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.**
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

Step 4: Click on “this week” (pick the week you just worked)

Step 5: Click Submit button

**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”.**
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 submitting
***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