KEAN | workday

My Guide

Viewing Your Time Off Plans & Balances



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

All Kean University Employees

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My Guide

Viewing Your Time Off Plans & Balances

Absence Dashboard 3

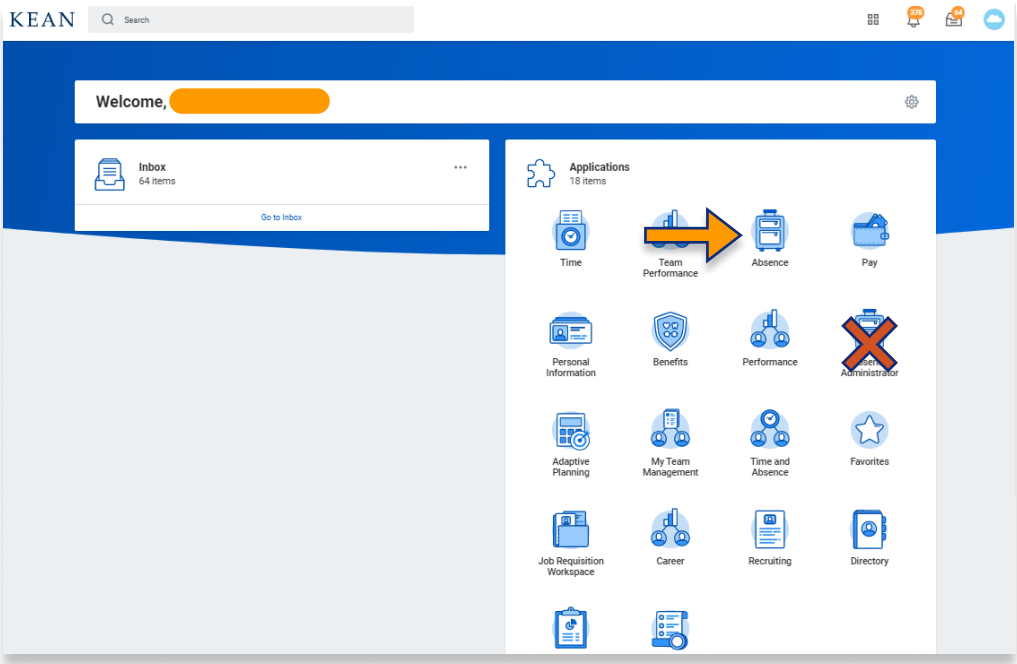
Time Off Plans:
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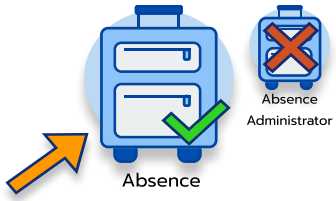
Record of Time Used 5-6

