KEAN | workday

My Guide

Requesting Absence

(Requesting Time Off)



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

All Kean University Employees

Note this guide is inteded only for **Requesting Absence
This is **NOT** for any requests related to Leave of Absence

KEAN | workday

My Guide

Requesting Time Off

Steps: 4 total

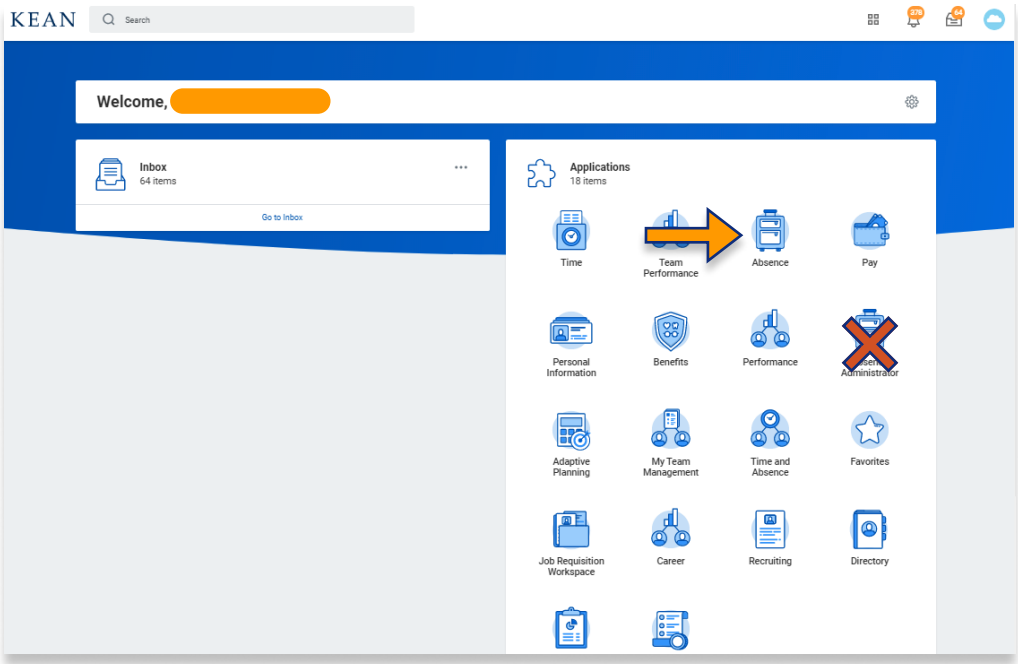


Step 1: From your Home page, click on the "Absence" worklet

Step 2: Click on the "Request Absence" button

Step 3: Select dates by either clicking directly on the date within or by selecting the "Date Range" action button on the top left. A window will pop up where you can choose dates.

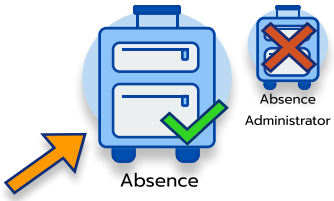
Step 4: Select the "Absence Type" of request from the drop down menu.

