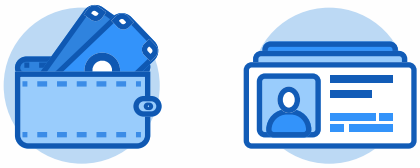
KEAN | workday

My Guide

Employee Self Service



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

All Kean University Employees

KEAN | workday

My Guide

Employee Self Service

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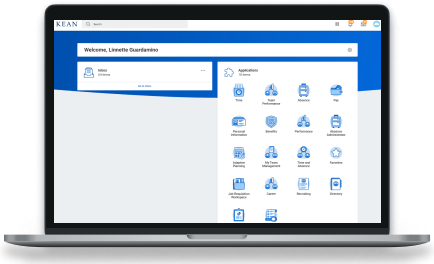
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What is Employee Self Service?

Employee Self Service (ESS) allows employees to review and edit information within their own record in the system. Kean's Workday functionality will permit employees to manage their personal information (i.e. home address & phone number), emergency contacts, tax elections and direct deposit.

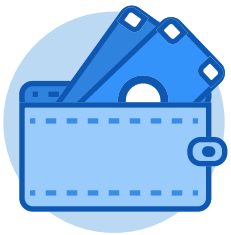


Please note that supervisors, colleagues and direct reports will not have access to your personal information. This confidential information will be managed by the user and maintained by Human Resources/Payroll.

Reviewing & verifying personal and payment election information

When Workday is first launched, each employee will need to review & confirm that their personal and financial information is accurate.

From the home page, navigate to the Pay and Personal Information Worklets. Each Worklet will open a new dashboard from which you can access your specific information.



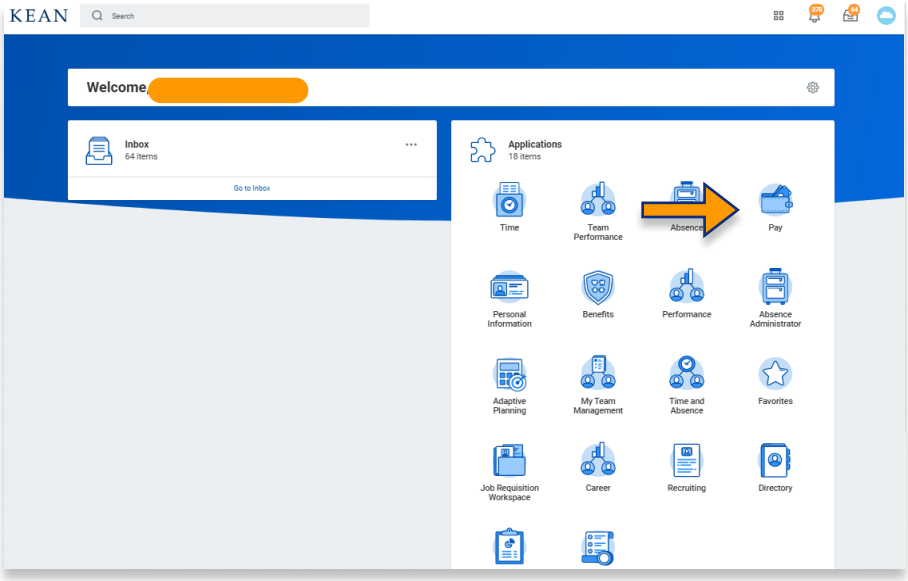
Pay



Personal Information

Managing Payment Elections via Pay Worklet

Step 1



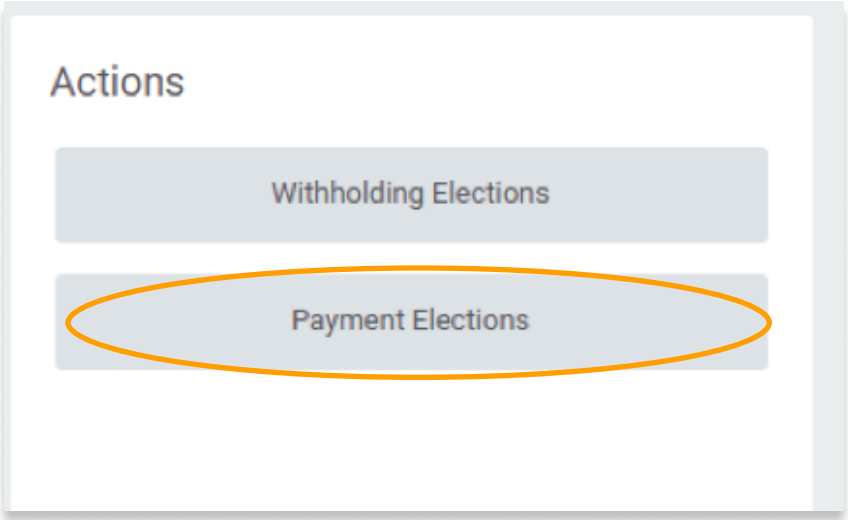
From your Home page, click on the "Pay" worklet icon.

