



Requesting Absence (Requesting Time Off)



**This Kean Workday MyGuide is intended for the
following users:**

All Kean University Employees

KEAN | workday

My Guide

Requesting Time Off

Steps: 4 total

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

Step 2: Click on the "Request Absence" button

Step 3: You will have two options to request time: **Calendar** or **Date Range**

Step 4: Select absence type and quantity per day



Instructions for Faculty and Staff

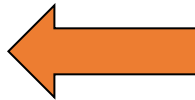
Step **1**

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

Your Top Apps



Absence



Benefits and Pay



Personal Information



Performance

 [View All Apps](#)

Step 2

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

Located in the "Request" section of the page, click on the "Request Absence" button.

Step 3

Select dates by either clicking directly on the date within or by selecting the "Date Range" action button on the top right. Click Continue to move forward.

Request Absence

Calendar

Date Range

August 2025

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

View Balances

View Teams

Cancel

Continue

Request Absence

Calendar

Date Range

August 2025

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

View Balances

View Teams

Cancel

Continue

A window will pop up where you can select the “Type of Absence” (Time off) and enter the quantity of time to be taken. Then click on Submit Request.

Please note at this point this is a request therefore approval must be given by the supervisor.

Request Absence

Mon, Aug 4 – Thu, Aug 7

Type of Absence*

Search

Time Off

☐ Bereavement
☐ Compensatory
☐ Jury Duty
☐ Personal
☐ Sick - January
☐ Vacation - January

Cancel

Submit Request

Request Absence

Mon, Aug 11 – Wed, Aug 13

Type of Absence*

Sick - January

Start Time

--:-- AM

End Time

--:-- AM

Hours (Daily)

8.75

[Edit Individual Days](#)

Comment

Total Request Amount: 26.25 Hours

Cancel

Submit Request

Instructions for Student Workers and Academic Specialists

← Request Absence ×

Fri, Aug 29

Type of Absence*

× Sick - PT ⋮

Hours (Daily)

0

[Edit Individual Days](#)

Comment

Additional Information

Total Request Amount: 0 Hours

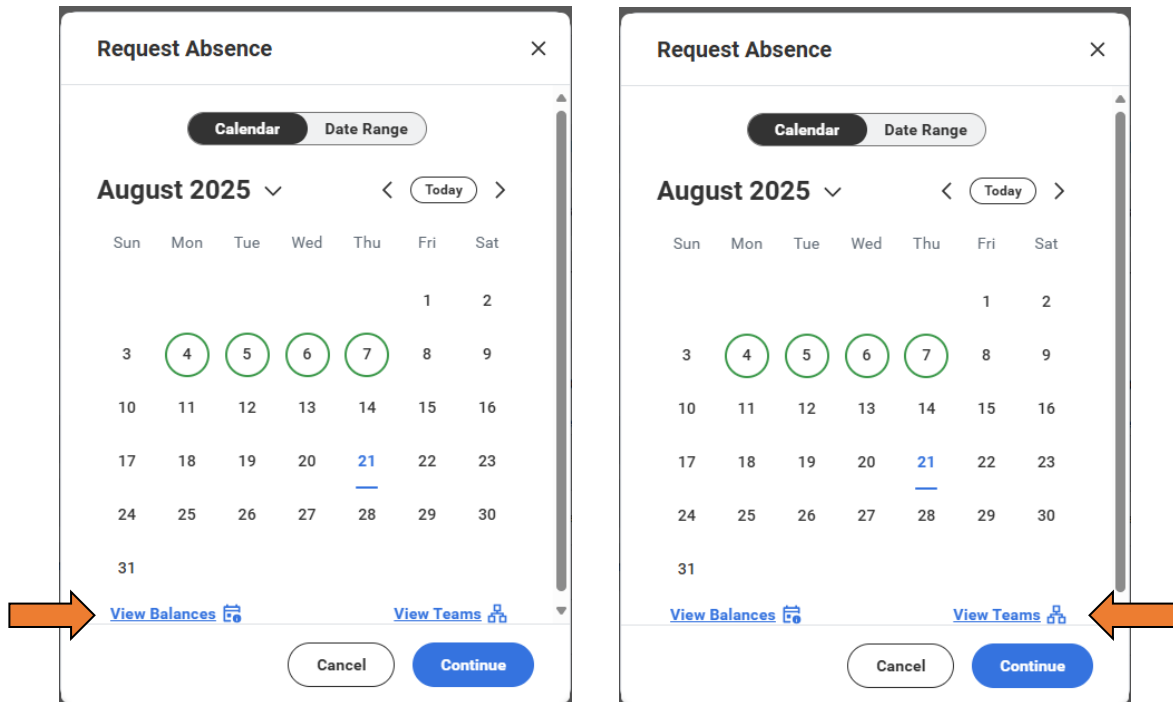
Cancel Submit Request

- As a Student or Academic Specialist, the option available for you is "Sick-PT"
- You can edit the quantity, if needed.
- Add files or comments as needed
- Click Submit Request

Please note at this point this is a request therefore approval must be given by the supervisor

New Features

Employees can view their time balances from the request box by clicking on the “View Balances” icon (bottom left). They may also view if any of their team members will be out during that time frame by clicking on the “View Teams” icon (bottom right)



For more information on viewing and understanding the time off plan balances, please view our Workday Basics Part 2 video which is available from our Workday website.

<https://www.kean.edu/offices/human-resources/keanworkday>

If you have additional questions related to the Workday time and attendance processes, please contact the following:

Time & Attendance Team:

Linnette Guardamino – (908) 737-3268 - lguardam@kean.edu

Megan Robinson – (908) 737-3315 – merobins@kean.edu