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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Steps: 3 total

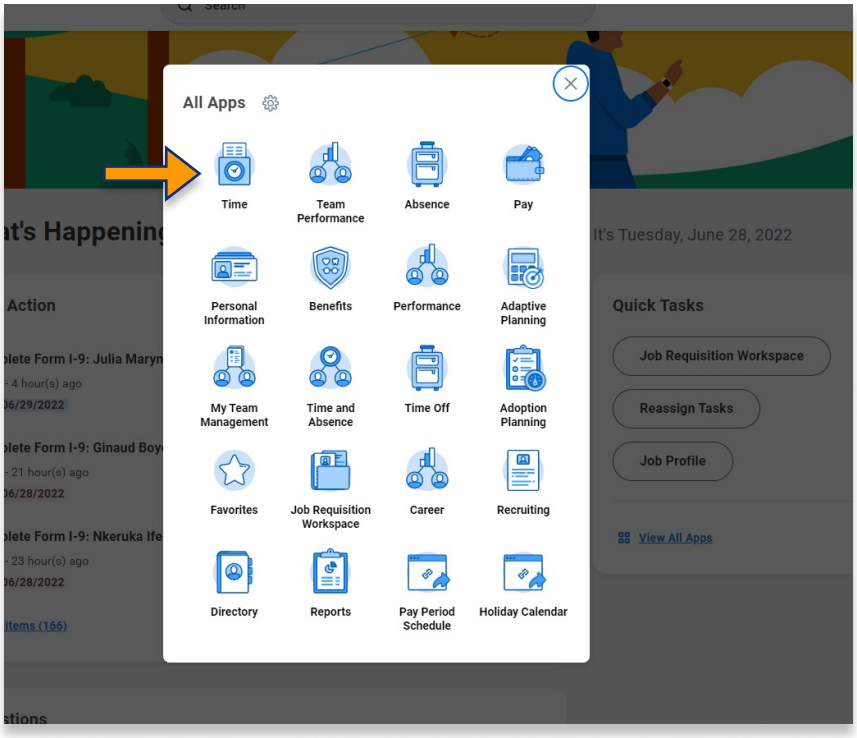
Step 1: From your Home page, click on "View all Apps" then click on the "Time" worklet icon

