KEAN | workday

My Guide

# Approving Paid Time Off



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

Supervisors and Time Keepers

This is **NOT** for any changes related to Leave of Absence

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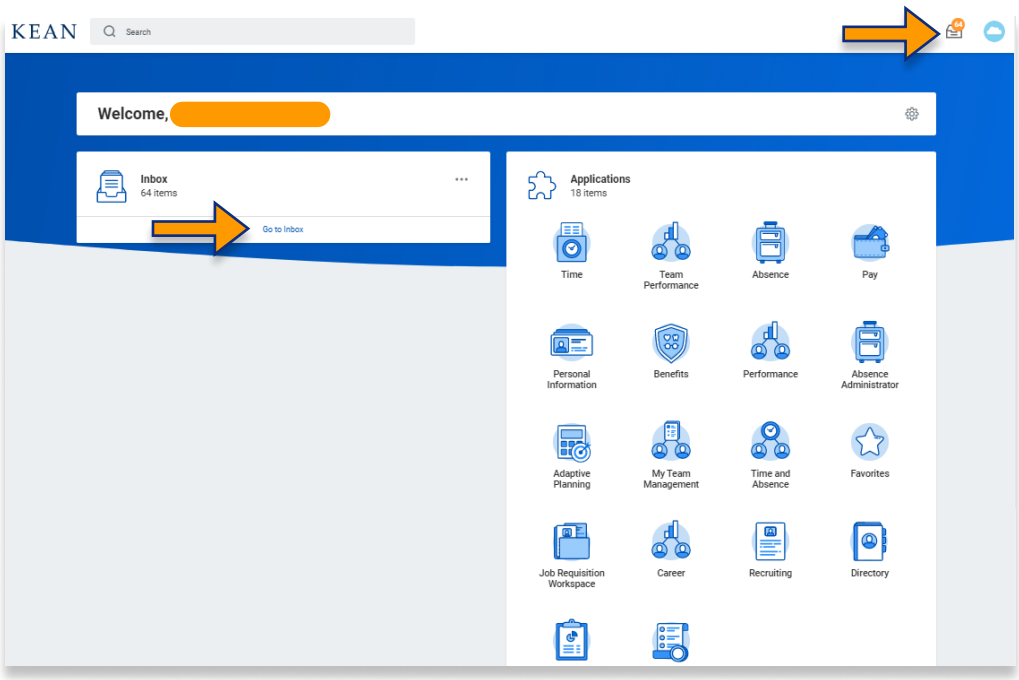
**Steps: 4 total**

Step 1: From your Home page, check your inbox (upper right corner – envelope icon)

Step 2: Select and review the details of the PTO request

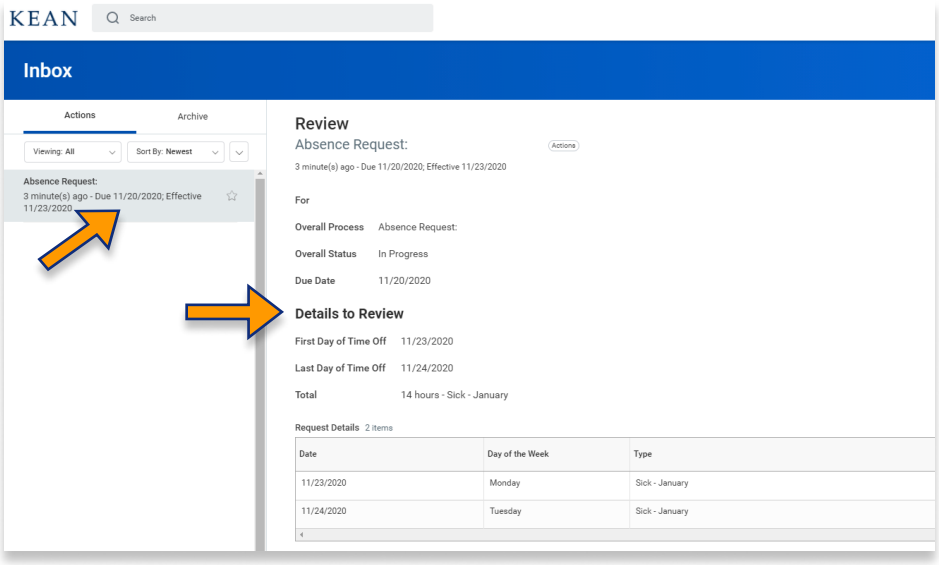
Step 3: Review Items

Step 4: Approval




## Step 1

From your Home page, check your inbox (upper right corner – envelope icon) or click on "Go to Inbox" located on the left side of the homepage.



