KEAN | workday

My Guide

How to Enter Time for Hourly Employee



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

Supervisors and Time Keepers

KEAN | workday

My Guide

How to Enter Time for Hourly Employee

Steps: 6 total

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

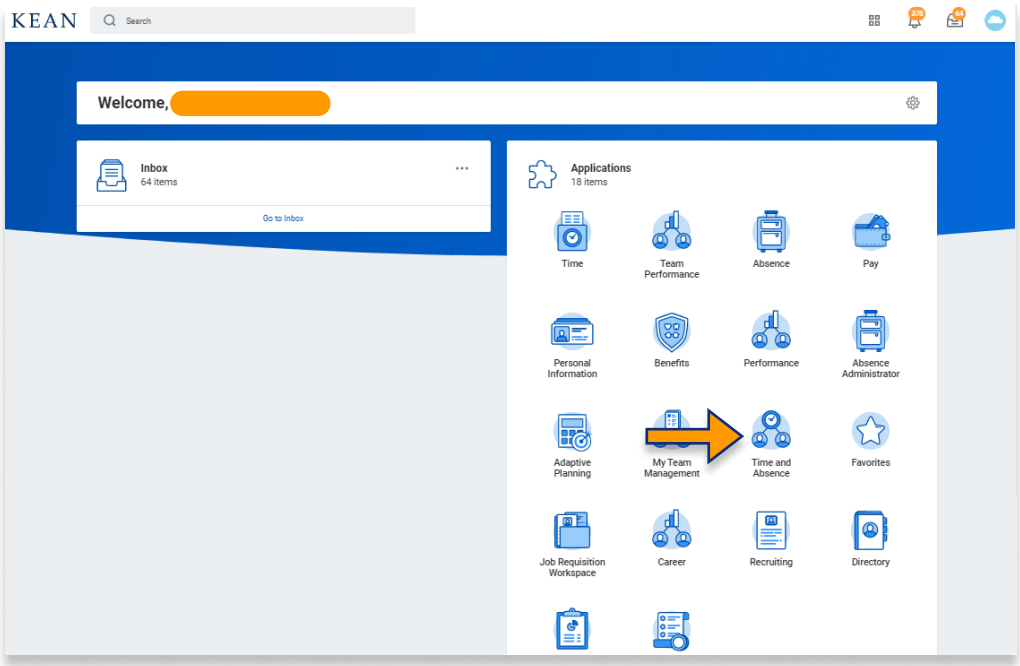
Step 2: Here are your options for entering time:
Under "Task" column, select "Review time"

Step 3: Select the date you need to enter time for

Step 4: Click on the employee you need to enter time for

Step 5: Click "enter time for worker" at the bottom left of the screen.

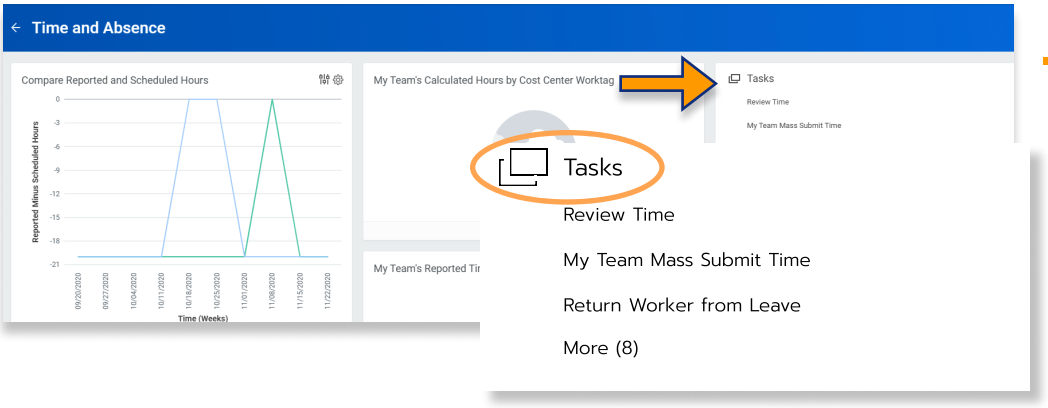
Step 6: Click "enter time"



