

KEAN | workday

My Guide

Submitting Your Time



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

Campus Police, Res Life, Facilities, Academic Specialists,
Student Workers and Non-Exempt Employees

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Steps: 3 total

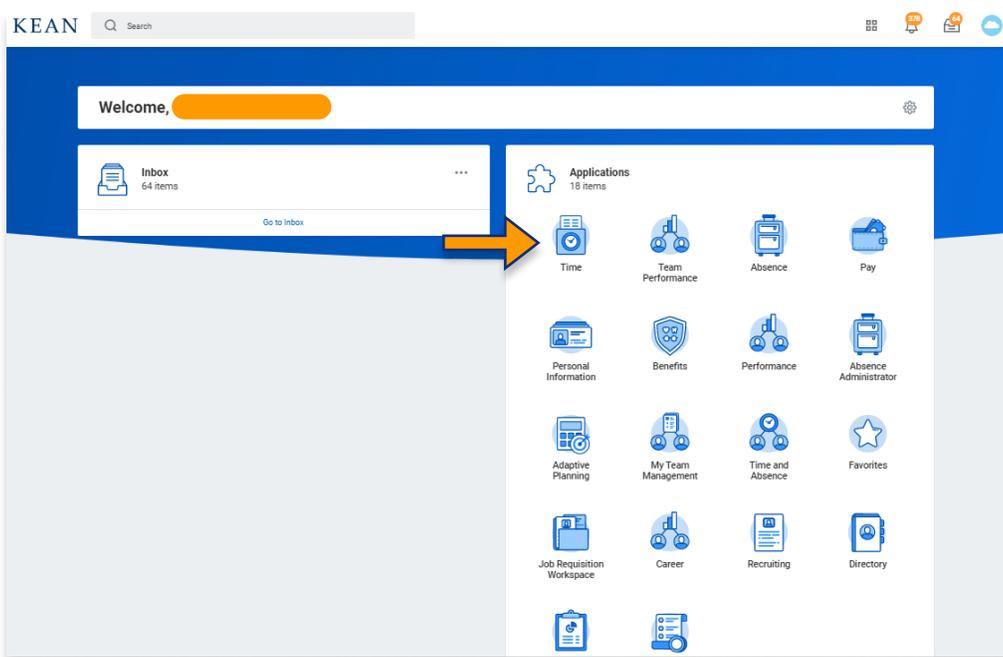
Step 1: From your Home page, click on the "Time" worklet

Step 2: Click on "This Week" (pick the week you just worked)

Step 3: Click the "Submit button"



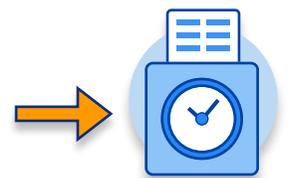
Submissions must be done at the end of each week

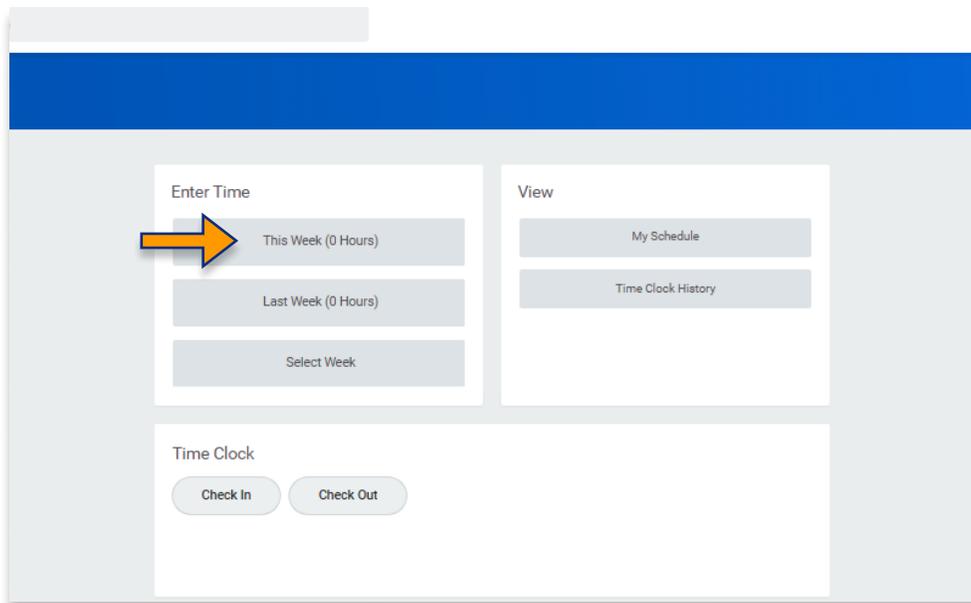


Step **1**

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

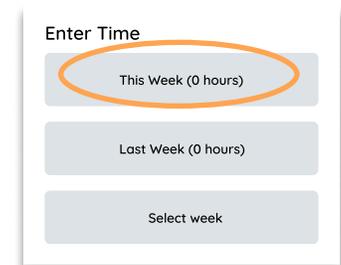
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Time".





Step 2

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



Step 3

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

| | 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 |
|-------|-----------------------|----------------------|--|---|---|---|--|
| 7 AM | | | | | | | |
| 8 AM | | | 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 |
| 9 AM | | | | | | | |
| 10 AM | | | | | | | |
| 11 AM | | | | | | | |
| 12 PM | | | | | | | |
| 1 PM | | | | | | | |
| 2 PM | | | | | | | |

***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
