KEAN | workday

My Guide

Correcting My Absence

(Correcting Time Off)



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

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 | workday

My Guide

Correcting Time Off

Steps: 4 total

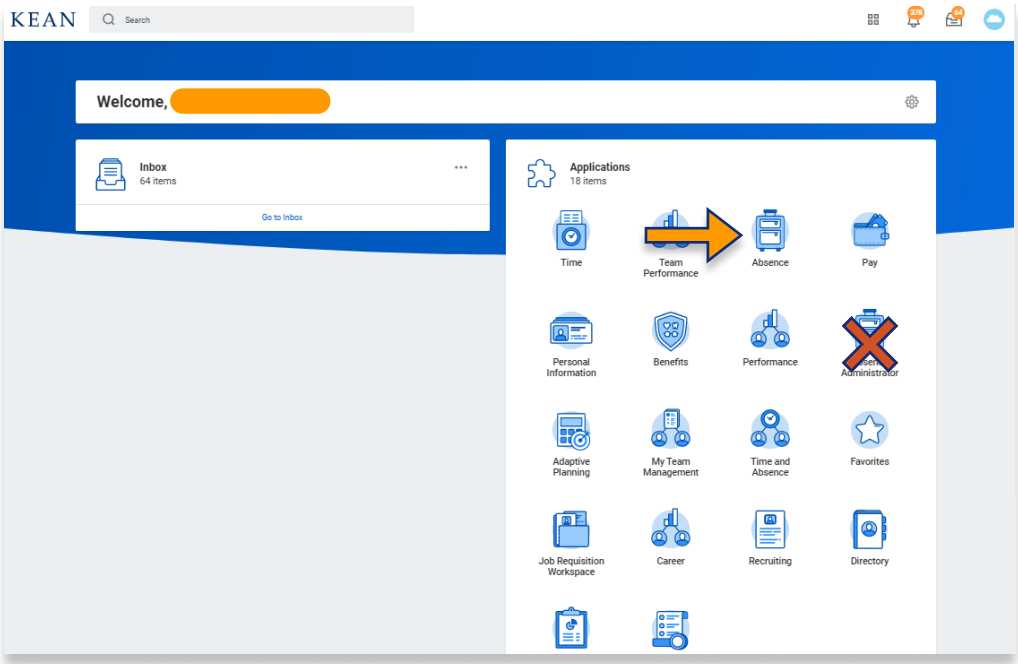
Step 1: From your Home page, click on the "Absence" worklet

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.

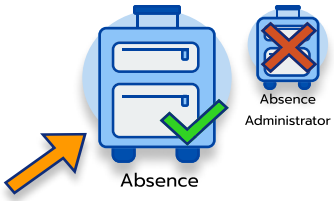
This is **NOT** for any changes related to Leave of Absence