Step 1

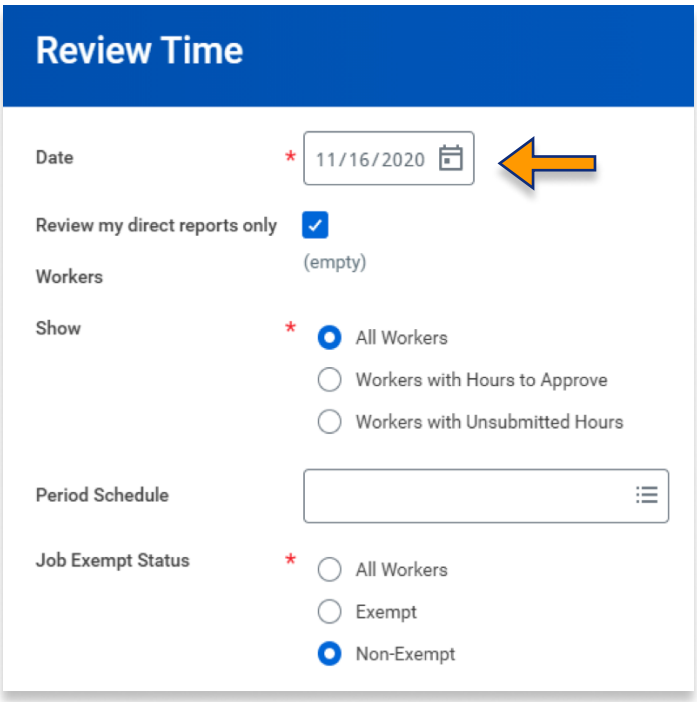
From your Home page, click on the "Time and Absence" worklet icon.

**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"



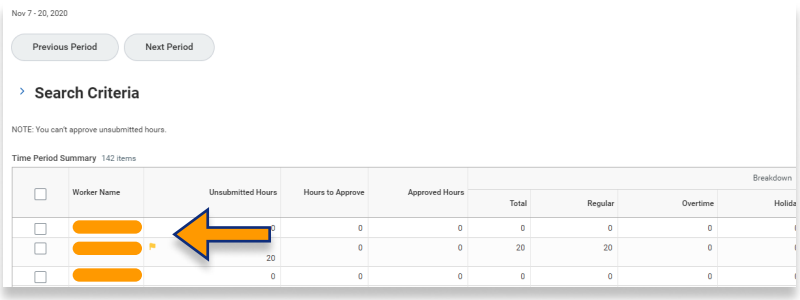
Step 3

Step 3: Select the date you need to enter time for.

**Note, under Job Exempt Status you must have "Non-Exempt" selected.

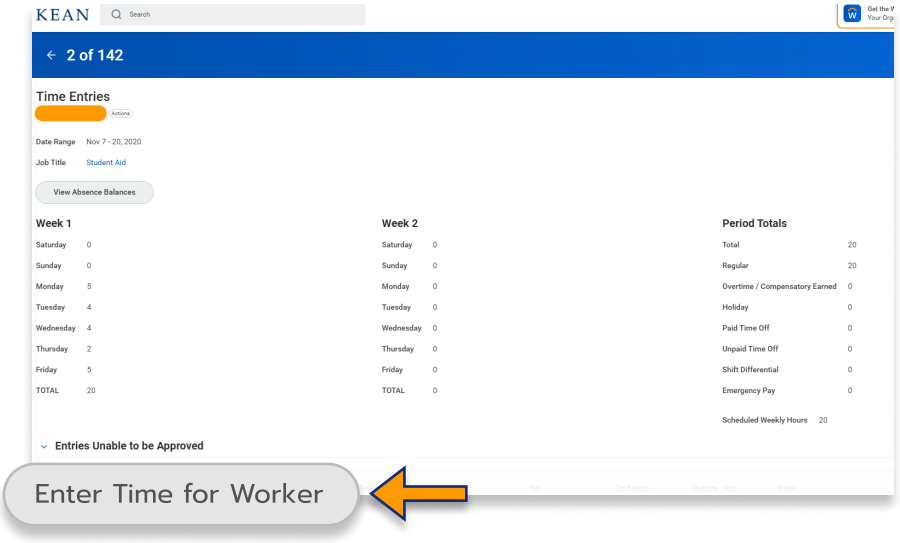
Then click "ok".





Step 4

Step 4: Click on the employees name you wish to enter time for.