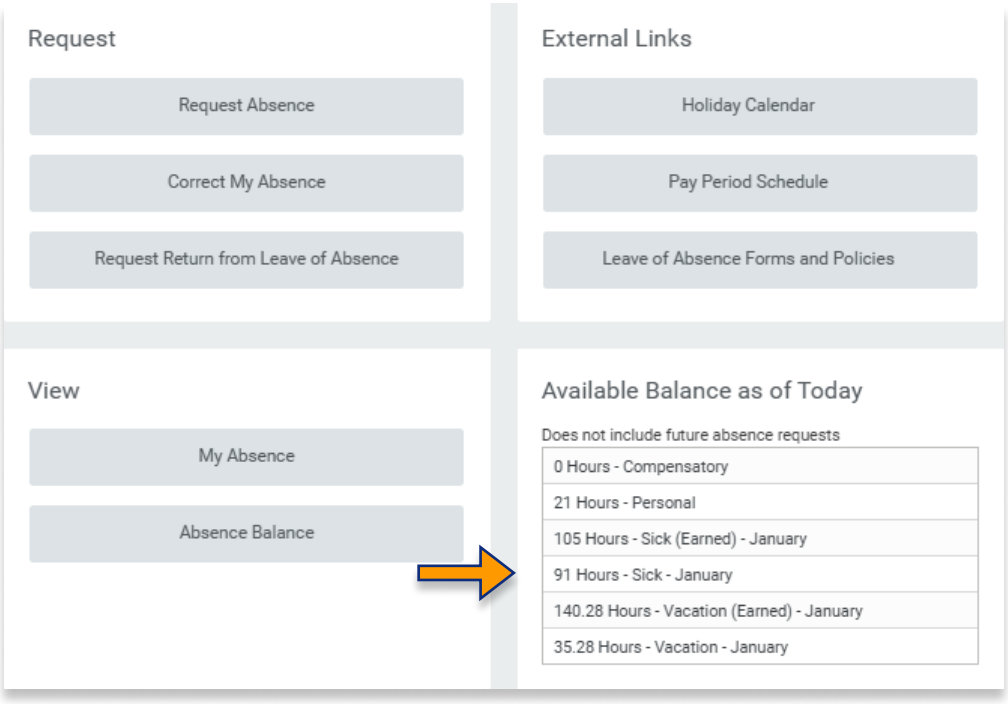
Navigating to Time Off 6-7



All employees can access their available time off plans and view current balances, by clicking on the Absence Worklet

**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 "Absence" and NOT "Absence Administrator".





Absence Dashboard

On the bottom right of the Absence Dashboard, a small box will display an overview of the employee's available time balances in real time.

Available time off plans and plan balances will vary for each employee based on their employment type (full or part-time), title and/or union classification.

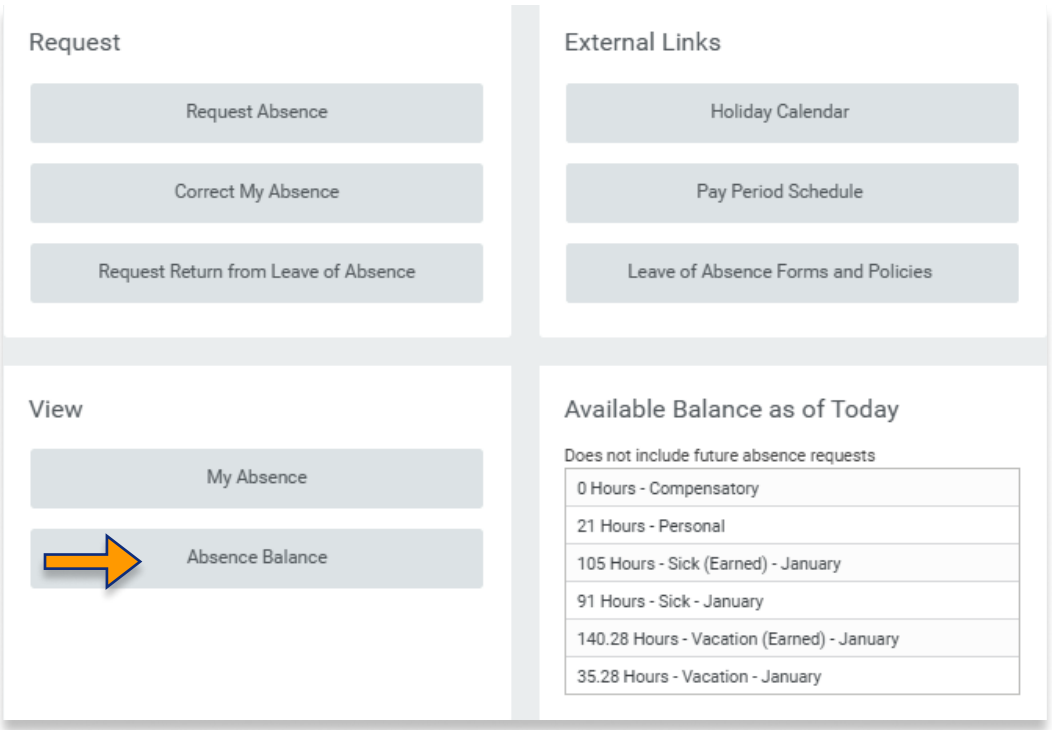
Following are the general guidelines that provide a breakdown of each time off plan. Please note that there may be exceptions to one or more of the rules below.

