



Reviewing Time for Hourly Employees (Academic Specialists and Student Workers)



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

Supervisors and Time Keepers

KEAN | workday

My Guide

Reviewing Time for Hourly Employees (Academic Specialists and Student Workers)

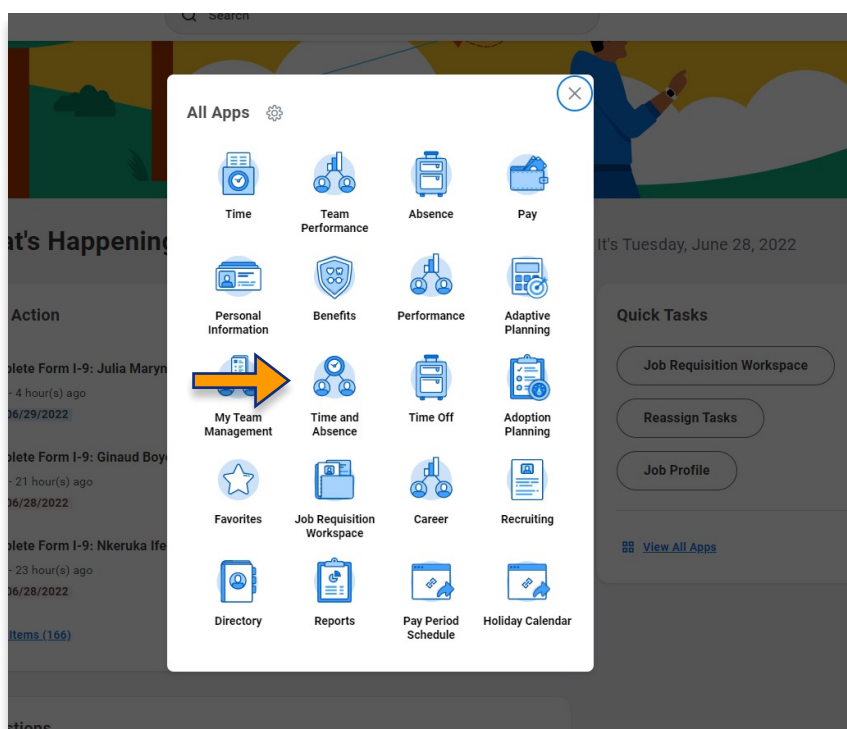
Steps: 4 total

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

Step 2: From Tasks, click on "Review Time"

Step 3: Select "Non-exempt" under Job Exempt Status and click OK

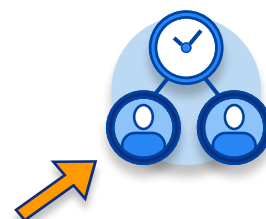
Step 4: Hours worked will be listed under the Total column

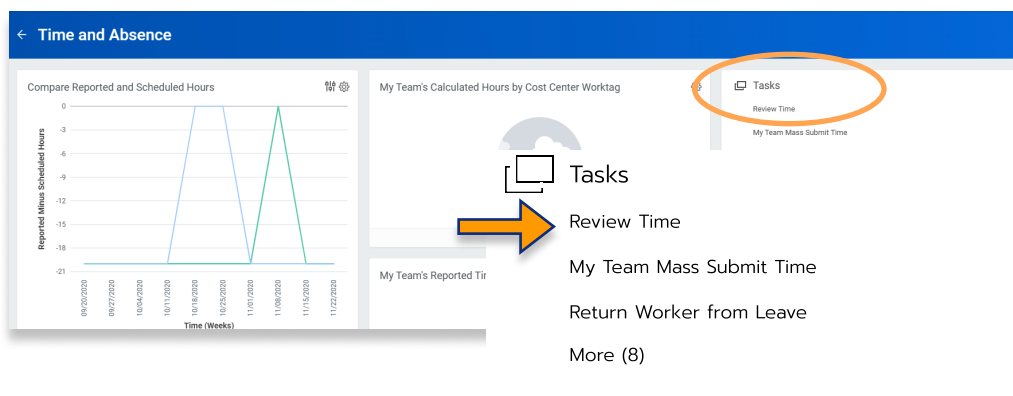


Step 1

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**

Under "Task" column, select "Review Time".

The screenshot shows the 'Review Time' form. It has a blue header with the title 'Review Time'. The form contains several fields and options:

- Date:** A date picker set to 11/16/2020, with an orange arrow pointing to it.
- Review my direct reports only:** A checkbox that is checked.
- Workers:** A text field containing '(empty)'.
- Show:** A section with three radio button options: 'All Workers' (selected), 'Workers with Hours to Approve', and 'Workers with Unsubmitted Hours'.
- Period Schedule:** A text field with a dropdown arrow icon.
- Job Exempt Status:** A section with three radio button options: 'All Workers', 'Exempt', and 'Non-Exempt' (selected), with an orange arrow pointing to it.

Step **3**

Under Date- enter the first day of the pay period

Under job exempt status select Non-exempt

Click "Ok" at the bottom of page



Nov 7 - 20, 2020

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 142 Items

| <input type="checkbox"/> | Worker Name | Unsubmitted Hours | Hours to Approve | Approved Hours | Total | Regular | Overtime | Holiday |
|--------------------------|-------------|-------------------|------------------|----------------|-------|---------|----------|---------|
| <input type="checkbox"/> | Keen Cougar | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <input type="checkbox"/> | | 20 | 0 | 0 | 20 | 20 | 0 | 0 |
| <input type="checkbox"/> | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hours worked will be listed under the Total column.

If you need to make edits to an hourly employee's time please refer to the MyGuide: How to Enter Time for Hourly Employees.

***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