Step 5

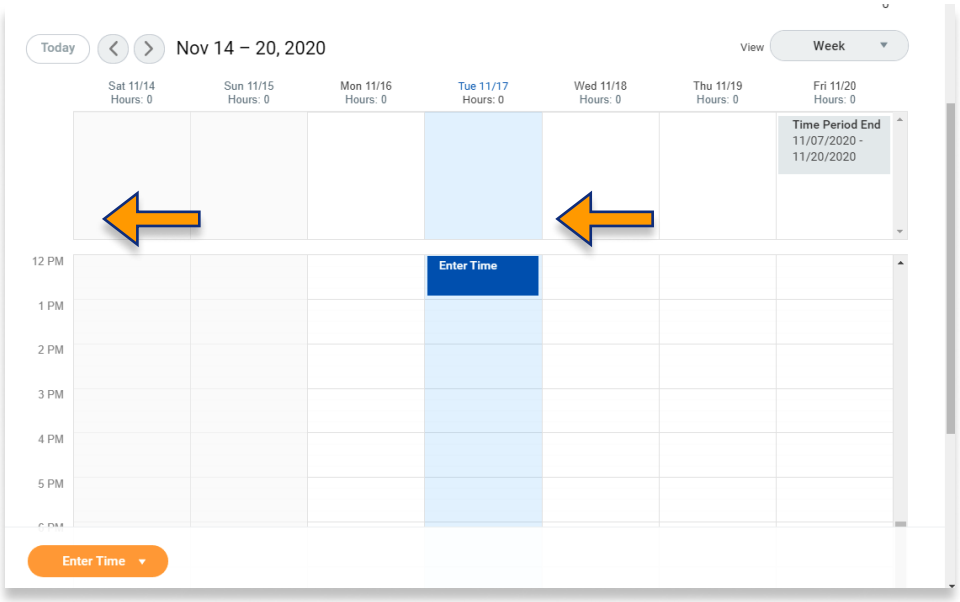
Click "enter time for worker" at the bottom left of the screen.

Step 6

Entering time.

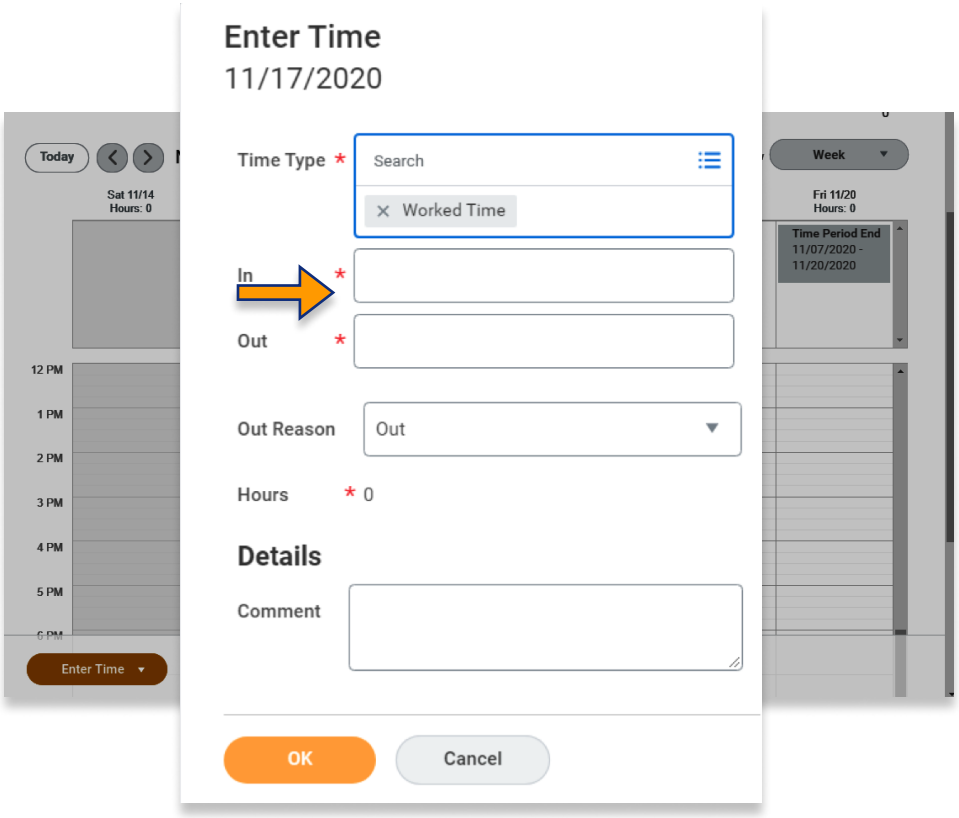
There are multiple options for entering hours on a timesheet.