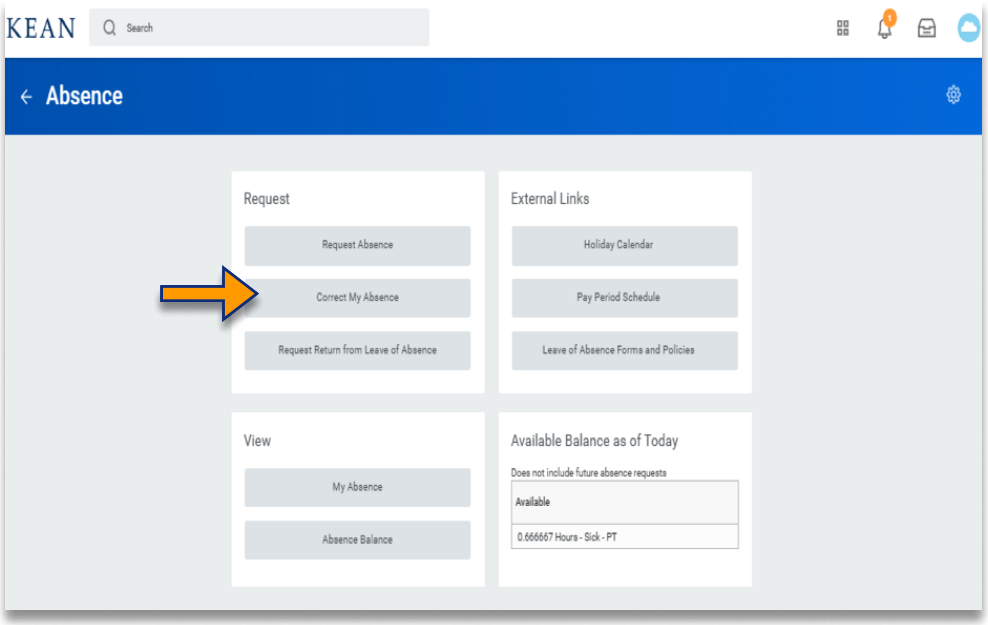


Step 1

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

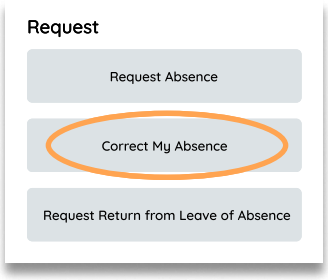
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Absence" and NOT "Absence Administrator".

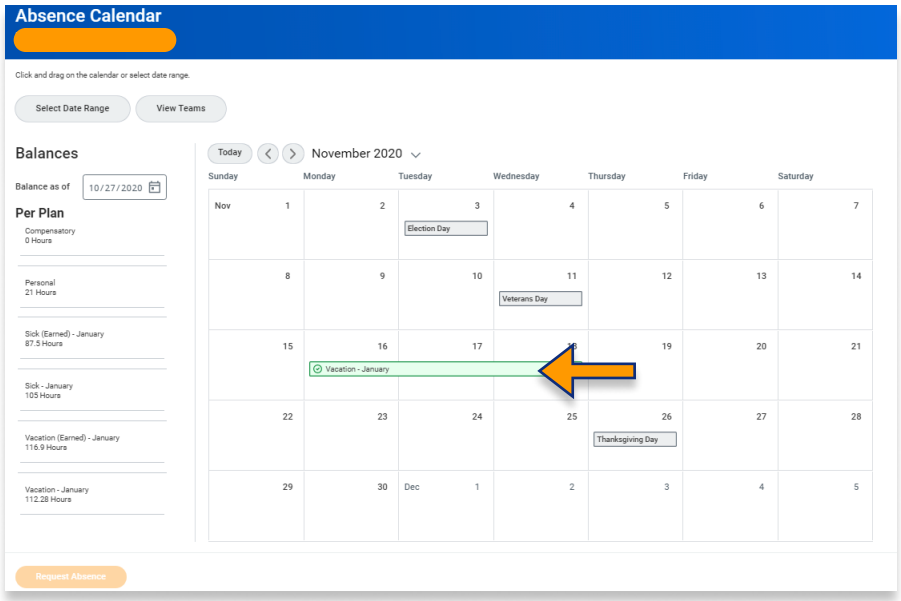




Step 2

Located in the "Request" section of the page, Click on the "Correct my Absence" button

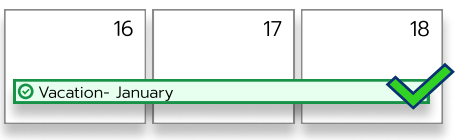




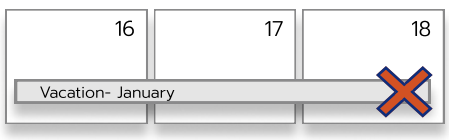
Step 3

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.