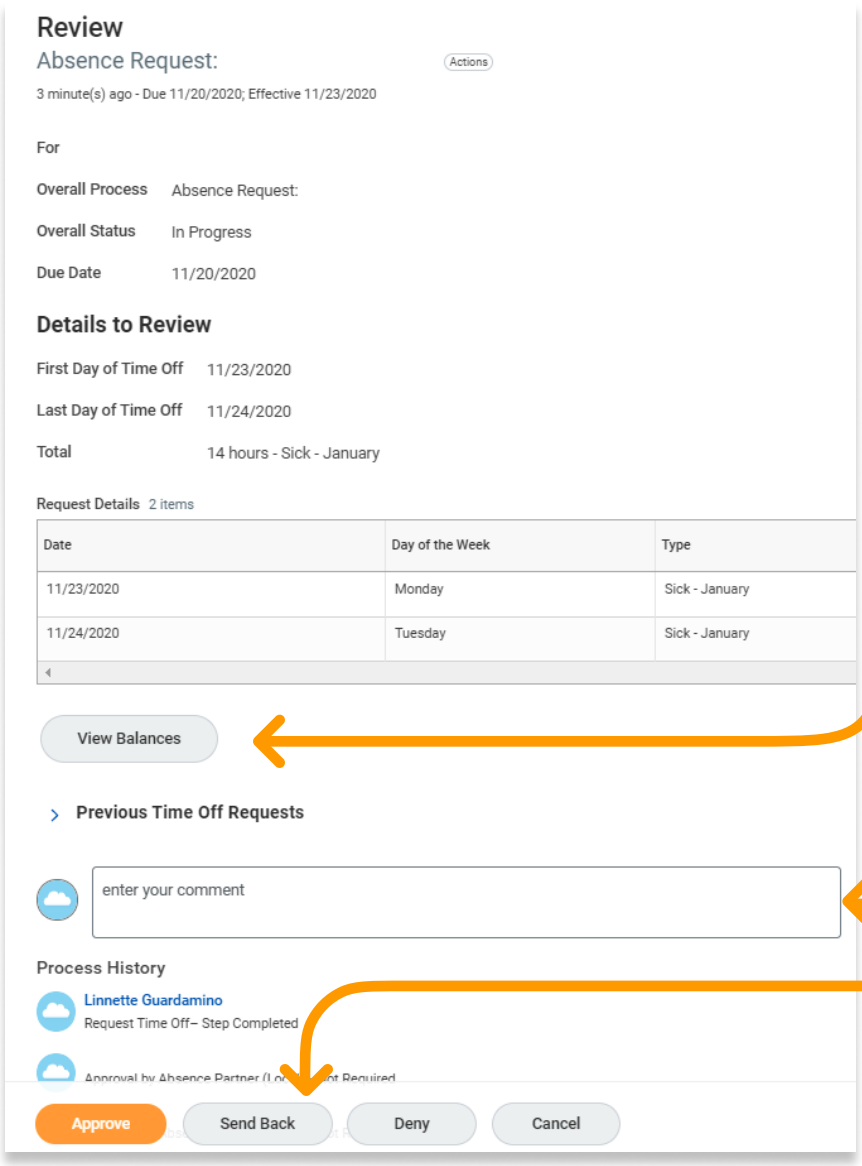

## Step 2

Select and review the details of the PTO request.

Scroll down within the email to view more details.

Do NOT hit approve just yet

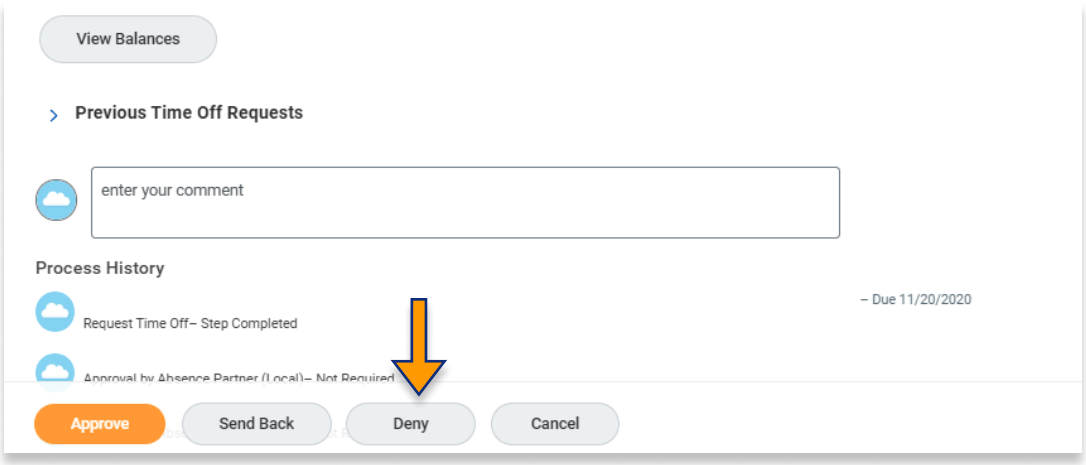
## Step 3




**3.1** You may review your employee's time balance by clicking the "view balances" icon

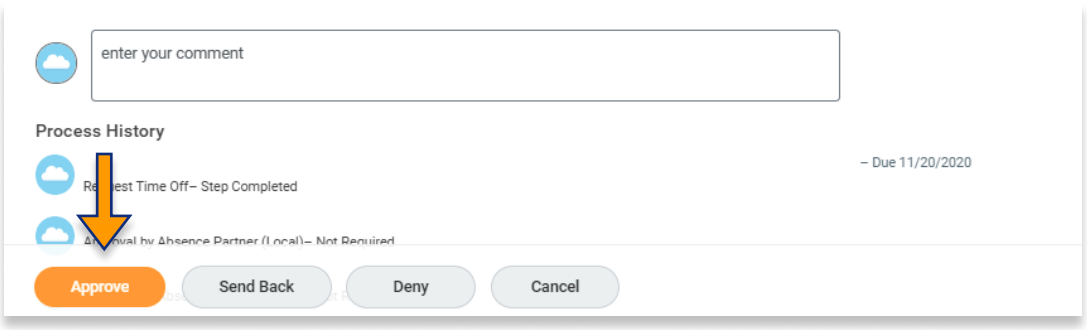
**3.2** If the request is not feasible you may enter your comment(s) in the provided comment box as to why it would not be possible.

**3.3** You may send back the request to the employee for further discussion, by clicking the "send back" button and include comments




**Step 3.4**

If the request cannot be approved, the supervisor may deny the request and include comments as required.




**Step 4**

Once everything looks good and all items above have been reviewed you may now approve by clicking approve button.

***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