**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 "Pay".



Pay

Step 2



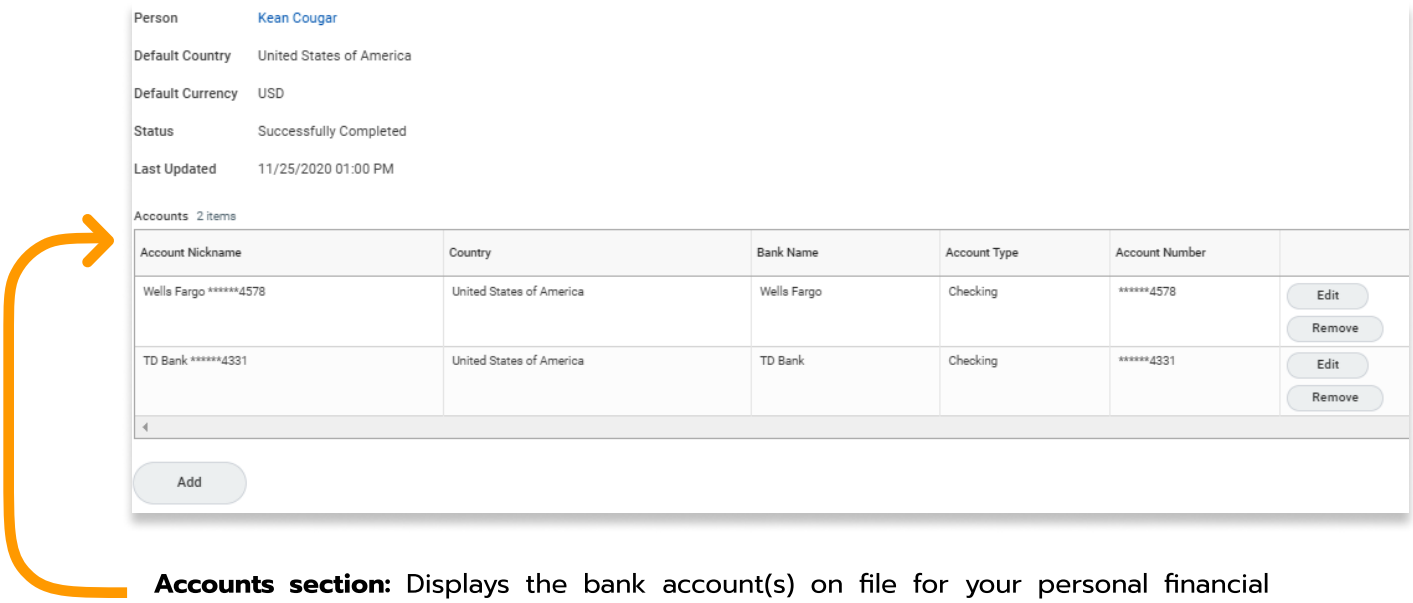
Once you clicked "Pay", a dashboard will open containing sections such as Actions, View, and Payslips

**Note that not all dashboards are the same, you may have more than the three listed above.

Click on Payment Elections option under the Actions header.

Payment Elections

Below is Kean Cougar's view from the Payment Elections screen:



Person Kean Cougar
Default Country United States of America
Default Currency USD
Status Successfully Completed
Last Updated 11/25/2020 01:00 PM

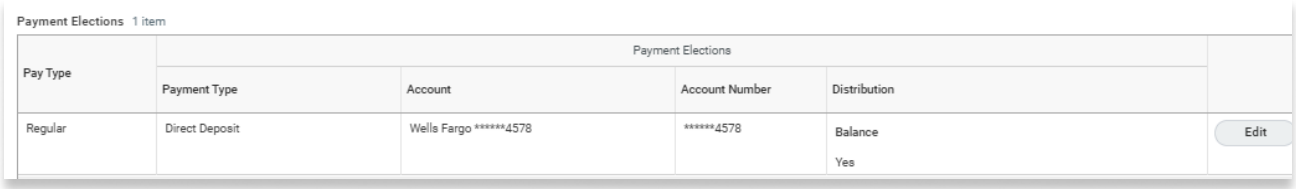
Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Wells Fargo ******4578	United States of America	Wells Fargo	Checking	******4578	Edit Remove
TD Bank ******4331	United States of America	TD Bank	Checking	******4331	Edit Remove

Add

Accounts section: Displays the bank account(s) on file for your personal financial information.

