KEAN | workday

My Guide

Submitting Your Over Time



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

Non-Exempt Employees

** NOTE, This is only if you receive approval from your supervisor to work past your regular work shift or on your day off.

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Submitting Your Over Time

Steps: 3 total

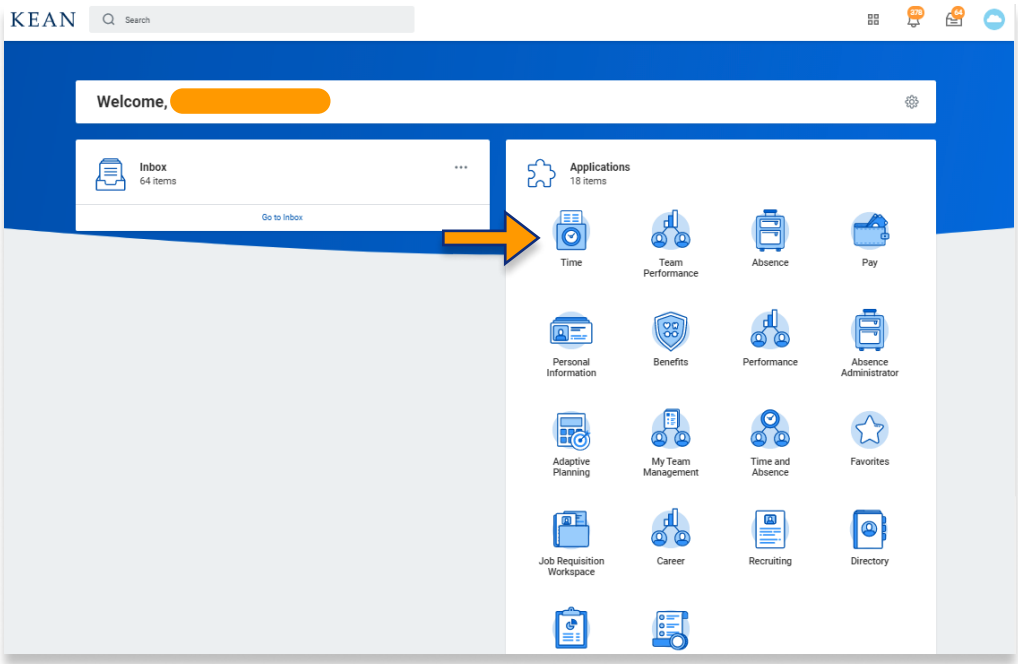
Step 1: From your Home page, click on the "Time" worklet

Step 2: Clock in at the beginning of the OT shift and Out at the end of the OT Shift.

Step 3: Return to home page and click on Time Worklet

Step4: Click on "this week" (pick the week you just worked)