AFT, CWA, IFPTE , NJPBA, NJLESA, NJSOLEA UNIONS

"Sick – January" Plan	Refers to the employee's yearly Sick time allotment, which is credited in full to employees within the above Unions annually as of January 1. Please note that the full year's balance assumes continued employment with the University.
"Vacation – January" Plan	Refers to the employee's yearly Vacation time allotment, which is credited in full to employees within the above Unions annually as of January 1. Please note that the full year's balance assumes continued employment with the University.
"Sick (Earned) – January" Plan	Refers to the sick time an employee has accrued and therefore earned from January 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.
"Vacation (Earned) – January" Plan	Refers to the vacation time an employee has accrued and therefore earned from January 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

MANAGEMENT & CONFIDENTIAL SECRETARIES

"Sick – January" Plan	Refers to the employee's yearly Sick time allotment, which is credited in full annually as of July 1. Please note that the full year's balance assumes continued employment with the University.
"Vacation - July" Plan	Refers to the employee's yearly Vacation time allotment, which is credited in full annually as of July 1. Please note that the full year's balance assumes continued employment with the University.
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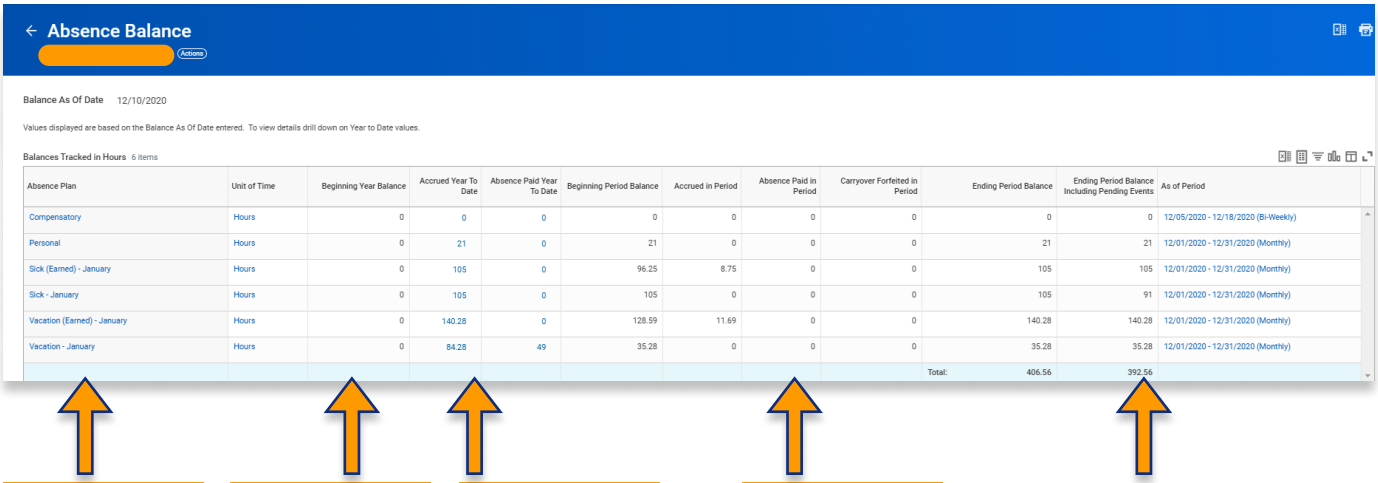


Detailed View of Time Off Plans & Balances

For a more detailed record of your time off plans and balances as of a particular date, under the View Heading, select "Absence Balance"

Detailed View of Time Off Plans & Balances - Continued

The Absence Balance tab opens to the detailed view of your time off plan balances as shown below



