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

All Kean University Employees
# Employee Self Service

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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.
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”.

**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.
My Guide - Employee Self Service

Payment Elections

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

**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.**

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

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.

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Item</th>
<th>Country</th>
<th>Bank</th>
<th>Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>12345</td>
<td>United States of America</td>
<td>Wells Fargo</td>
<td>Checking</td>
<td>12345678</td>
</tr>
<tr>
<td>TD Bank</td>
<td>98765</td>
<td>United States of America</td>
<td>TD Bank</td>
<td>Checking</td>
<td>98765432</td>
</tr>
</tbody>
</table>

**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.

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”.

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 Your 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