

KEAN | workday

My Guide

Submitting Your Time



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

Campus Police, Res Life, Facilities, Academic Specialists,
Student Workers and Non-Exempt Employees

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Submitting Your Time

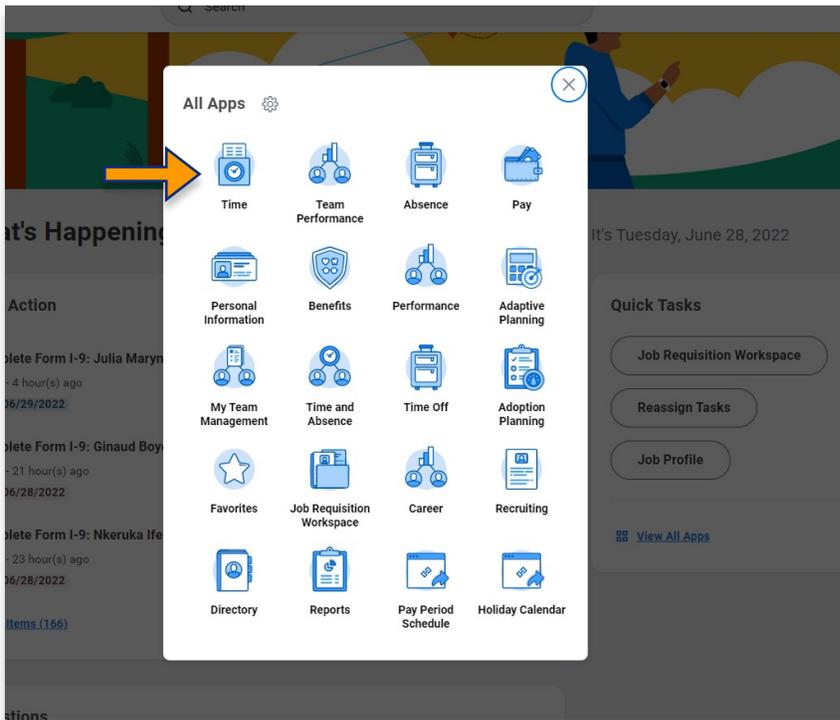
Steps: 3 total

Step 1: From your Home page, click on "View all Apps" then click on the "Time" worklet icon

Step 2: Click on "This Week" (pick the week you just worked)

Step 3: Click the "Submit button"

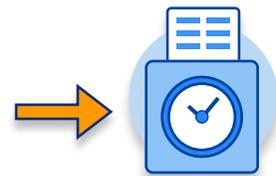
Submissions must be done at the end of each week

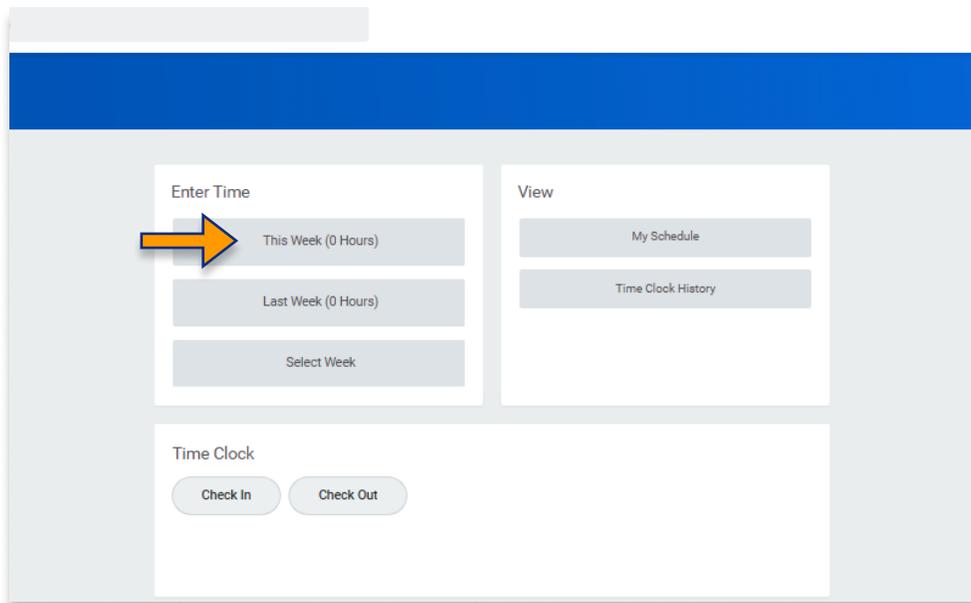


Step **1**

Step 1: From your Home page, click on "View all Apps" then click on the "Time" worklet icon

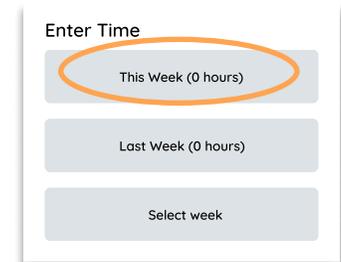
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Time".





Step 2

Click on "this week" (pick the week you just worked)



Step 3

Click Submit button
Gray dates indicate "Not Submitted"
Make sure to review the hours worked prior to submitting

	Sat 10/31 Hours: 0	Sun 11/1 Hours: 0	Mon 11/2 Hours: 5	Tue 11/3 Hours: 4	Wed 11/4 Hours: 4	Thu 11/5 Hours: 2	Fri 11/6 Hours: 5
7 AM							
8 AM			Worked Time 8:00am - 1:00pm 5 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 10:00am 2 Hours ⊙ Not Submitted	Worked Time 8:00am - 1:00pm 5 Hours ⊙ Not Submitted
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							

***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
