KEAN | workday

My Guide

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

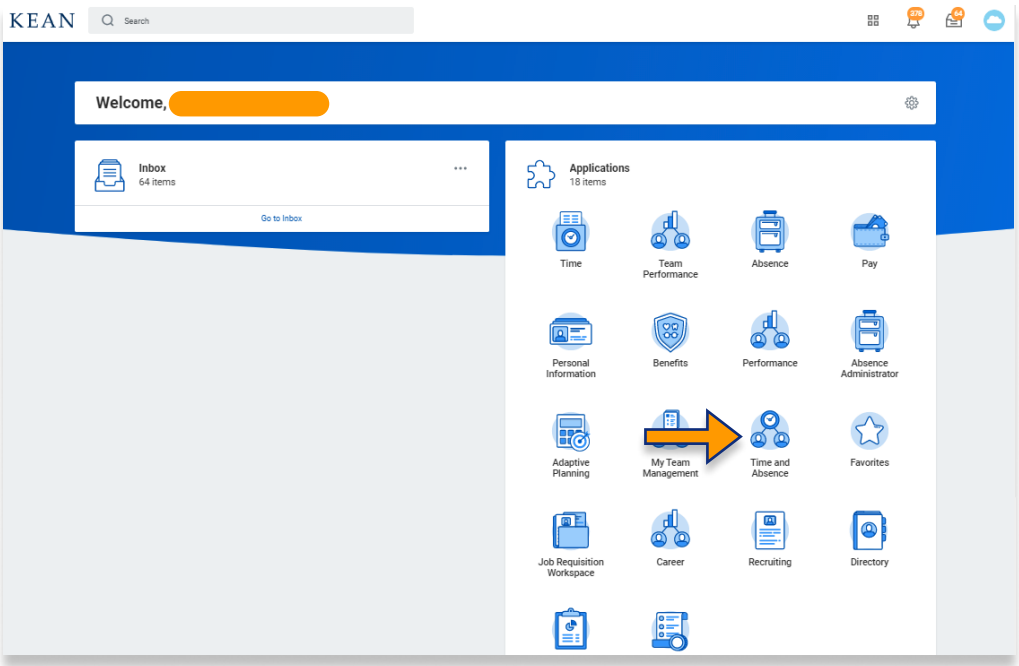
Step 2: Under Task Column, select Review time

Step 3: Enter Pay Period

Step 4: Approving Pay Period

Step 5: Confirmation

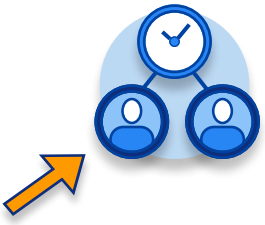


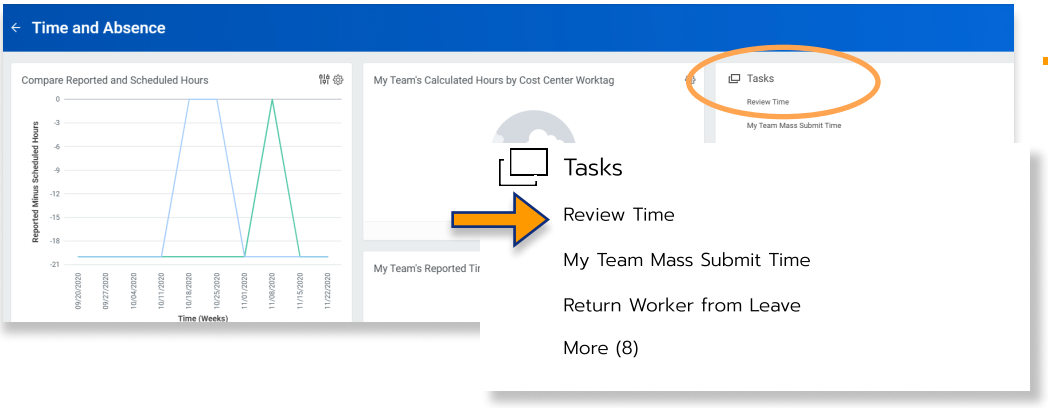


Step 1

From your Home page, click on the "Time and Absence" worklet icon.