Payment Elections section: Details the prescribed flow for your income. Not all accounts may be listed in this section. The user has the option to specify whether direct deposits will flow to one or more accounts. These instructions will be displayed in full in the Payment Elections section of the screen. **Note that employees may specify up to four accounts for direct deposits.



Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Wells Fargo ******4578	******4578	Balance Yes	Edit

Step 3

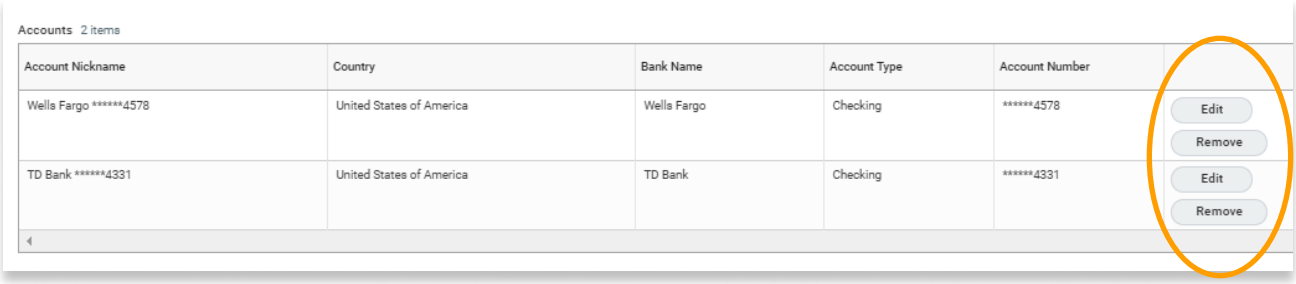
Review your bank account(s) and ensure that all banking information is accurate and up to date.

Step 4

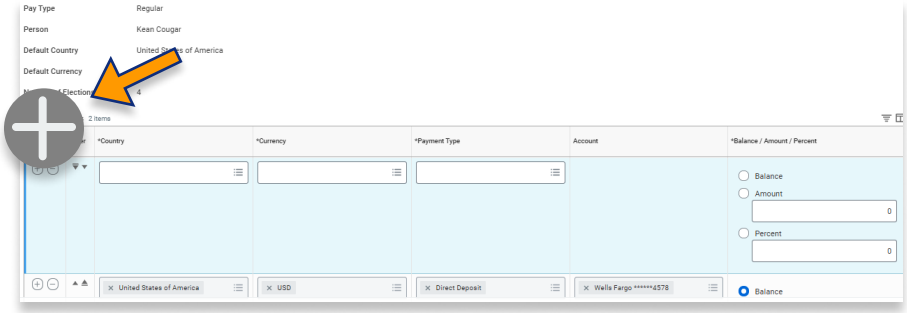
Review your Payment Elections (direct deposit) and confirm that the instructions for the direction of your funds is accurately displayed.

Payment Elections - Making Changes to Financial Information

To make changes to the financial information on file, use the action buttons to the right side of the section.

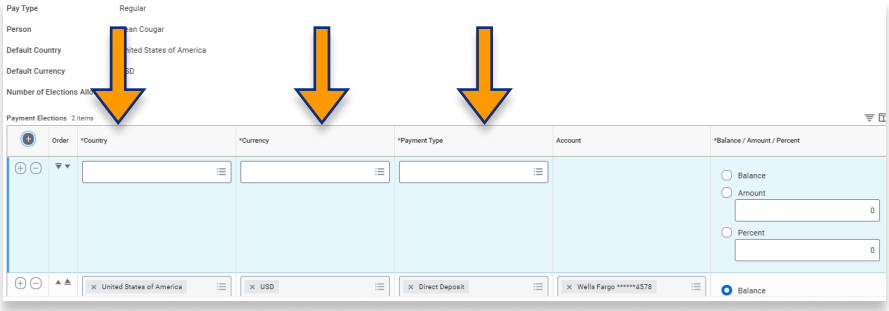


Splitting Direct Deposit



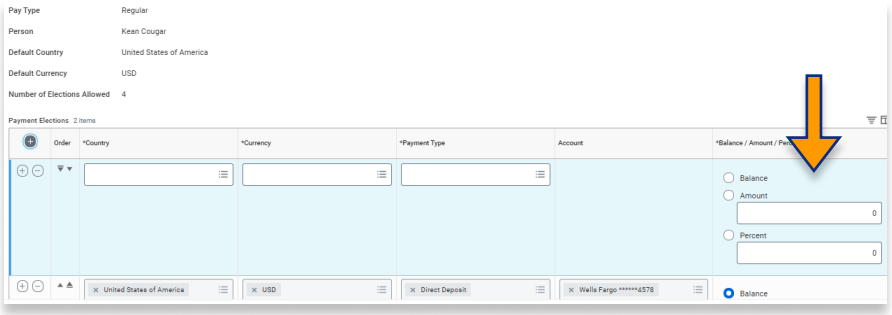
Step 1

Click the + sign at the left under the Payment Elections heading to add a line.



