

General Navigation and User Basics



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

All Kean University Employees

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



General Navigation and User Basics

Table of Contents

Cover1
Table of Contents 2
Logging In 3
Landing Page 3
Inbox 4
Applications (Worklets)5
Navigating to the Employee Profile6-7
Actions, Email and Team Buttons 8-10
Search Field 11
Contacts12

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

Logging In

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

Welcome, Linerite Guardamino				
	S Applications			
Norma States		0	2	
	Rect Distance	*	<u>e</u>	
	A	8	0	
	and Reporter	(E) hereity		
	a s			

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

KEAN Q configure	×			::: 🤔 🖻 🔇
	Welcome, Kean Cougar		÷	
	inbox 0 items	Applications 9 items		
		Absence Pay Personal Information	Benefits	
	Go to Indox	Performance Favorites Career	Directory	
		Reports		

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

KEAN Q configure	×						æ	Ð	8
	Welcome, Kean Cougar				¢				
	box otens Crostor	 Applications 9 terms Desence Performance Reports	Pay Pay Favorites	Personal Information Career	Benefits Directory				

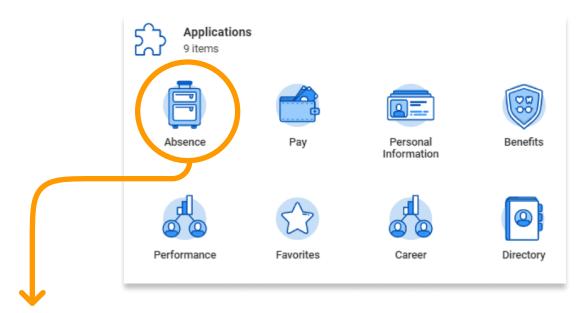
The inbox exists for all employees and houses to-dos or required tasks that need to be completed. Navigating to the Inbox will allow the user to see outstanding tasks (Actions) as well as previously completed tasks (Archive). **The Workday Inbox exists in addition to an employee's email inbox and is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

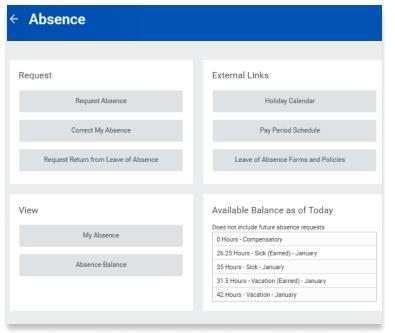
Inbox					
Actions	Archive	View Eve	View Event		
Sort By: Newest From La	<pre>> </pre>		Photo Change: Kean Cougar (Actions) 4 hour(s) ago - Successfully Completed		
Photo Change: Kean Cougar 4 hour(s) ago - Successfully Completed		For Overall Process	Kean Cougar SS Photo Change: Kean Cougar		
Onboarding for Kean Couga 1 day(s) ago - Successfully Parties		Overall Status	Successfully Completed		
Payment Election: Kean Co 1 day(s) ago - Successfully	•	Calendars In U	Jse Consecutive Days (No Calendars Selected)		

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.





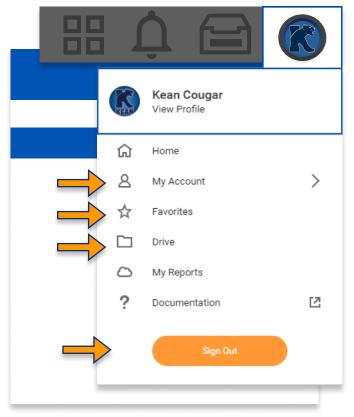
The the left image to depicts the Absence Dashboard after you click on Absence Worklet. Fulltime employees can manage their paid time off (i.e. view balance, request time off) from this То screen. navigate back to the home page, click on the Back Arrow to the left of the word "Absence".

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.

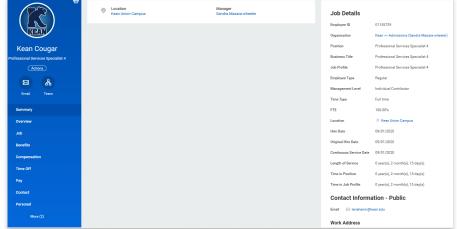
"Drive" and "My Reports" which will be populated as the user stores files or creates/accesses reports in the course of their job functions.

"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

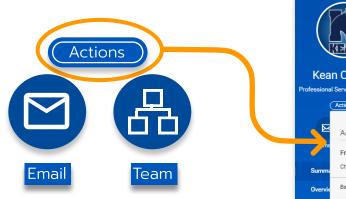
Overview	compensation information & the organizations the employee is a member of
Job	employee ID number, job title, date(s) of hire, contact information.
Benefits	medical & dental insurance enrollments, retirement elections, dependents
Compensation	annual salary, range & step information (if applicable)
Time Off	time off balances for all eligible plans (i.e. compensatory time, sick & vacation)
Рау	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

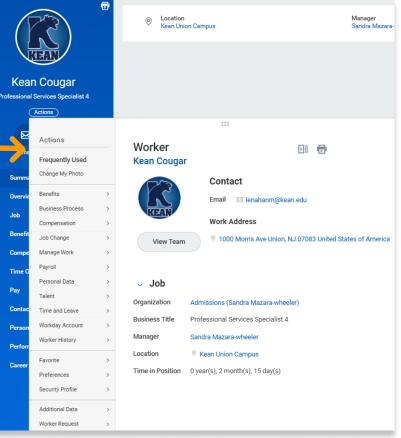
The Actions **Button** may be referred to as "Related Actions." This button opens to another menu where employee the can choose to initiate specific tasks or reports.

