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

All Kean University Employees
All employees can access their available time off plans and view current balances, by clicking on “View All Apps” and then clicking on the 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 “Absence” and NOT “Absence Administrator” or “Time Off”.

**
On the bottom right of the Absence Dashboard, a small box will display an overview of the employee’s available time balances in real time.

Available time off plans and plan balances will vary for each employee based on their employment type (full or part-time), title and/or union classification.

Following are the general guidelines that provide a breakdown of each time off plan. Please note that there may be exceptions to one or more of the rules below.

**AFT, CWA, IFPTE, NJPBA, NJLESA, NJSOLEA UNIONS**

**“Sick – January” Plan**
Refer to the employee’s yearly Sick time allotment, which is credited in full to employees within the above Unions annually as of January 1. Please note that the full year’s balance assumes continued employment with the University.

**“Vacation – January” Plan**
Refer to the employee’s yearly Vacation time allotment, which is credited in full to employees within the above Unions annually as of January 1. Please note that the full year’s balance assumes continued employment with the University.

**“Sick (Earned) – January” Plan**
Refer to the sick time an employee has accrued and therefore earned from January 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

**“Vacation (Earned) – January” Plan**
Refer to the vacation time an employee has accrued and therefore earned from January 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.
My Guide - Viewing Your Time Off Plans & Balances

**MANAGEMENT & CONFIDENTIAL SECRETARIES**

**“Sick – January” Plan**

Refers to the employee’s yearly Sick time allotment, which is credited in full annually as of July 1. Please note that the full year’s balance assumes continued employment with the University.

**“Vacation - July” Plan**

Refers to the employee’s yearly Vacation time allotment, which is credited in full annually as of July 1. Please note that the full year’s balance assumes continued employment with the University.

**“Sick (Earned) - July” Plan**

Refers to the sick time an employee has accrued and therefore earned from July 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

**“Vacation (Earned) - July” Plan**

Refers to the vacation time an employee has accrued and therefore earned from July 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

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**Detailed View of Time Off Plans & Balances**

For a more detailed record of your time off plans and balances as of a particular date, under the View Heading, select “Absence Balance”
The Absence Balance tab opens to the detailed view of your time off plan balances as shown below.

**Absence Plan**
- Paid time off plan available

**Beginning Year Balance**
- Prior year's carryover

**Accrued Year to Date**
- Time credited or earned by the employee

**Absence paid in period**
- Time off used within period

**Ending period balance including pending events**
- Provides the time balance including pending time off requests without approvals

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**Record of Time Used**

To review a record of your time used for the year, under the View heading, select “My Absence”
The image below provides a detailed outline of the time an employee has used.

### My Absence

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Requested</th>
<th>Unit of Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02/2020</td>
<td>Tuesday</td>
<td>Sick - January</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
<td>7 hours</td>
<td></td>
<td>Submitted</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>Monday</td>
<td>Sick - January</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
<td>7 hours</td>
<td></td>
<td>Submitted</td>
</tr>
<tr>
<td>11/04/2020</td>
<td>Tuesday</td>
<td>Sick - January</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
<td>7 hours</td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>11/05/2020</td>
<td>Wednesday</td>
<td>Vacation - January</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
<td>7 hours</td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>11/06/2020</td>
<td>Thursday</td>
<td>Sick - January</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
<td>7 hours</td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>11/07/2020</td>
<td>Friday</td>
<td>Sick - January</td>
<td>08:00 AM</td>
<td>05:00 PM</td>
<td>7 hours</td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>

Navigating to Time Off from the Employee Profile

You can also view Time Off Plan Balances from Profile View.

From the Employee Profile, Click on the Time off tab on the left.
Navigating to Time Off from the Employee Profile - Continued

This tab allows the user to access their “Time Off and Leave Requests” as well as “Time off Balance” as shown in step 4.2

For more information on viewing and understanding time off plan balances, please view our Workday Basics Part 2 video which is available from our Workday Website.

kean.edu/offices/human-resources/keanworkday

***If you have any further questions related to the clocking in or clocking out process related to Workday please contact the following:

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