

Correcting My Absence (Correcting Time Off)



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

All Kean University Employees

Note this guide is inteded only for **Correcting Time Off This is **NOT** for any changes related to Leave of Absence

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



Correcting Time Off

Steps: 4 total

Step 1: From your Home page, click on the "Absence" worklet

Step 2: Click on the "Correct my Absence" button

Step 3: Click on the date you need corrected (it should be highlighted in green)

Step 4: Correct Absence pop up box will appear.

This is **NOT** for any changes related to Leave of Absence

						-
Welcome,					Ę	*
64 items		 Applications 18 items				
	Go to Inbox					
		Time	Performance	Absence	Pay	
		Personal Information	Benefits	Performance	Administrator	
					5	
		Adaptive Planning	My Team Management	Time and Absence	Favorites	





From your Home page, click on the "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 "Absence" and NOT "Absence Administrator".



KEAN Q Search			# 🤌 🖻 🔷	
← Absence			\$	Step 2
	Request Request Absence Correct My Absence Request Return from Leave of Absence	External Links Holiday Calendar Pay Period Schedule Leave of Absence Forms and Policies		Located in the "Request" section of the page, Click on the "Correct my Absence" button Request
	View My Absence Absence Balance	Available Balance as of Today Does not include future absence requests Available 0.66667 Houra - Sick - PT		Request Absence Correct My Absence Request Return from Leave of Absence





Within your Absence Calendar, click on the date you need corrected (it should be highlighted in green if approved by your supervisor)

**Note if you do not see a green highlighted box but only see grey boxes then your supervisor has not approved your time off. Do not continue forward from this point and reach out to supervisor with any questions.



0								Step 4
otal 1 Hours Monday, N	ovember 1	Actions 6, 2020 - Wednesday, November 18,	2020				Correc will ap followi	ct Absence pop up box opear. You will have the ng options:
Select Al		0 selected						You may delete your
Correct 3	Select	Date	Туре	Start Time	End Time		4.1	request by clicking the Minus(-) sign next
Θ		Monday, November 16, 2020	Vacation - January			7 Hours		to the requested date
Ξ		Tuesday, November 17	Vacation - January			7 Hours		
Θ		Wednesday, November 18, 2020	Vacation - January	J		7 Hours		You may edit the PTC
Гуре Quantity Jnit of Ti Commen	per Day ime t	(empty)					4.3	by selecting the box with the date ther click "Type" box to change PTO You may edit the quantity of hours per
		enter your c Attachments	omment]		4.4	day if needed Type comments as needed
			or or Select files		¥		45	Attach documents as needed
		Submit	Cancel	,			4.6	Click "Submit" when ready. If not click Cancel.

***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