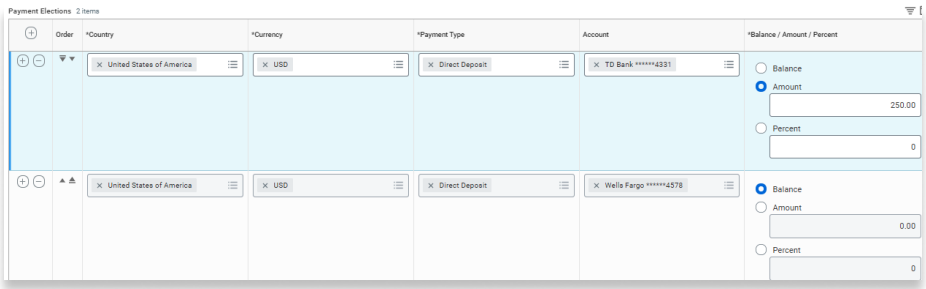
Step 2

Click into each field and use the available information to make your desired elections.



Step 3

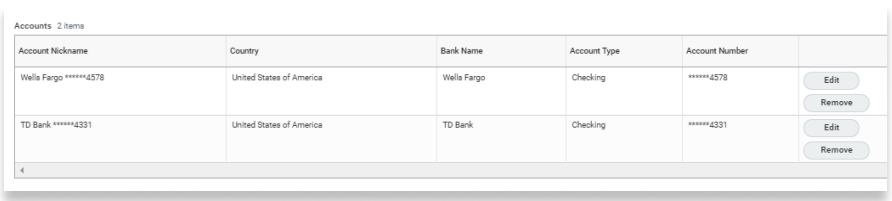
In the far right, identify the amount you wish to send to each account



Step 4

Once complete, click OK to save.

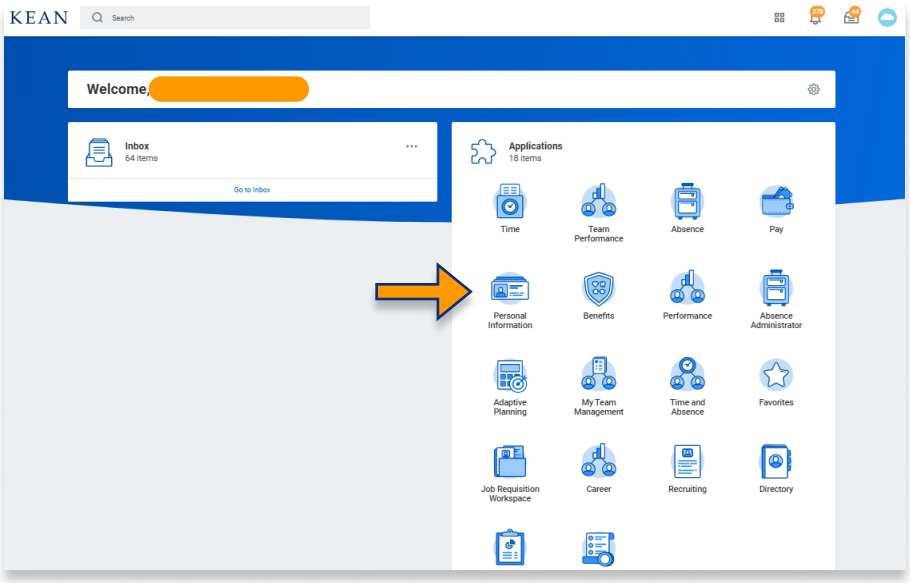
OK Cancel



Step 5

Then return to the screen to ensure the changes made have been reflected.