Entering time Option 1



6.1

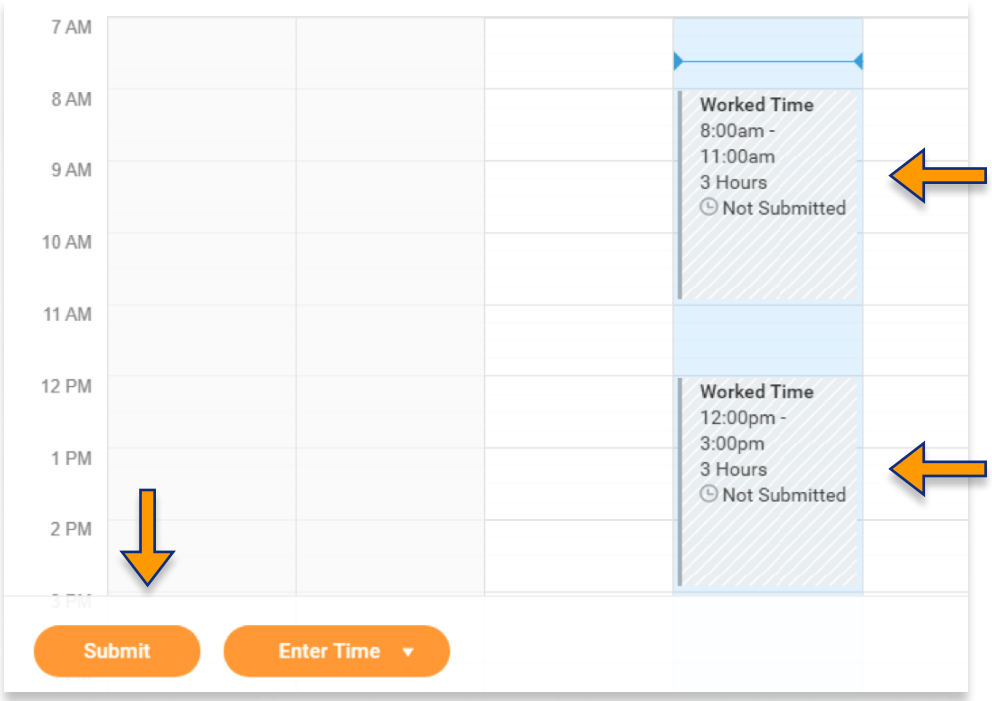
a) Click on a blank time block within the column for each day. A window will pop up for you to enter your In/Out times.



6.2

Type in the time the employee started his/her shift or the time they took their lunch break. If the employee took a lunch, then add another time block starting from the time they came back from lunch to the time they ended their shift. Enter comments if needed then click ok.

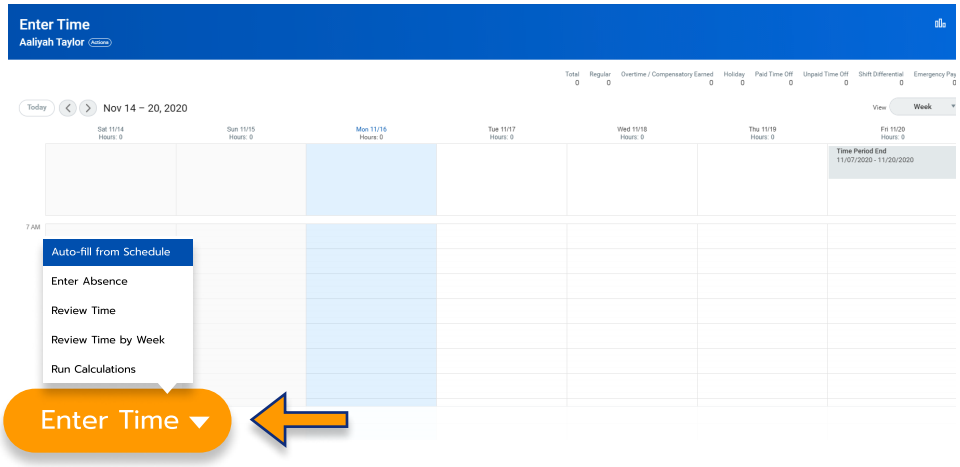
**Note: The Out Reason with always be Out.



6.3

Review the information and click submit when ready

Entering time Option 2



6.1

Option 2: Autofill from schedule

**Note: only use this option if you need to load hours for the entire week)

***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