

## Approving Timecard for Hourly and Non Exempt Employees



<u>The Kean | Workday MyGuide is intended for the</u> <u>following users :</u>

Supervisors and Time Keepers

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu



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



KEAN	Q Search				88	<u></u>	ß	0
	Welcome,					÷		
	Inbox 64 items	 Applications 18 items						
	Ge to Inbox			Ē				
			Performance	Absence	Pay			
		Personal	Benefits	Performance	Absence Administrato	or		
		Adaptive	My Team Management	Time and Absence	Favorites			
		Job Requisition Workspace	Career	Recruiting	Directory			
		<b>B</b>						



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".



## My Guide - How to Enter Time for Hourly Employee



Review Time	Step 3					
Date * 11/16/2020	Under Date- enter the first day of the pay period					
Review my direct reports only 🔽						
Workers (empty)	Under job exempt status select					
Show * O All Workers	Non-exempt					
<ul> <li>Workers with Hours to Approve</li> <li>Workers with Unsubmitted Hours</li> </ul>	Click "Ok" at the bottom of page					
Period Schedule	OK Cancel					
Job Exempt Status * O All Workers						
C Exempt	T					
Non-Exempt						

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.

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## My Guide - How to Enter Time for Hourly Employee

Nov 7 - 20, 2020 Previous Period Next Period								Step 4		
Search Criteria  NOTE: You can't approve unsubmitted hours.  Time Period Summary 142 items Breakdown							Make sure you are approving			
	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Total	Regular	Overtime	Holida	the right pay period.	
	Kean Cougar	•	0	0	0	0	0			
		20	0	0	20	20	0		Make sure employee submitted	
		0	0	0	0	0	0		his/her timecard period for	
									approval.	
									Click the box next to	
									employee's name.	
									Click approve button at the	
	approve		<b>(</b>						bottom left.	

You have approved time for 1 worker(s): 11/07/2020 - 11/20/2020									
Do Another Review Time						R			
• Time Not Appr 0 items	oved								
Worker Name		Job Title							
No									
• Time Approved	ł								
Worker Name	Job Title	Job Title		Approved Hours	Total	Re			
Kean Cougar	Program As	sistant Administrative Services		71	78				
4									



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 - Iguardam@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 - Igreer@kean.edu