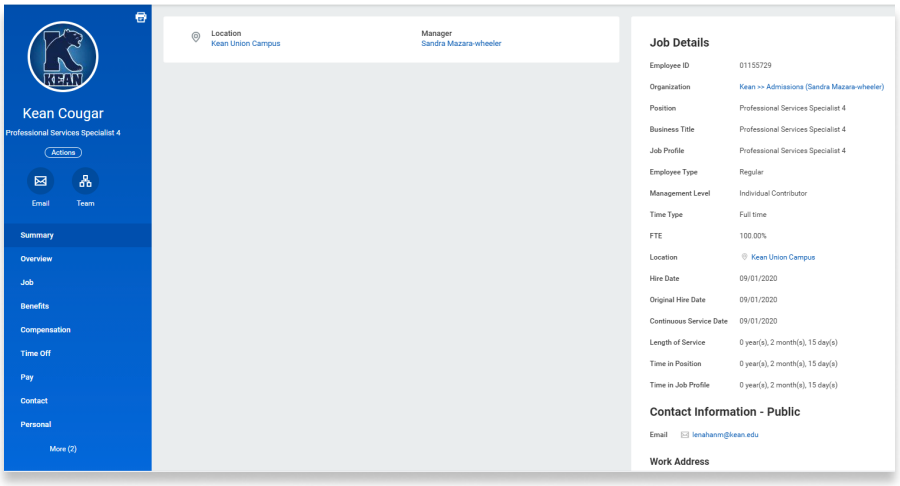
"Drive" and "My Reports" which will be populated as the user stores files or creates/accesses reports in the course of their job functions.

"Sign Out" allows the user to end the session.

Navigating to the Employee Profile (continued)

The below images show a view from the summary page of the employee's profile. From the profile, the employee can navigate to each tab in order to access the associated information.

From the left side of the profile screen, the employee has access to a host of options associated with their specific role within the University.

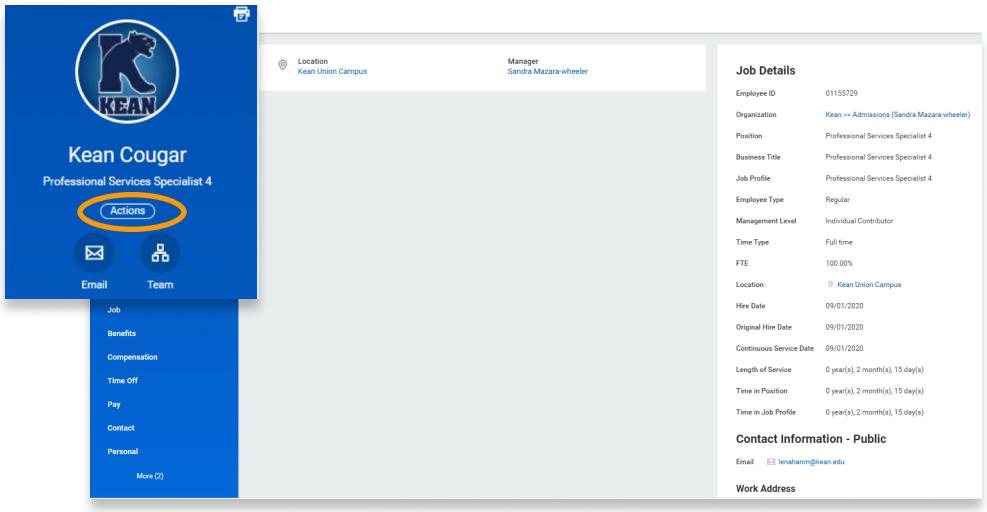


Summary

Overview	compensation information & the organizations the employee is a member of
Job	employee ID number, job title, date(s) of hire, contact information.
Benefits	medical & dental insurance enrollments, retirement elections, dependents
Compensation	annual salary, range & step information (if applicable)
Time Off	time off balances for all eligible plans (i.e. compensatory time, sick & vacation)
Pay	tax elections, tax documents, paystubs
Contact	work & home contact information, emergency contacts
Personal	date of birth, gender, race, IDs.
Performance	performance evaluations, if applicable
Career	pending or prior job applications, education history