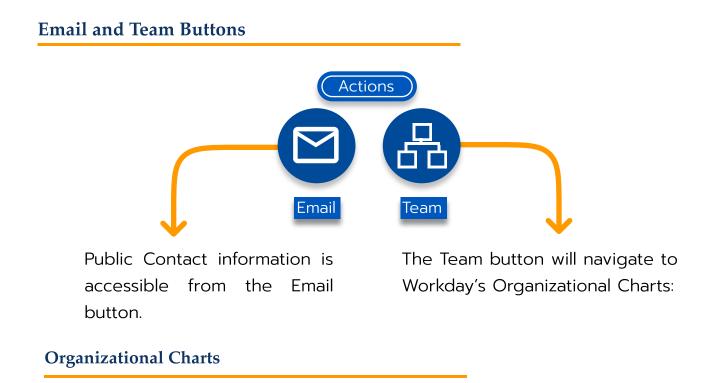
	Location Kean Union Campus	Manager Sandra Mazara-wheeler	Job Details	
			Employee ID	01155729
REAL			Organization	Kean >> Admissions (Sandra Mazara-wheeler)
			Position	Professional Services Specialist 4
Kean Cougar			Business Title	Professional Services Specialist 4
Professional Services Specialist 4			Job Profile	Professional Services Specialist 4
(Actions)			Employee Type	Regular
Actions			Management Level	Individual Contributor
⊠ &			Time Type	Fulltime
			FTE	100.00%
Email Team			Location	8 Kean Union Campus
dot			Hire Date	09/01/2020
Benefits			Original Hire Date	09/01/2020
Compensation			Continuous Service Date	09/01/2020
Time Off			Length of Service	0 year(s), 2 month(s), 15 day(s)
Pay			Time in Position	0 year(s), 2 month(s), 15 day(s)
			Time in Job Profile	0 year(s), 2 month(s), 15 day(s)
Contact			Contact Information - Public	
Personal			Email 🖂 lenahanm@i	kean.edu
More (2)			Work Address	

-



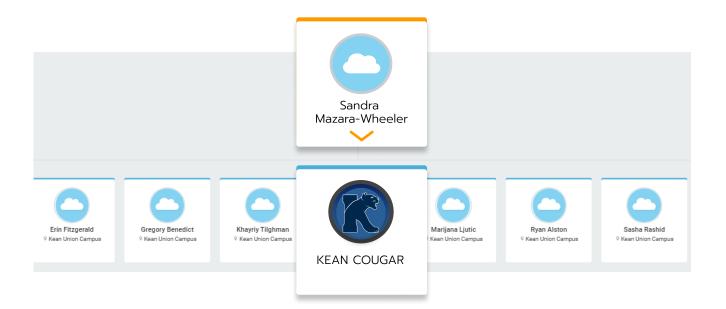
For example, from the Related Actions button, the employee can submit а request for time off, add favorites, or update their Workday preferences.





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.

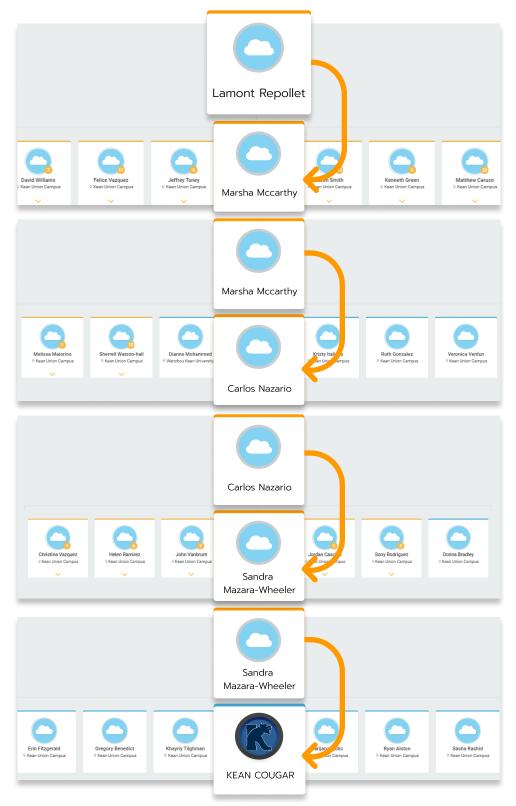
Kean Cougar sits within Sandra Mazara-Wheeler's organization along with all other direct reports.



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

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.

KEAN	Q betty boop	×
Search	Results	
Categories	Search Results 1 items	
Common	People	
People	Betty Boop College of Education (Barbara Ridener) Kean Union Campus Employee	

★ 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