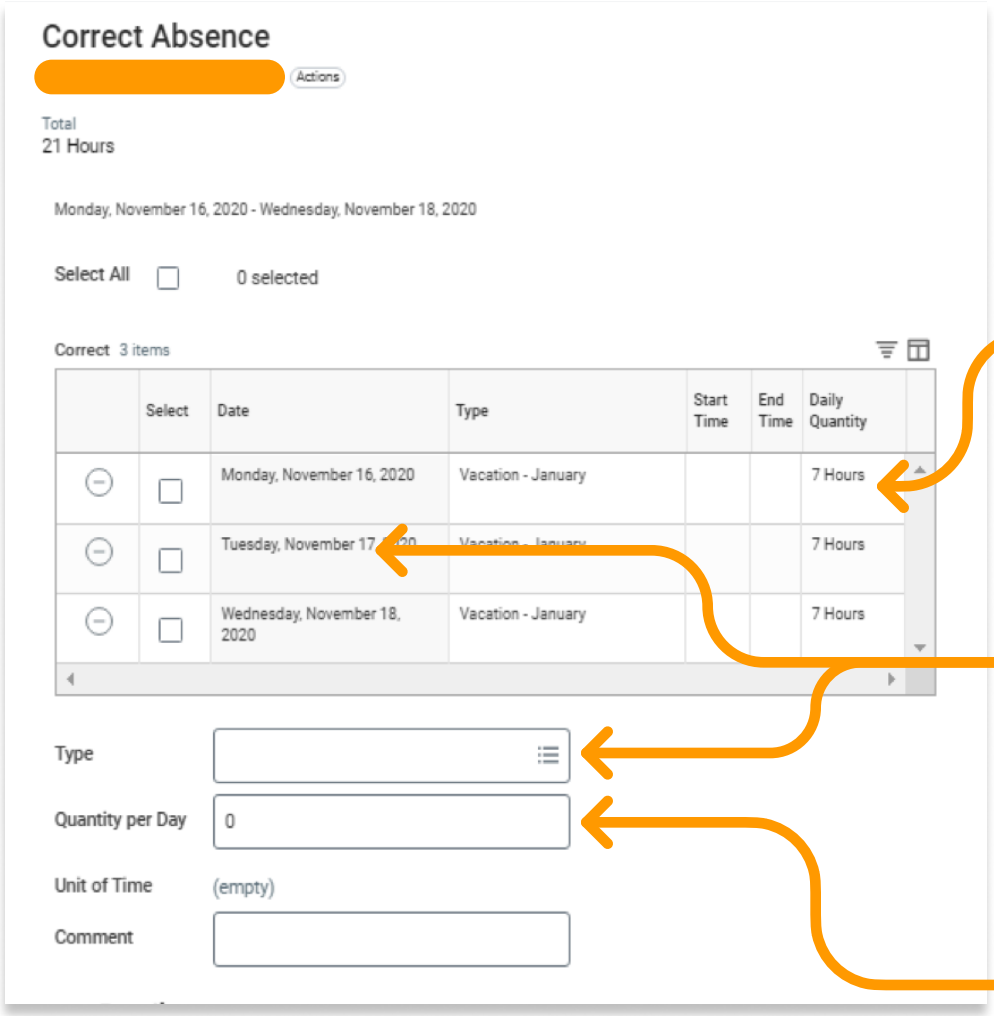


Approved



Not Approved

Step 4

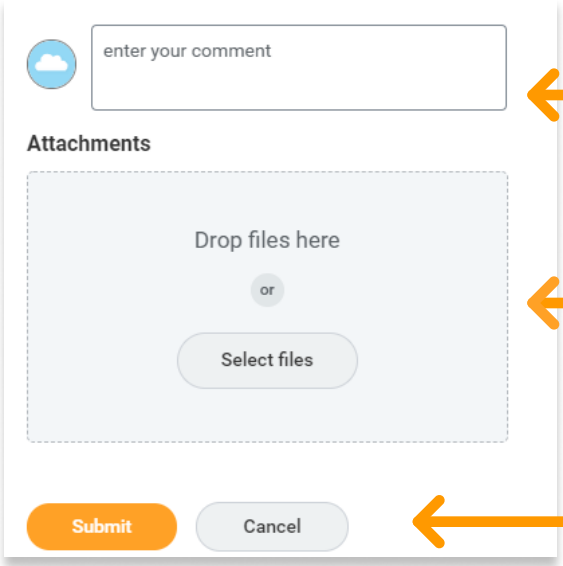


Correct Absence pop up box will appear. You will have the following options:

4.1 You may delete your request by clicking the Minus(-) sign next to the requested date

4.2 You may edit the PTO type you requested by selecting the box with the date then click "Type" box to change PTO

4.3 You may edit the quantity of hours per day if needed



4.4 Type comments as needed

4.5 Attach documents as needed

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 - 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