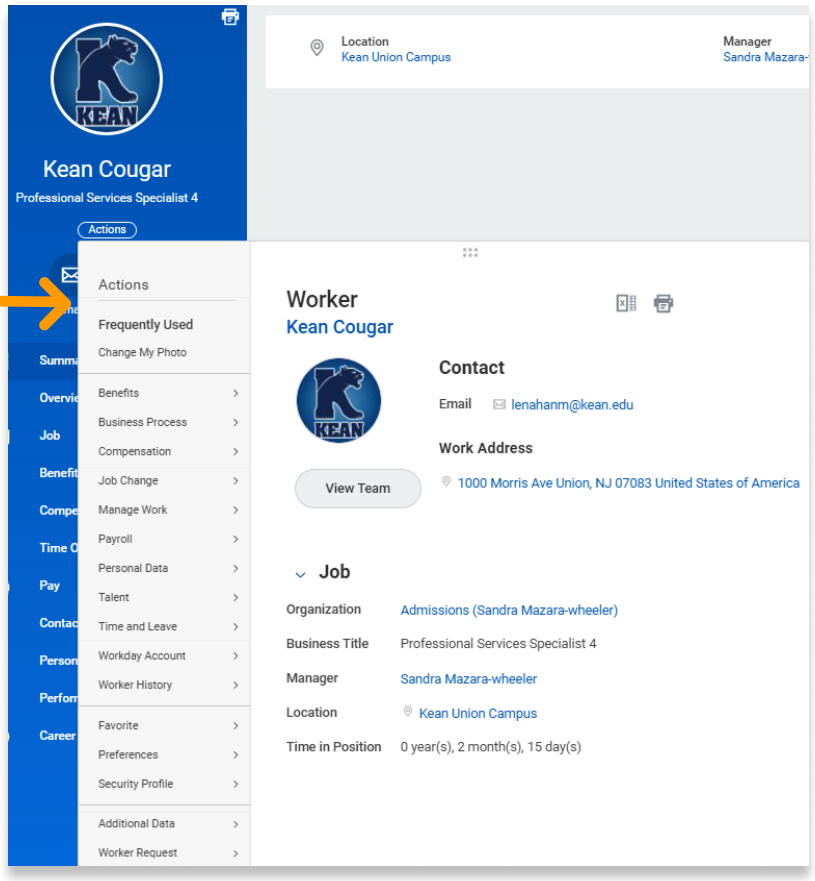
Action Button

The Actions Button may be referred to as "Related Actions." This button opens to another menu where the employee can choose to initiate specific tasks or reports.

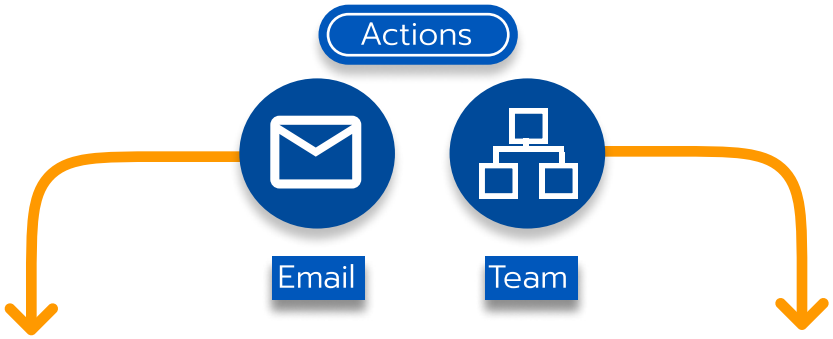




For example, from the Related Actions button, the employee can submit a request for time off, add favorites, or update their Workday preferences.



