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

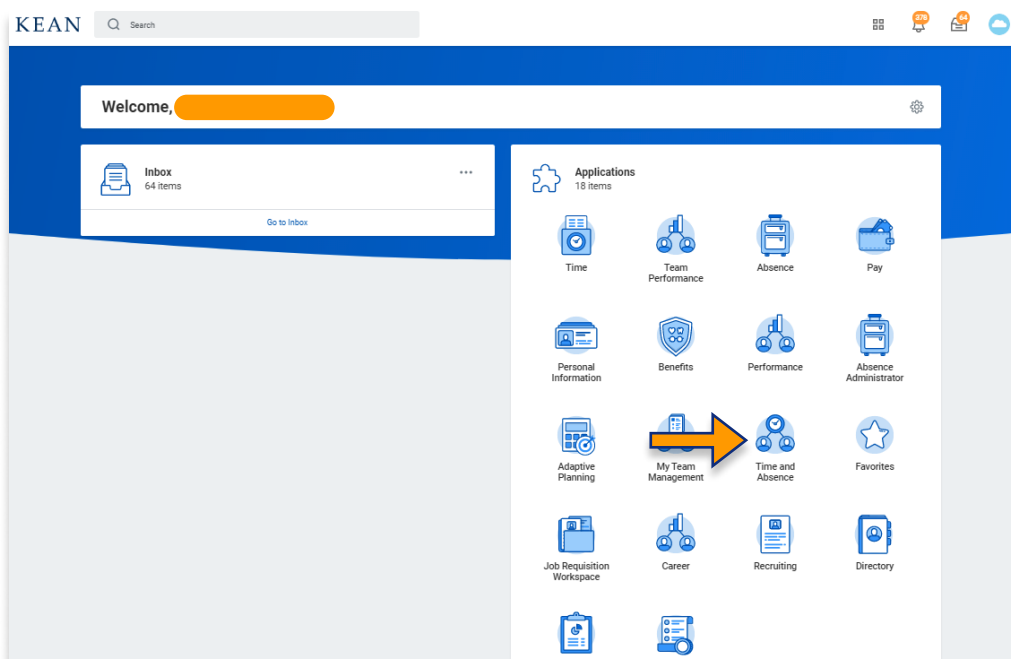Step 1: From your Home page, click on the "Time and Absence" worklet

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

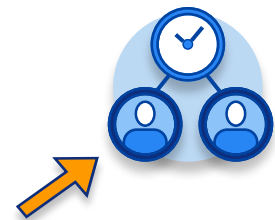Step 5: Click "enter time for worker" at the bottom left of the screen.
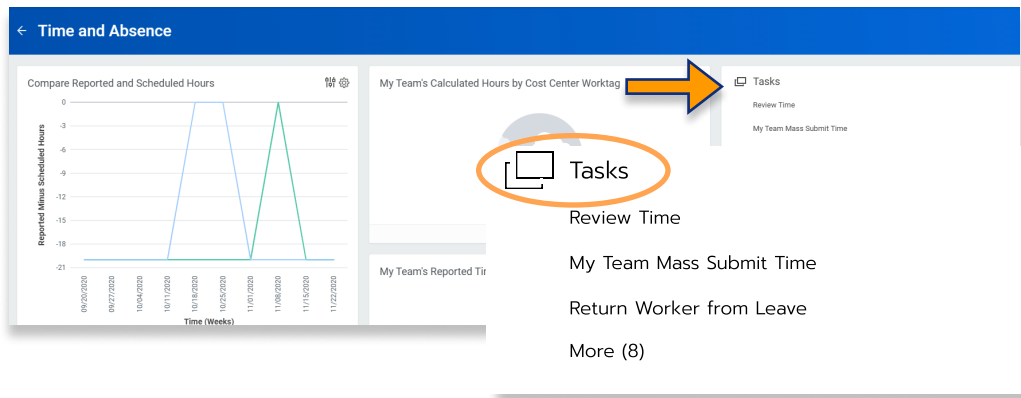
Step 6: Click "enter time"

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".