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

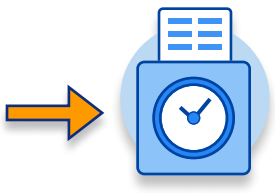


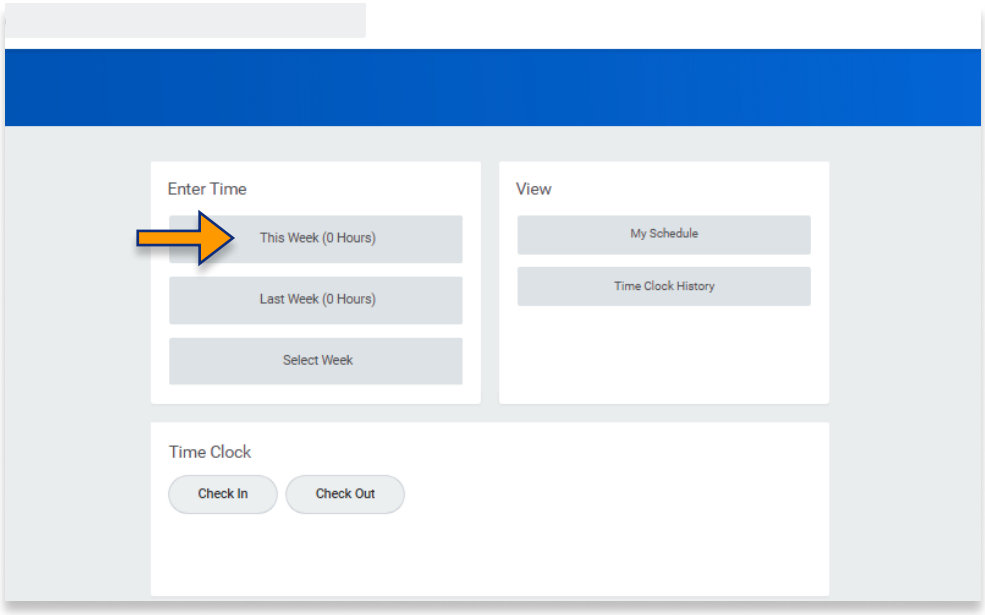


Step 1

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

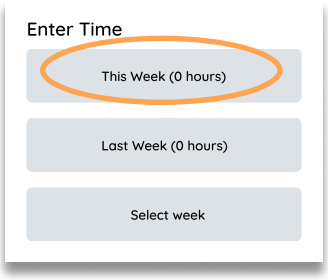
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Time".





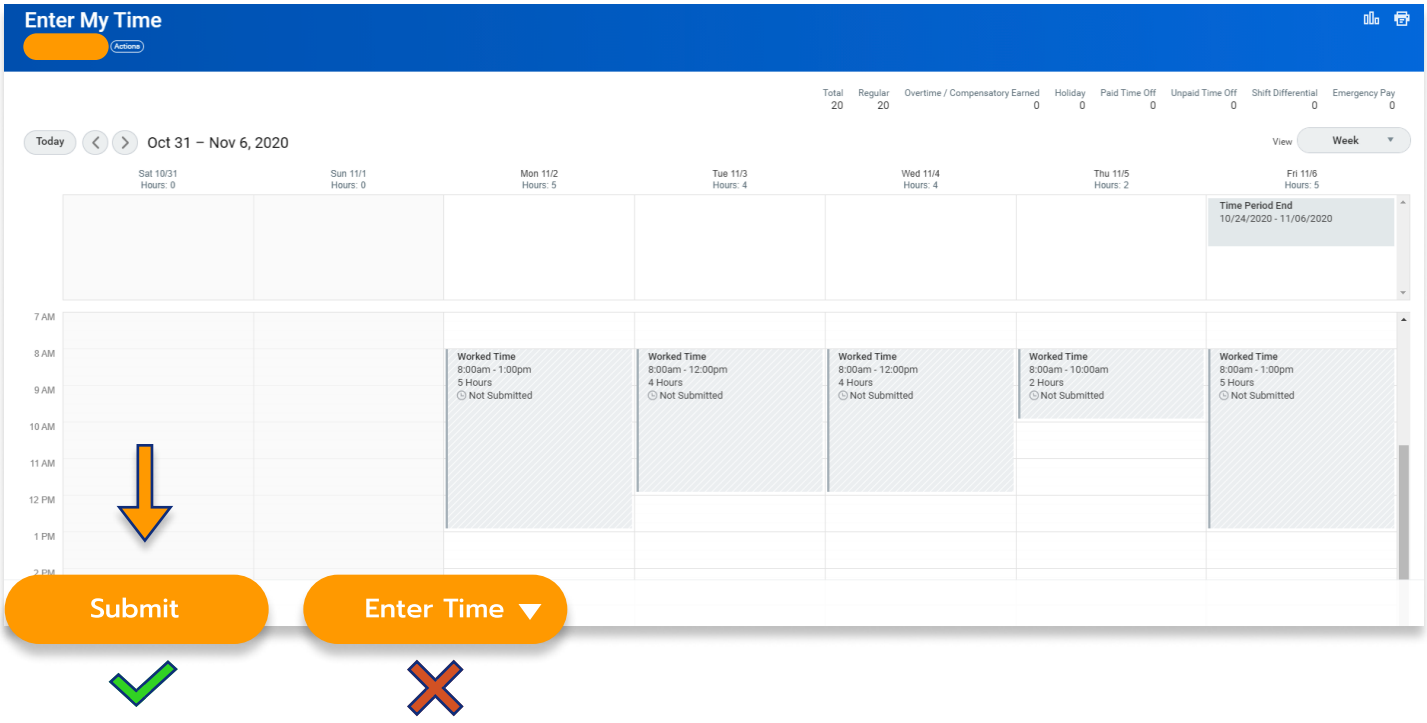
Step 2

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 submiting



***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