Email and Team Buttons



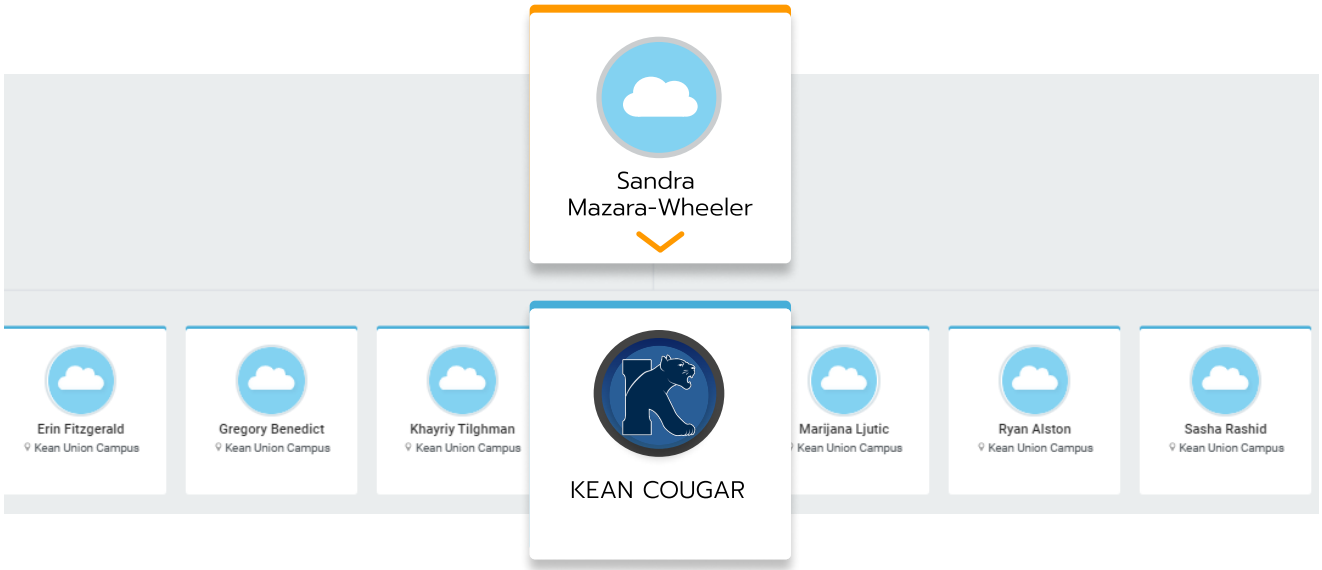
Public Contact information is accessible from the Email button.

The Team button will navigate to Workday's Organizational Charts:

Organizational Charts

Every employee within Kean University will sit in a Supervisory Organization. A Supervisory Organization represents Workday's hierarchical structure and defines the overall reporting structure of the University.

Kean Cougar sits within Sandra Mazara-Wheeler's organization along with all other direct reports.



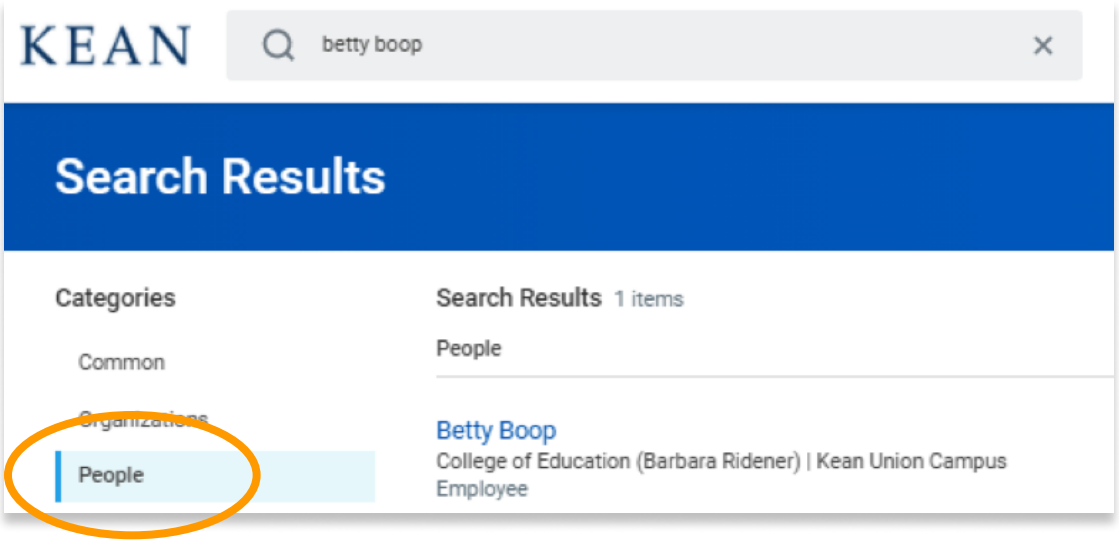
Organizational Charts (continued)

The following screenshots display an example of the reporting structure from Kean Cougar's Supervisory Organizations, up through and including the President.



Search Field

Workday makes it easy to search for people, tasks, reports and business data using the Search field. For example, to find a worker, type their name into the Search field and press Enter. From the results, click "People" from the list of Categories on the left-hand side to filter the results and display only University employees.



★ Search Tips/Shortcuts:

-Generally using the first three letters of a name or search term will yield results.

-Searching for a term and not finding it in your results? Try clicking on "All of Workday" at the bottom of the Categories list.

These are just the basics! Workday can do so much more!
Need more information?

Additional educational resources for Kean|Workday are available on our Workday Website.

kean.edu/offices/human-resources/keanworkday