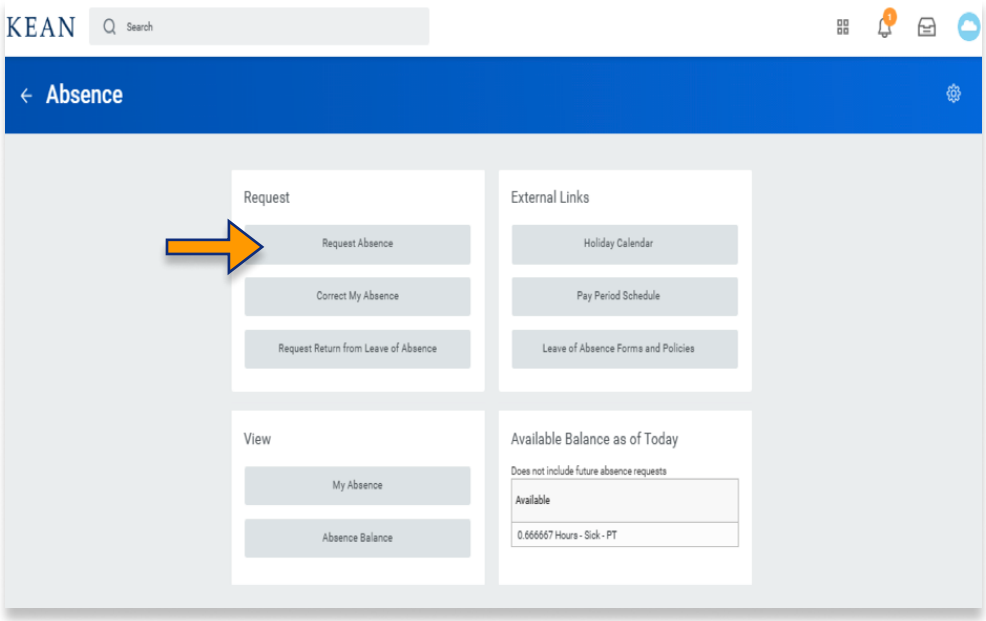


Step 1

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

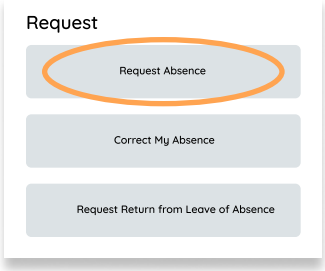
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Absence" and NOT "Absence Administrator".

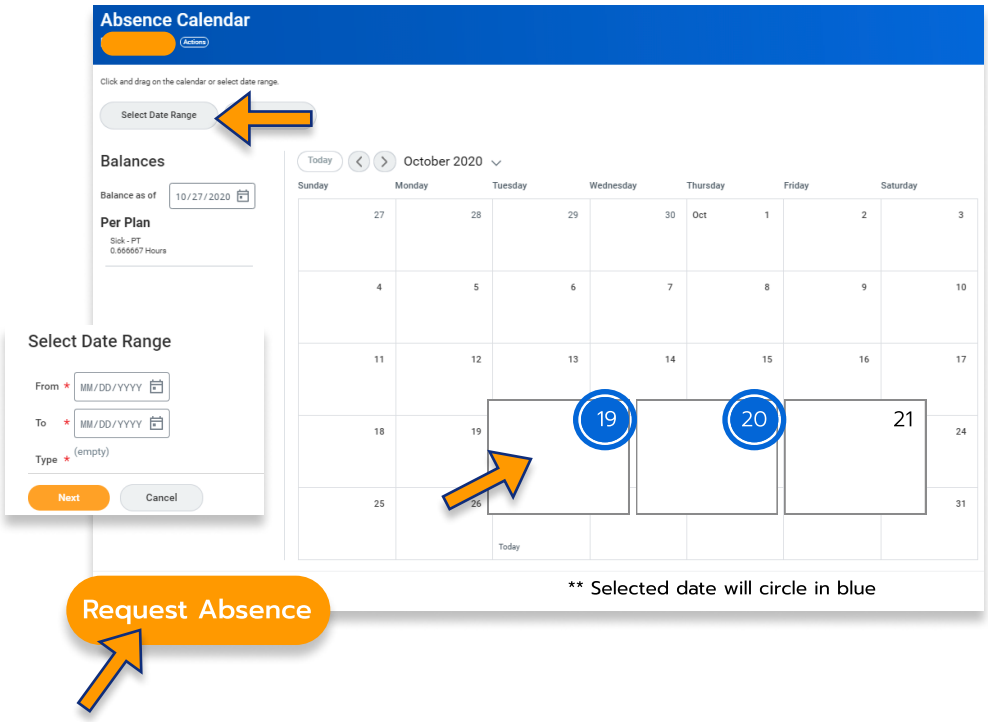




Step 2

Located in the "Request" section of the page, click on the "Request Absence" button.

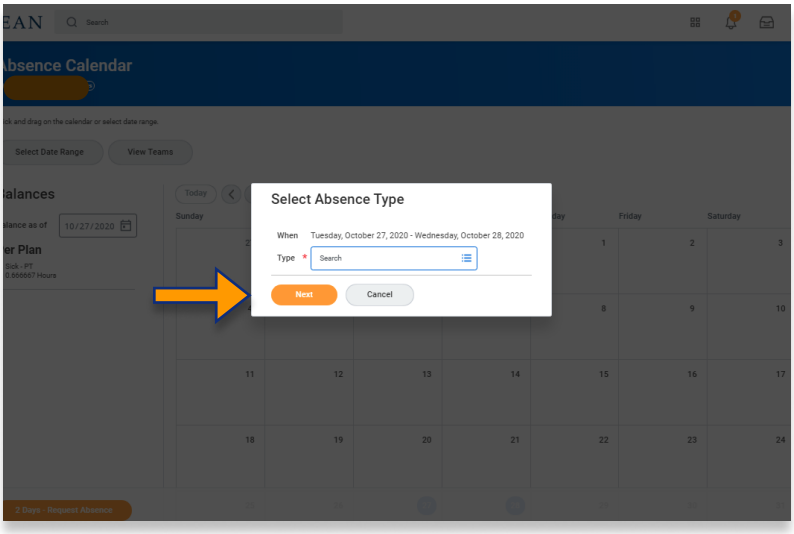




Step 3

Select dates by either clicking directly on the date within or by selecting the "Date Range" action button on the top left. A window will pop up where you can choose dates.