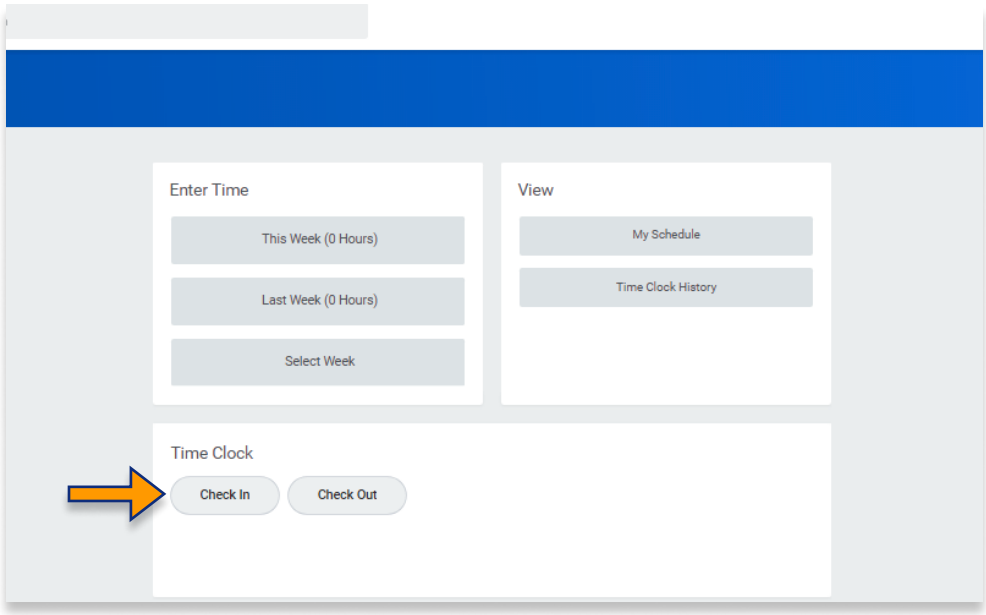
Step 5: Click Submit button



Step 1

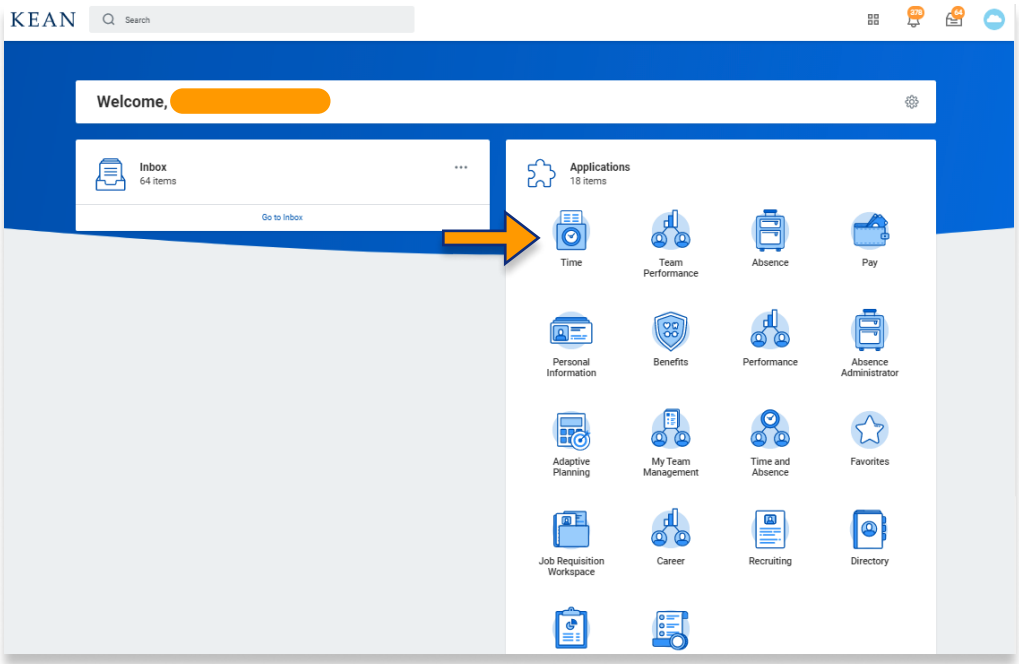
From your Home page, click on the "Time" worklet" icon

**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".



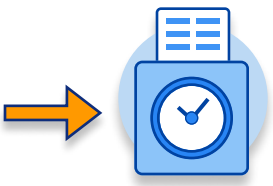
Step 2

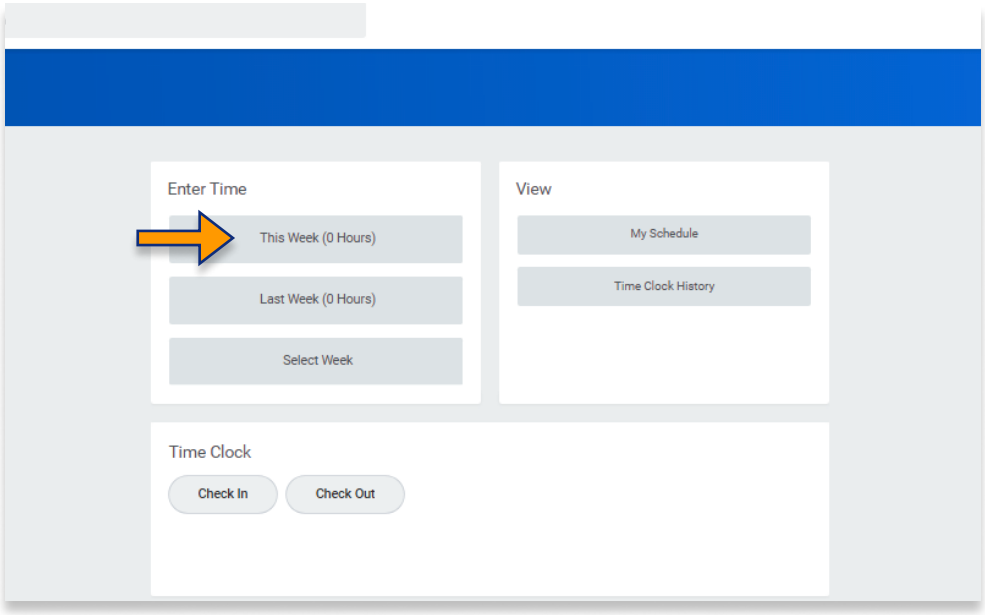
From the time clock section, Clock in at the beginning of the OT shift and Out at the end of the OT Shift.



