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

Supervisors and Time Keepers
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 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: Click on the employees name you wish to enter time for.
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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

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.
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.**

Review the information and click submit when ready.
**Entering time Option 2**

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