

Submitting Your Time



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

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

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



Submitting Your Time

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



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			Time	Team Performance	Absence	Pay		
			Personal Information	Benefits	Performance	Absence Administrator		
			Adaptive Planning	My Team Management	Time and Absence	Favorites		
			Job Requisition Workspace	Career	Recruiting	Directory		



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
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 / Compen 20 20	aatory Earned Holiday Paid Time Off 0 0 0 0	Unpaid Time Off Shift Differential En 0 0
< > Oct 31 - No	ov 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
				-		
Submit	Entei	r Time 🔻 🌔				

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***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