Employee Self Service

This Kean Workday MyGuide is intended for the following users:

All Kean University Employees
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).

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 the Office of Human Resources/Payroll.

Reviewing & Verifying Personal Information

From the home page, navigate to the Personal Information Worklet. The Worklet will open a new dashboard from which you can access your specific information. If you do not see this Worklet, click View All Apps.
Viewing and Updating Personal Information

**Step 1**

Click on “View all Apps”, then “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 order. 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, starting with Addresses, to verify that all information is accurate.
Step 3

To change any information, use the “Edit” button that is available in each section (see example below). Please note that some changes to personal information may require review and approval by HR.

**Personal phone numbers indicated as primary will be shared with OCIS for use by Rave Mobile Safety, the University's emergency alert platform. Please ensure your primary personal phone number is an SMS (text) enabled number to ensure you are properly enrolled to receive emergency communications.

**Note: To change your Legal Name, please email Workday@kean.edu for additional information.

Example: Updating your Address

Click on the “Contact Information” button, under the “Change” header.

Click the “Edit” button, then choose Change my Home Contact Information
Navigate to Address and click on the pencil icon on the right.

Enter the new address and click outside of the Address box. The change will be reflected and the prior address will also be displayed.

Click Submit and you are done!

Please feel free to email Workday@kean.edu if you have any questions.