KEAN | workday

My Guide

Clocking In and Out



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

- Academic Specialists
- Campus Police
- Facilities
- Student Workers
- Residence Life

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My Guide

Clocking In and Out

Steps: 8 total

1) From your Home page, click on the "Time" worklet

2) Click on the "Check In" button at the beginning of your shift

3) A window will pop up with details. Review the details and add comments if needed

4) Review information then click "done"

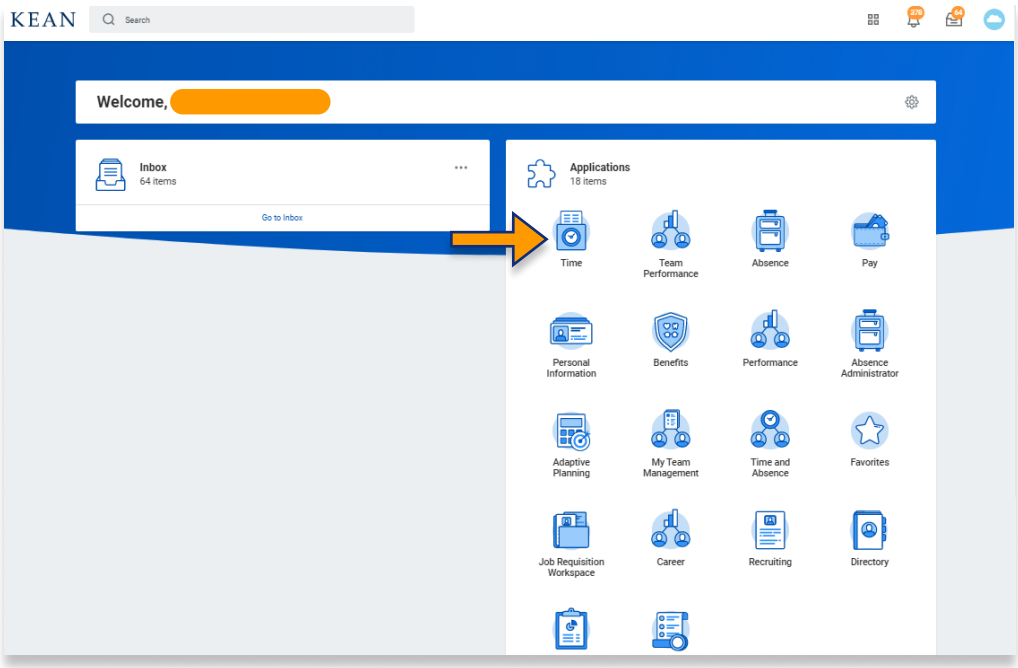
5) At end of shift return to your home page, click on the "Time" worklet icon.

6) Click on the "Check Out" button at the beginning of your shift

7) Indicate your reason for clocking out.

8) Review information then click "done"

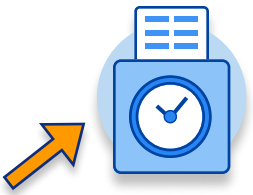


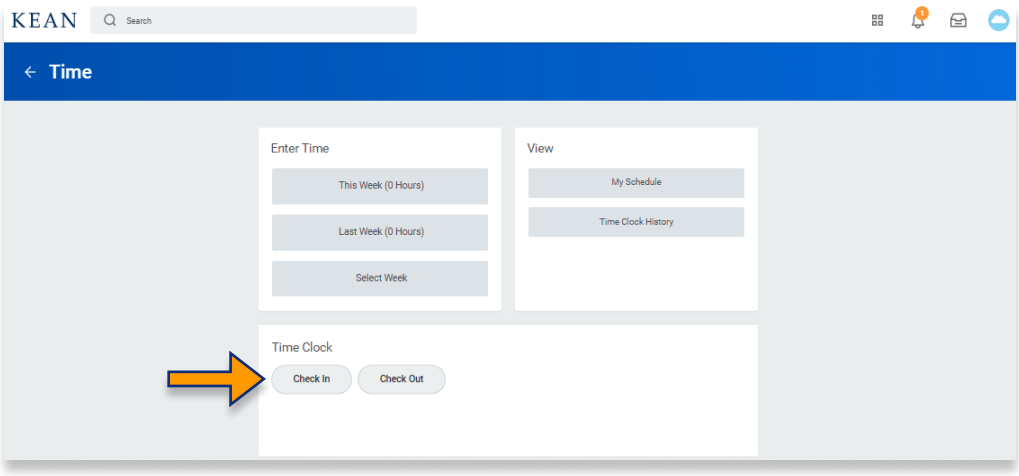


Step 1

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

**Note that not all homepages are the same therefore your icon may not be the first one. Just make sure to look for this icon:

