

Submitting Your Over Time



The Kean | Workday MyGuide is intended for the <u>following users :</u>

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.

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu



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 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".



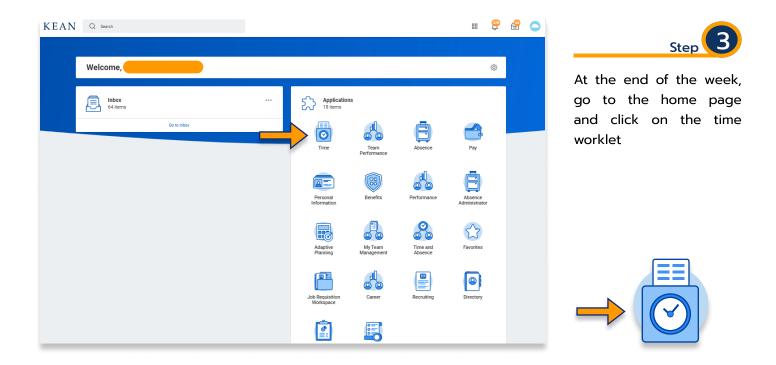
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Enter Time View	
This Week (0 Hours) My Schedule	
Last Week (0 Hours) Time Clock History	
Select Week	
Time Clock	
Check In Check Out	



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



		Step 4
Enter Time This Week (0 Hours) Last Week (0 Hours)	View My Schedule Time Clock History	Click on "this week" (pick the week you just worked)
Select Week Time Clock Check In Check Out		Enter Time This Week (0 hours) Last Week (0 hours)
		Select week



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

				Total Regular Overtime / Compens 20 20	aatory Earned Holiday Paid Time Off 0 0 0 0	Unpaid Time Off Shift Differential En 0 0
< > Oct 31 - Nov	6, 2020					View W
Sat 10/31 Hours: 0	Sun 11/1 Hours: 0	Mon 11/2 Hours: 5	Tue 11/3 Hours: 4	Wed 11/4 Hours: 4	Thu 11/5 Hours: 2	Fri 11/6 Hours: 5
						Time Period End 10/24/2020 - 11/06/2020
		Worked Time 8:00am - 1:00pm 5 Hours © Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours © Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours © Not Submitted	Worked Time 8:00am - 10:00am 2 Hours © Not Submitted	Worked Time 8:00am - 1:00pm 5 Hours © Not Submitted
				-		
\checkmark						
Submit	Enter	r Time 🔻 🔪				

***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 - Iguardam@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 - Igreer@kean.edu