Viewing and Updating Personal Information



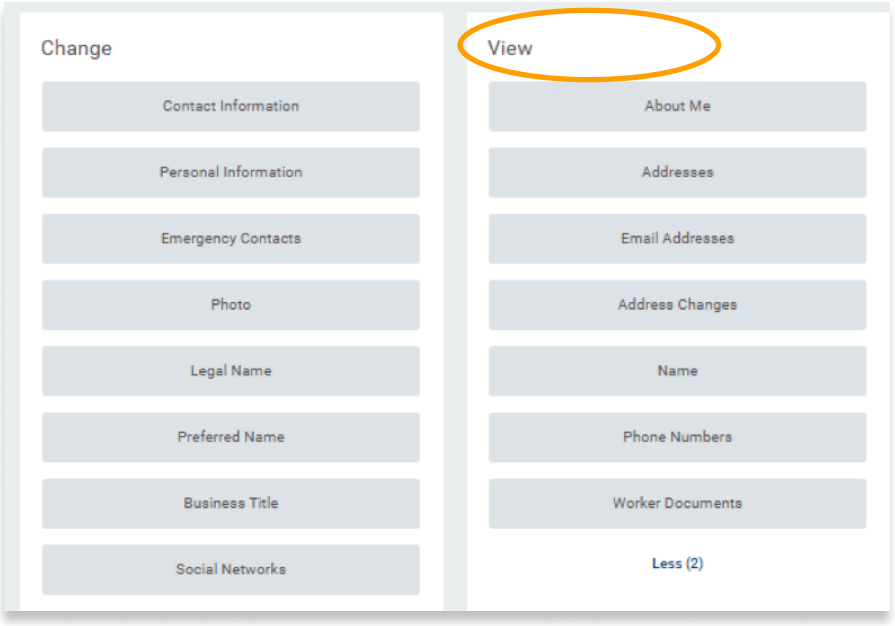
Step 1

Click on the Personal Information Worklet. The below dashboard will open.

**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 "Personal Information".



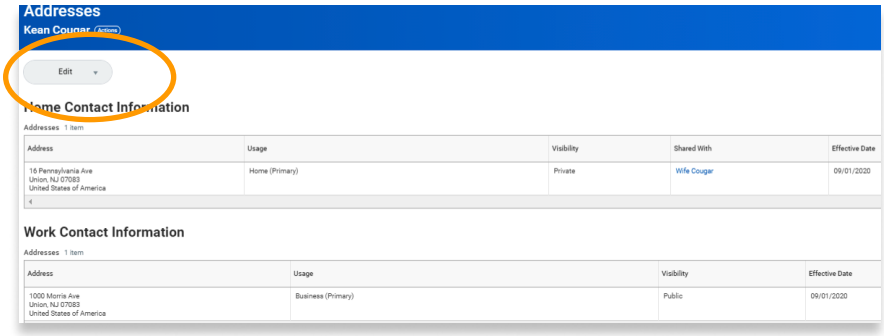
Personal Information

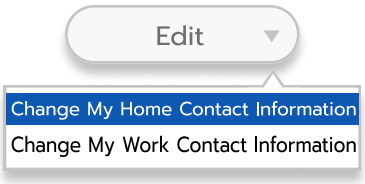


Step 2

Click on the sections listed under the "View" header. Here you can review each section to verify that all information is accurate.

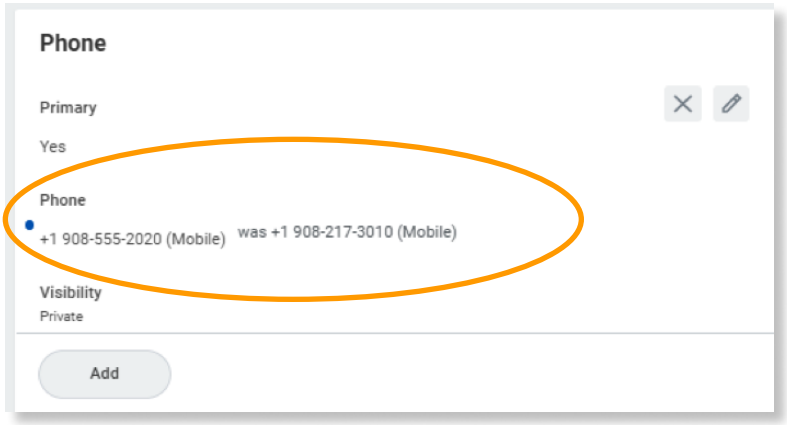
Step 3





To change any incorrect information, use the Edit buttons that are available from each different section (see example below). Please note that some changes to personal information may require review & approval by HR.

Example: Updating You Phone Number





- Choose Change My Home Contact Information

-Navigate to Phone number and click on the pencil icon on the right.

-Enter the new phone number and navigate out of the screen. (The change will be reflected and the prior phone number will also be displayed.)

-Click Submit.

For more information on Workday, or to access additional training materials, please visit our Workday website!

kean.edu/offices/human-resources/workday-coming-soon-hr-payroll