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

Supervisors and Time Keepers
Steps: 5 total

Step 1: From your Home page, Click on Time and Absence

Step 2: Under Task Column, select Review time

Step 3: Enter Pay Period

Step 4: Approving Pay Period

Step 5: Confirmation

From your Home page, click on the “Time and 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 “Time and Absence”.”
Here are your options for entering time:

Under "Task" column, select "Review time"

**Step 2**

**Step 3**

Under Date - enter the first day of the pay period

Under job exempt status select Non-exempt

Click "Ok" at the bottom of page

**Hint:** The only time you would select "exempt" under job exempt status, is to give them credit for working the holiday (Columbus day and/or Veteran's day) if they worked.
Step 4

Make sure you are approving the right pay period.

Make sure employee submitted his/her timecard period for approval.

Click the box next to employee’s name.

Click approve button at the bottom left.

Step 5

Once approval is done, a confirmation will appear, click Done at the bottom left.
***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