KEAN | workday

My Guide

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)

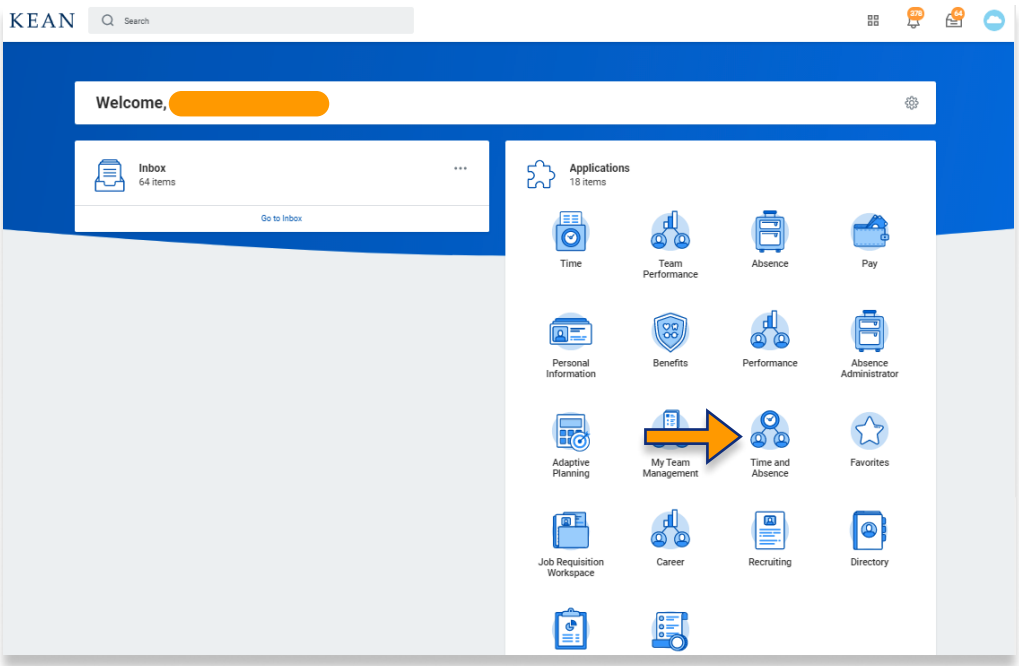
Steps: 4 total

Step 1: From landing page, click on "Time and Absence"

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

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

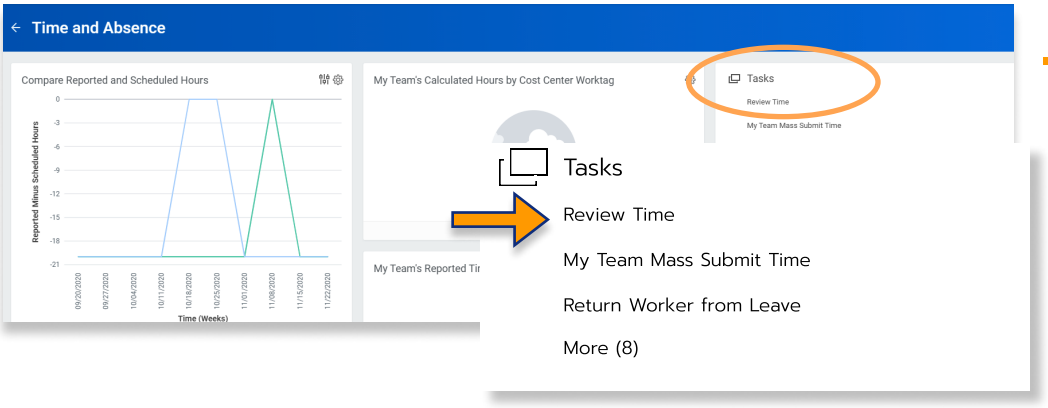
Step 4: Hours worked will be listed under the Total column



Step 1

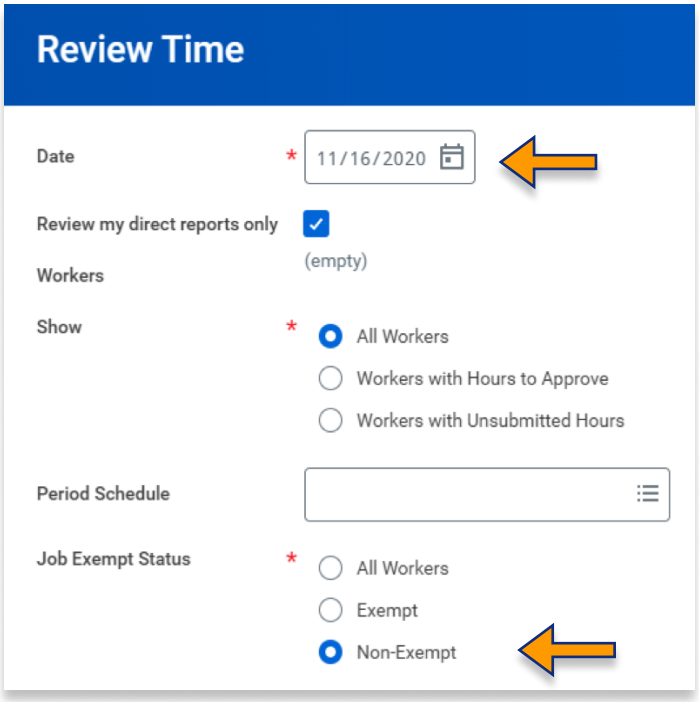
From your Home page, click on the "Time and Absence" worklet icon.

**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".



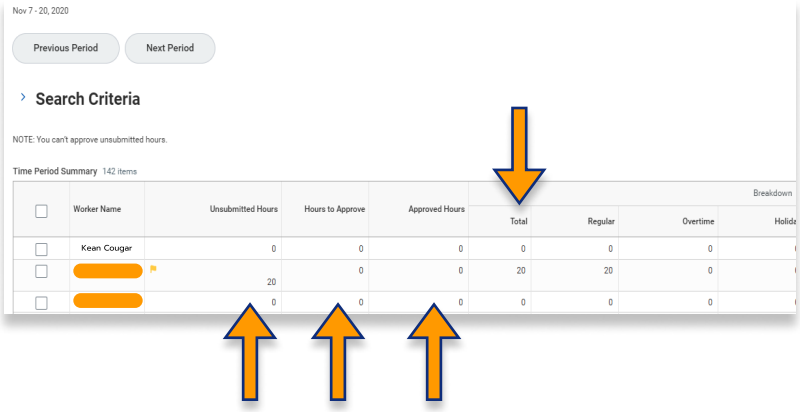
Step 3

Under Date- enter the first day of the pay period

Under job exempt status select Non-exempt

Click "Ok" at the bottom of page





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

Step 4

Hours worked will be listed under the Total column.

***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