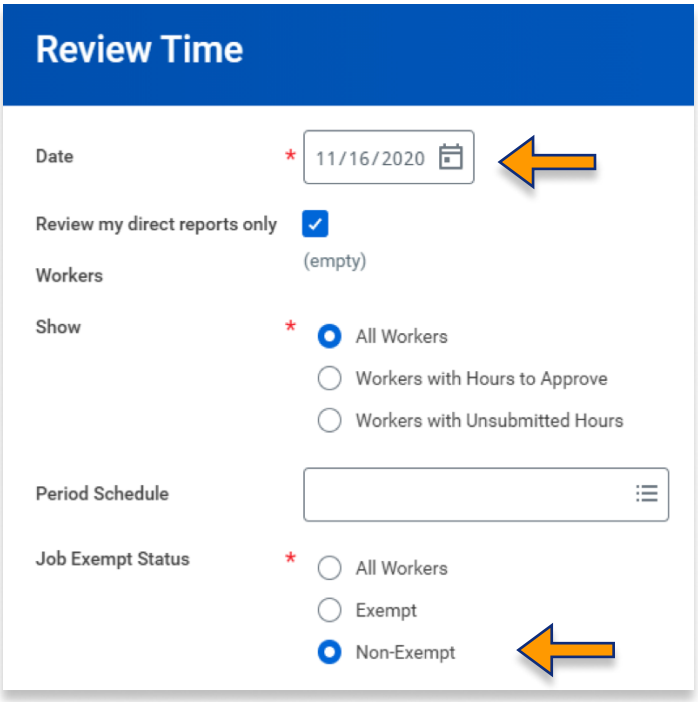
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Time and Absence".





Step 2

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



Step 3

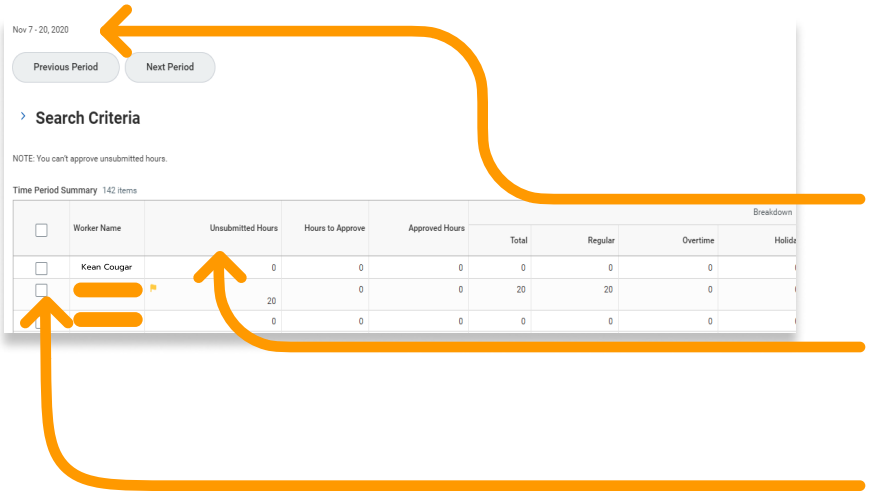
Under Date- enter the first day of the pay period

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

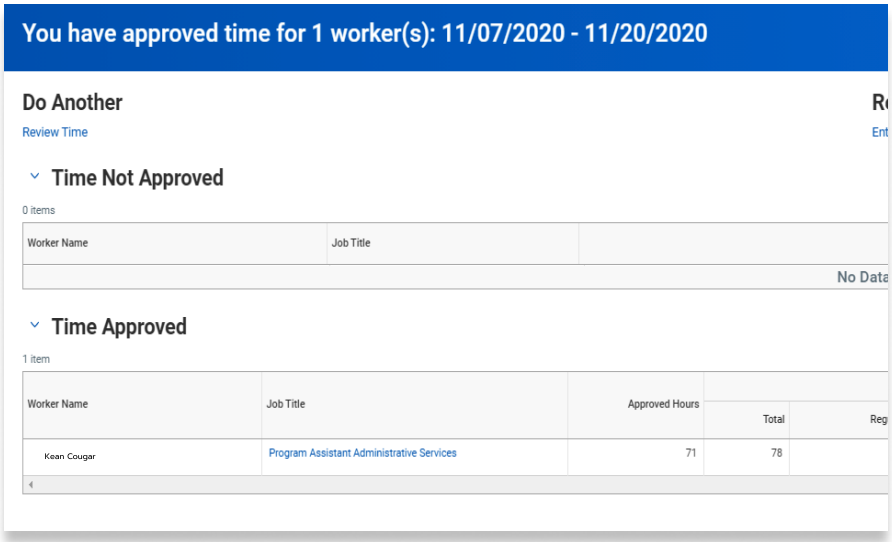
Make sure you are approving the right pay period.

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