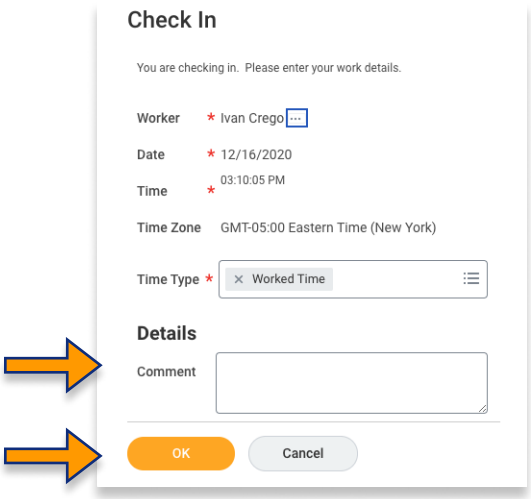




Step 2

Located in the "Time Clock" section of the page, click on the "Check in" button at the beginning of your shift

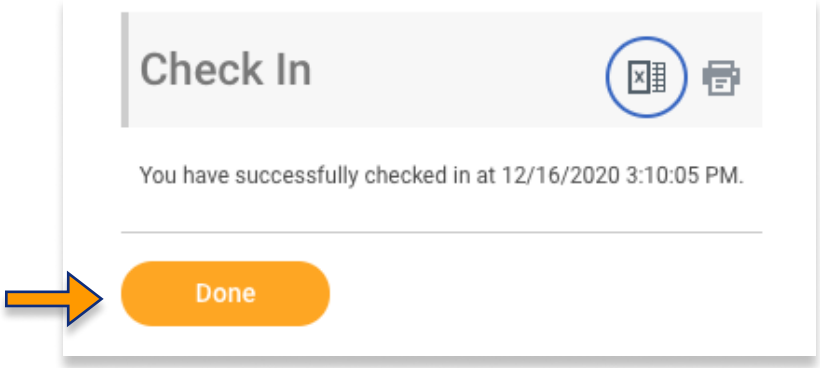




Step 3

A window will pop up with several details. Review all the details and add comments if needed

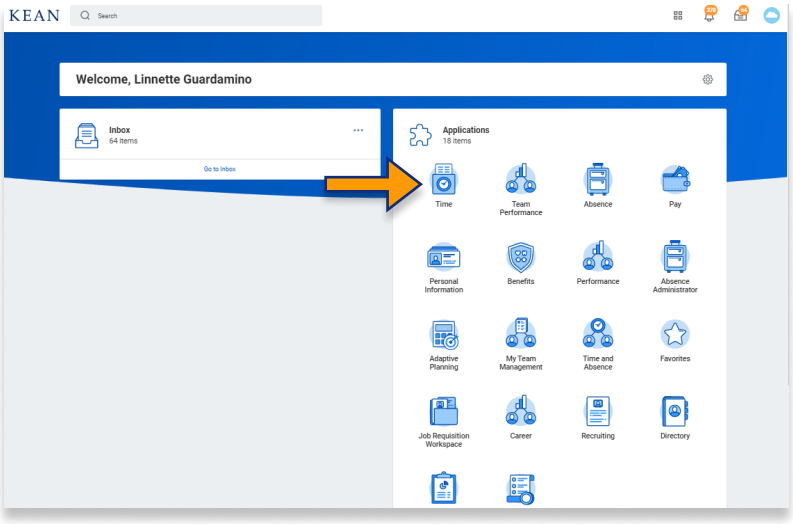
Then click "ok"



Step 4

A new window will pop up indicating that you have successfully checked in

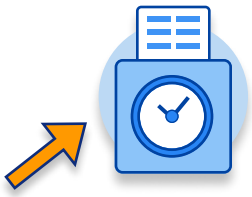
Click "done" once you have reviewed the information