After making your selection, please click the "request Absence" button on the bottom left hand corner.



Step 4

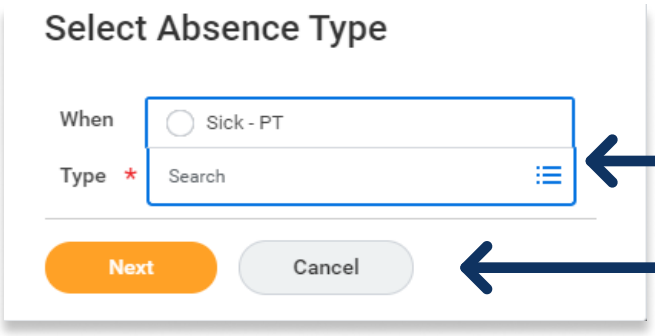
Select the "Absence Type"

This step is different for certain individuals. If you are not a Student worker or Academic Specialist please move on to the next page.

Please note at this point this is a request therefore approval must be given by the supervisor

Students & Academic Specialists

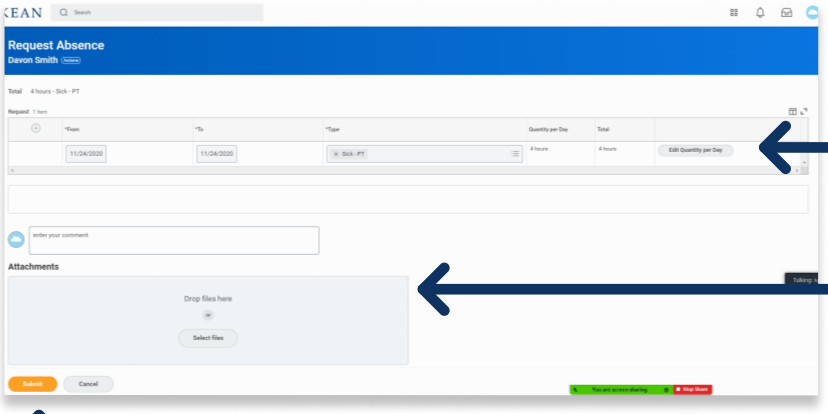
** Please continue on the next page if you are not a Student Employee or Academic Specialist



As a Student or Academic Specialist the option available for you is "Sick-PT"

4.1 Choose Sick-PT

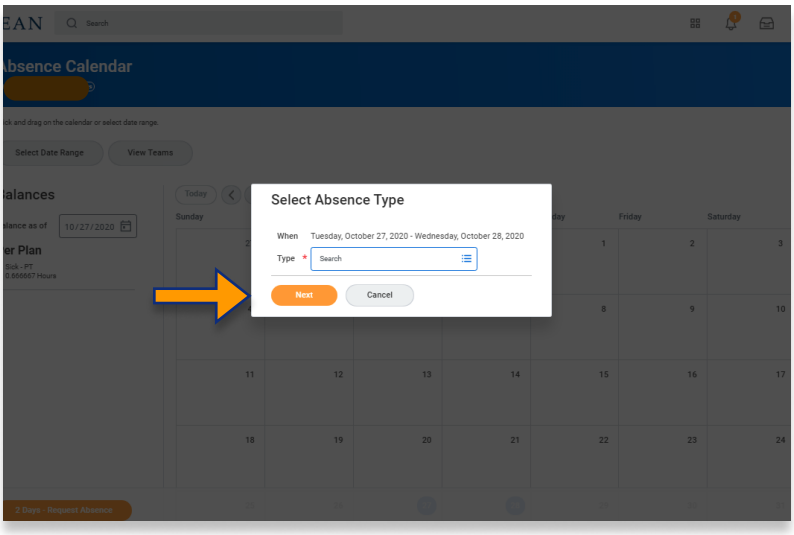
4.2 Click Next



4.3 Edit Quantity if needed

4.4 Add files or comments as needed

4.5 Click Submit



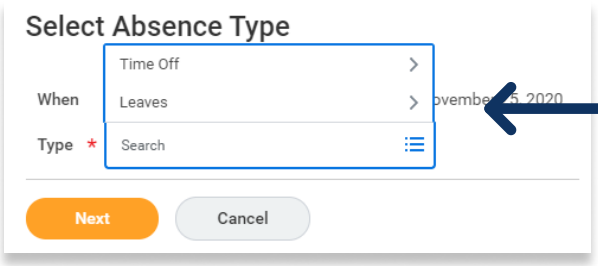
Step 4

Select the "Absence Type"

