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

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

Enter Time
This Week (0 hours)
Last Week (0 hours)
Select Week

Step 3
Click Submit button
Gray dates indicate “Not Submitted”
Make sure to review the hours worked prior to submitting
***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