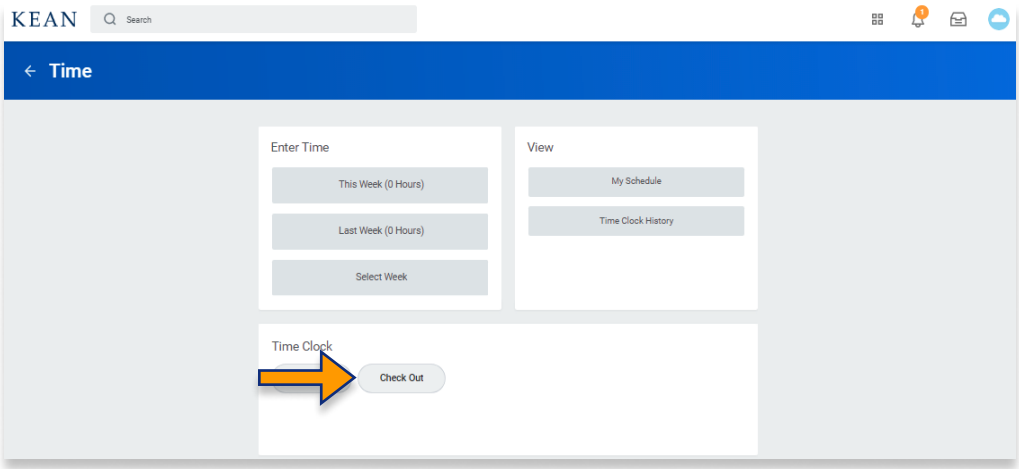


Step 5

Clocking Out

At the end of your shift return to your Home page, click on the "Time" worklet icon.

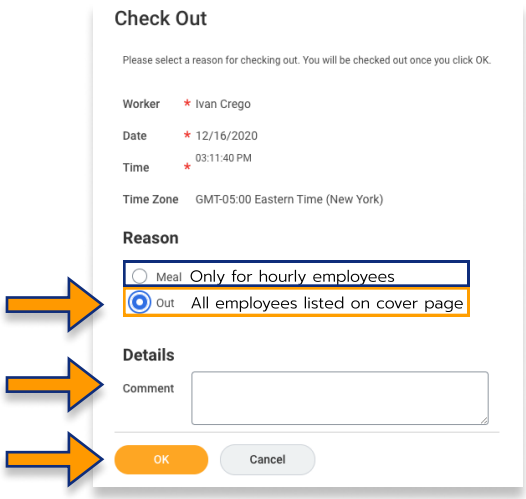




Step 6

Located in the "Time Clock" section of the page, click on the "Check Out" button at the end of your shift





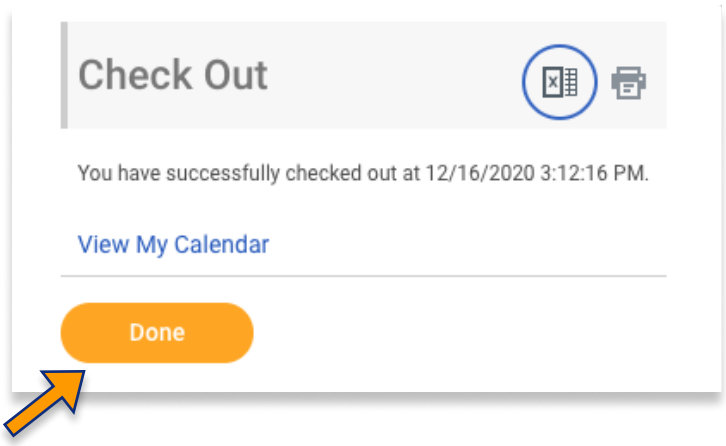
Step 7

Review all the details and add comments if needed. Indicate your reason for clocking out.

Note, **Hourly employees are required to clock out for lunch. To do so click "meal" then click "ok". Upon returning from lunch follow instructions at step 1 to clock back in.

All employees must click "Out" at the end of shift.

Then click "ok"



Step 8

A new window will pop up indicating that you have successfully checked out

Click "done" once you have reviewed the information

***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