OK   Cancel

Step 4

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

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← 2 of 142

Time Entries

Actions

Date Range   Nov 7 - 20, 2020
Job Title   Student Aid

View Absence Balances

Week 1		Week 2		Period Totals	
Saturday	0	Saturday	0	Total	20
Sunday	0	Sunday	0	Regular	20
Monday	5	Monday	0	Overtime / Compensatory Earned	0
Tuesday	4	Tuesday	0	Holiday	0
Wednesday	4	Wednesday	0	Paid Time Off	0
Thursday	2	Thursday	0	Unpaid Time Off	0
Friday	5	Friday	0	Shift Differential	0
TOTAL	20	TOTAL	0	Emergency Pay	0
				Scheduled Weekly Hours	20

˅ Entries Unable to be Approved

Enter Time for Worker

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

Today ‹ › Nov 14 – 20, 2020   View Week ▼

| Sat 11/14 Hours: 0 | Sun 11/15 Hours: 0 | Mon 11/16 Hours: 0 | Tue 11/17 Hours: 0 | Wed 11/18 Hours: 0 | Thu 11/19 Hours: 0 | Fri 11/20 Hours: 0 |

Time Period End
11/07/2020 -
11/20/2020

12 PM
1 PM   Enter Time
2 PM
3 PM
4 PM
5 PM

Enter Time ▼

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.
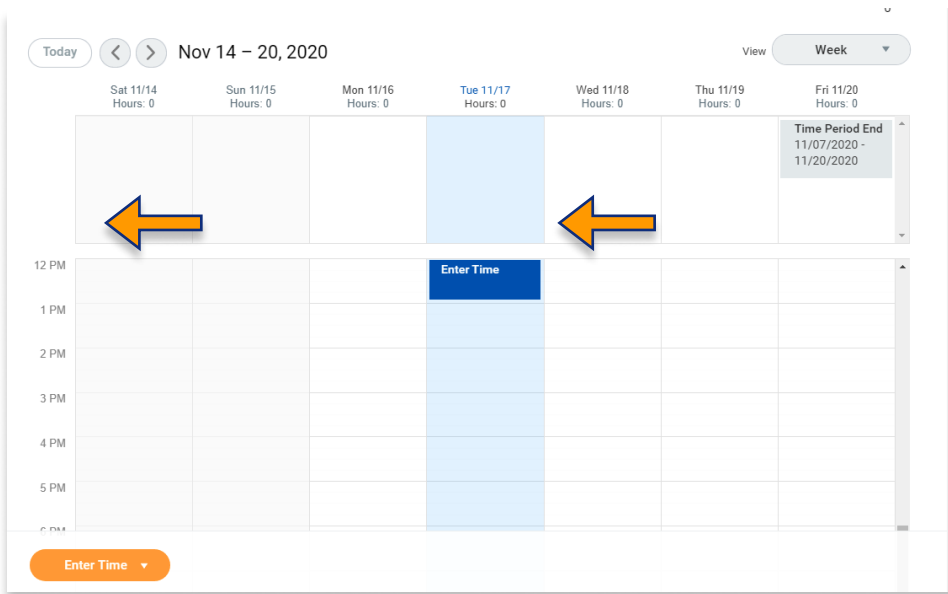
6.2

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

Enter Time
Aaliyah Taylor (Actions)

Today ◀ ▶ Nov 14 – 20, 2020

Auto-fill from Schedule
Enter Absence
Review Time
Review Time by Week
Run Calculations

Enter Time ▼

6.1
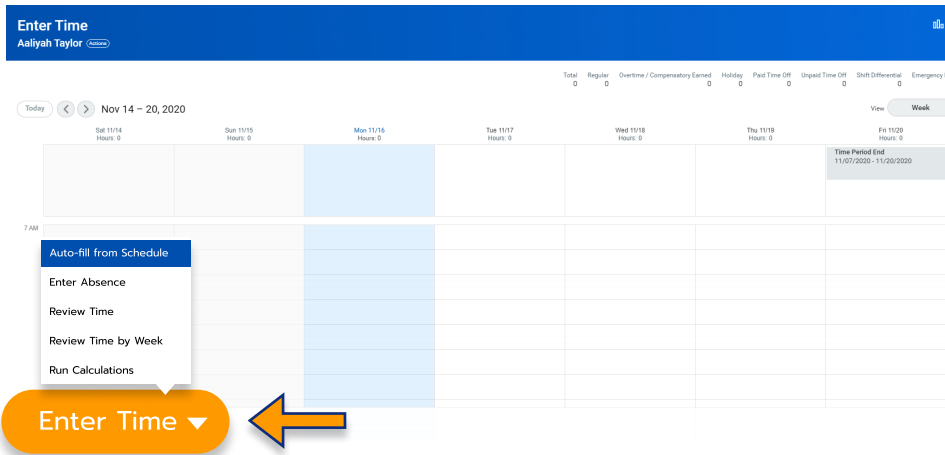
Option 2: Autofill from schedule

**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