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

All Kean University Employees

**Note this guide is intended only for Requesting Absence. This is NOT for any requests related to Leave of Absence.**
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: Select dates by either clicking directly on the date within or by selecting the “Date Range” action button on the top left. A window will pop up where you can choose dates.

Step 4: Select the “Absence Type” of request from the drop down menu.

**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 “Absence” and NOT “Absence Administrator” or “Time Off”.”
Step 2

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 left. A window will pop up where you can choose dates.

After making your selection, please click the “request Absence” button on the bottom left hand corner.
Please note at this point this is a request therefore approval must be given by the supervisor.

**Students & Academic Specialists**

As a Student or Academic Specialist the option available for you is “Sick-PT”

4.1 Choose Sick-PT
4.2 Click Next
4.3 Edit Quantity if needed
4.4 Add files or comments as needed
4.5 Click Submit
All Other Kean Employees

**Step 4**

**Select the “Absence Type”**

This step is different for certain individuals. If you are a Student Employee or Academic Specialist you have already completed the steps to request off.

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

**4.1** Choose Time Off.

**4.2** Pick the type of time off leave you choose.

*Note this will look different depending on title, employment, and union.*

**4.3** Click Next
***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 - Iguardam@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