



Approving Timecard for Hourly and Non Exempt Employees



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

Supervisors and Time Keepers

KEAN | workday

My Guide

Approving Timecard for Hourly and Non Exempt Employees

Steps: 5 total

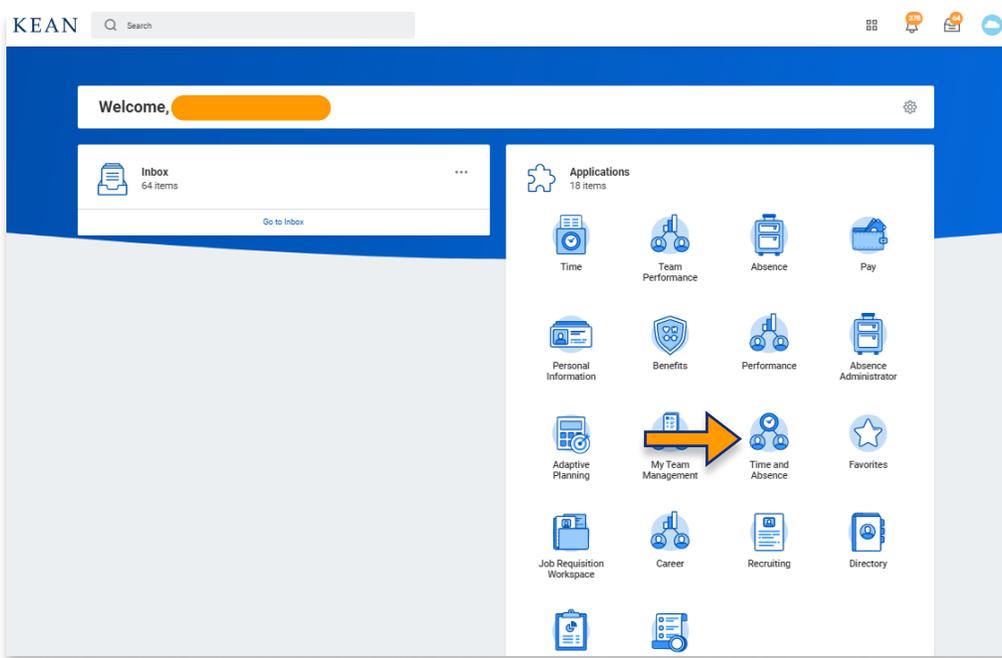
Step 1: From your Home page, Click on Time and Absence

Step 2: Under Task Column, select Review time

Step 3: Enter Pay Period

Step 4: Approving Pay Period

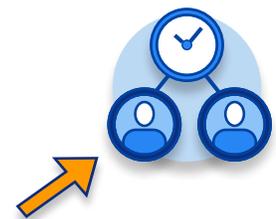
Step 5: Confirmation



Step **1**

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".



← Time and Absence

Compare Reported and Scheduled Hours

My Team's Calculated Hours by Cost Center Worktag

Tasks

- Review Time
- My Team Mass Submit Time
- Return Worker from Leave
- More (8)

Step 2

Here are your options for entering time: Under "Task" column, select "Review time"

Review Time

Date * 11/16/2020

Review my direct reports only

Workers (empty)

Show * All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Period Schedule

Job Exempt Status * All Workers
 Exempt
 Non-Exempt

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.

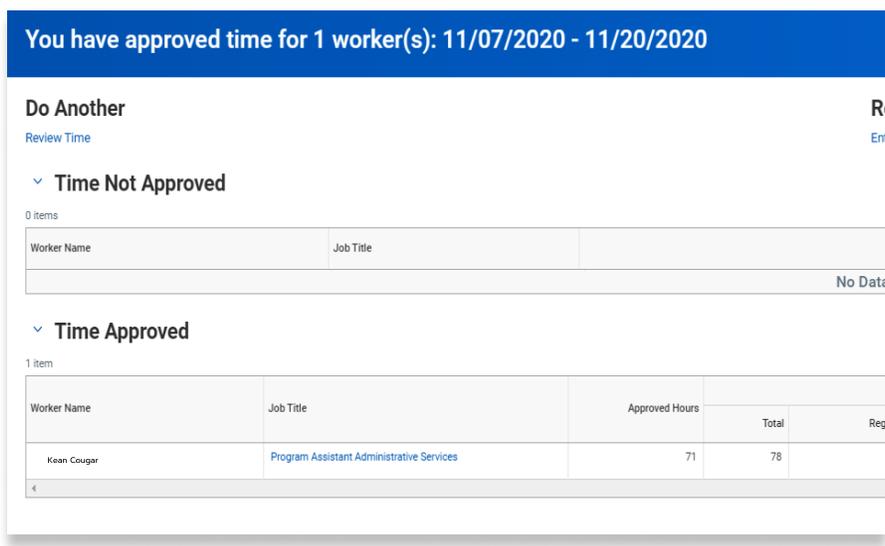
Make sure employee submitted his/her timecard period for approval.

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