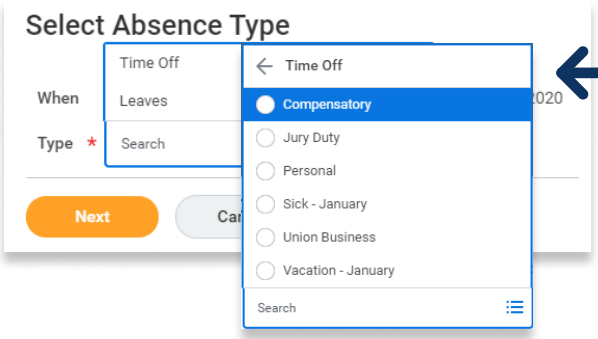
This step is different for certain individuals. If you are a Student Employee or Academic Specialist you have already completed the steps to request off.

Please note at this point this is a request therefore approval must be given by the supervisor

All Other Kean Employees

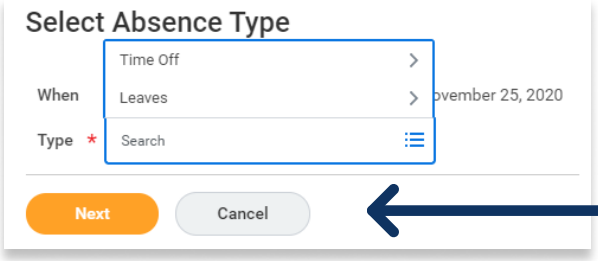


4.1 Choose Time Off.

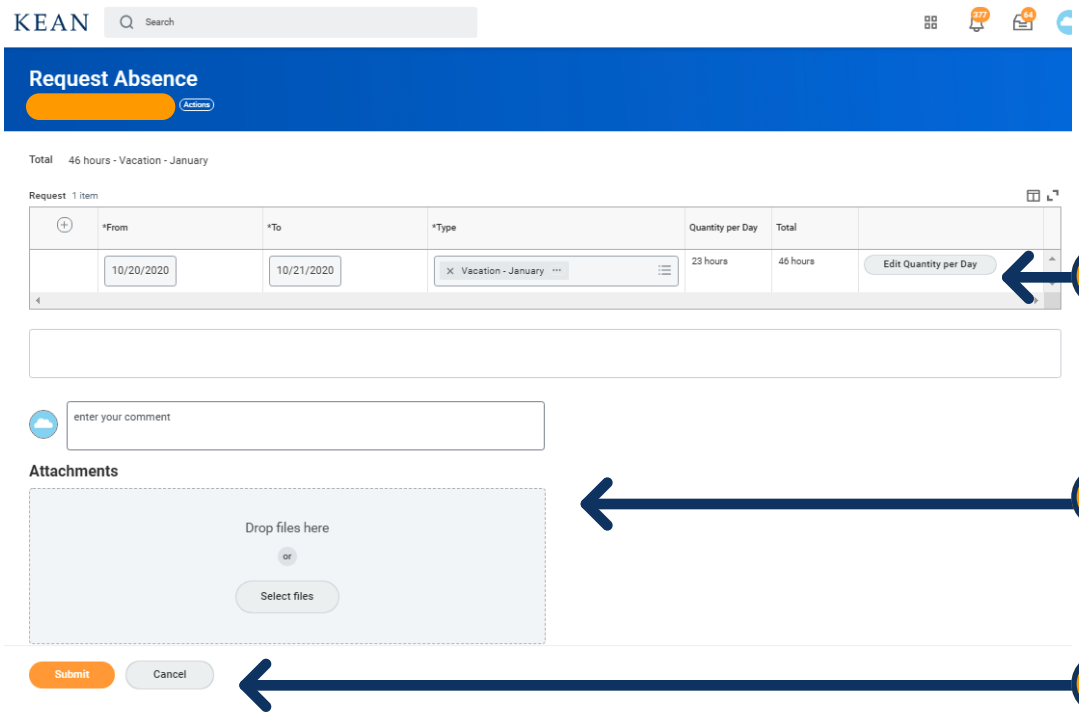


4.2 Pick the type of time off leave you choose.

**Note this will look different depending on title, employment, and union.



4.3 Click Next



4.4 Edit Quantity if needed

4.5 Add comments as needed and/or add documents as needed

4.6 Click Submit when ready.

***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