Step 3

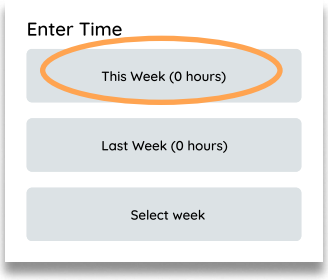
At the end of the week, go to the home page and click on the time worklet





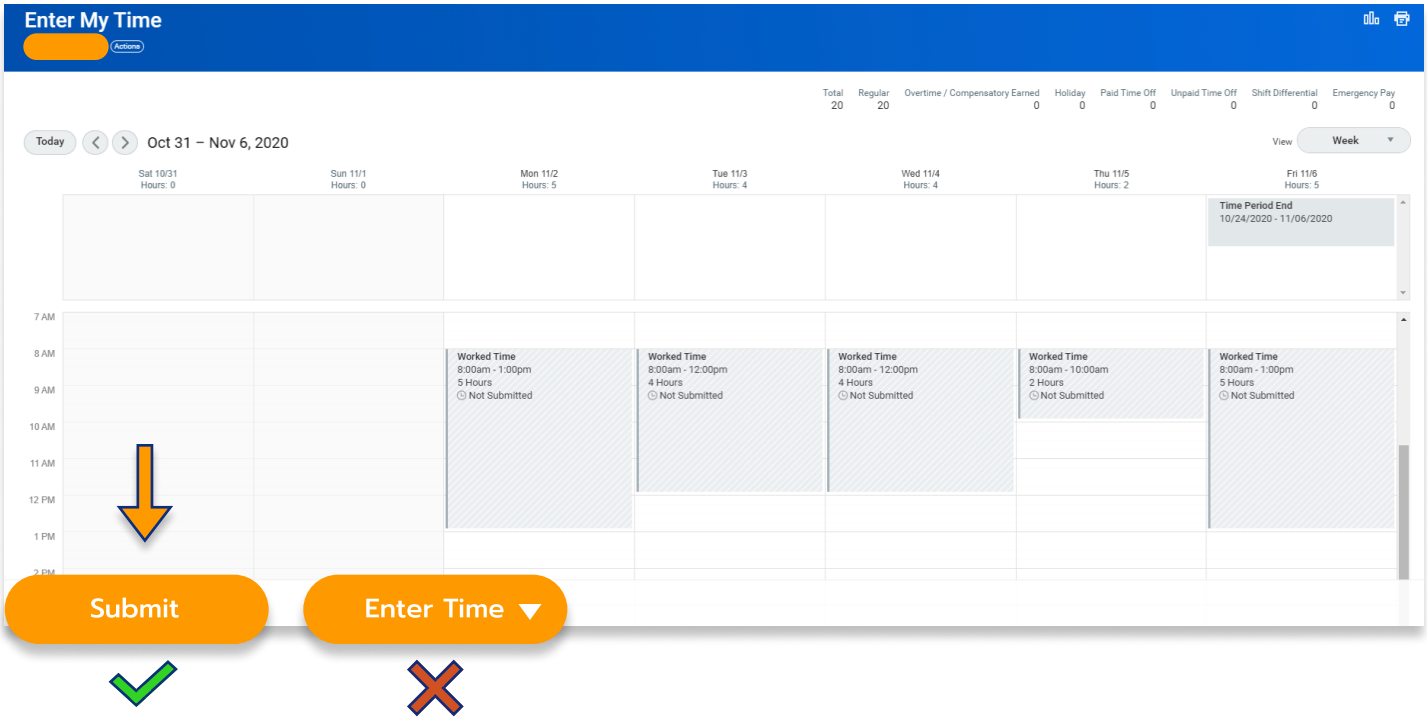
Step 4

Click on "this week" (pick the week you just worked)



Step 5

Click Submit button
Gray dates indicate "Not Submitted"
Make sure to review the hours worked prior to submiting



***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