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

Non-Exempt Employees

**NOTE, This is only if you receive approval from your supervisor to work past your regular work shift or on your day off.**
Submitting Your Over Time

Steps: 5 total

Step 1: From your Home page, click on “View All Apps” then click on the “Time” worklet icon.

Step 2: Clock in at the beginning of the OT shift and Out at the end of the OT Shift.

Step 3: Return to home page and click on Time Worklet

Step4: Click on “this week” (pick the week you just worked)

Step 5: Click Submit button
At the end of the week, from your Home page, click on “View All Apps” then click on the “Time” worklet icon.

At the time clock section, Clock in at the beginning of the OT shift and Out at the end of the OT Shift.
Step 4
Click on “this week” (pick the week you just worked)

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

Step 5
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