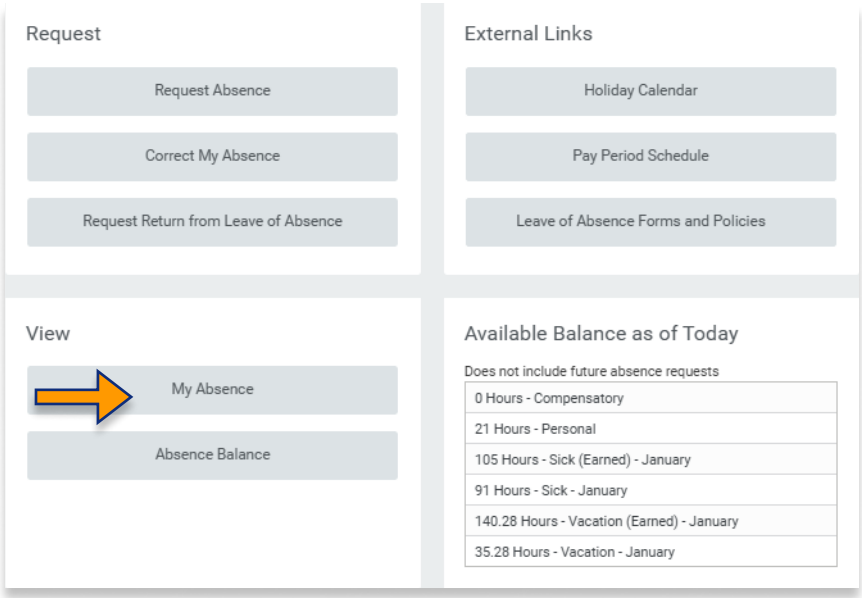
Absence Plan paid time off plan available

Beginning Year Balance prior year's carryover

Accrued year to date time credited or earned by the employee

Absence paid in period time off used within period

Ending period balance including pending events provides the time balance including pending time off requests without approvals

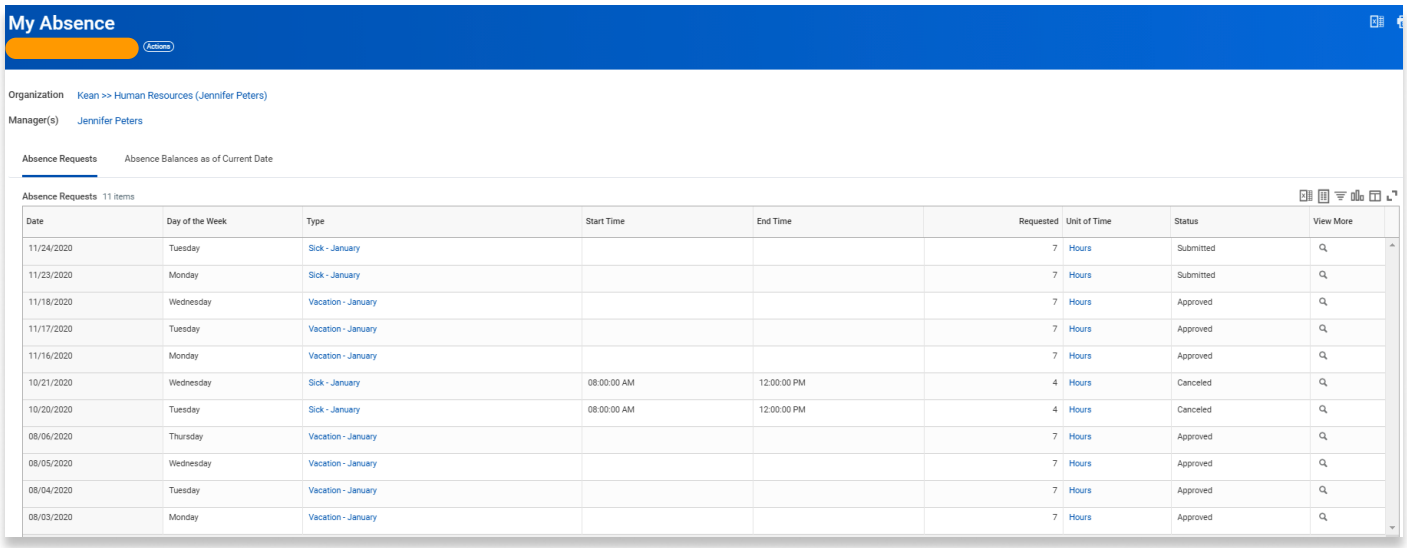


Record of Time Used

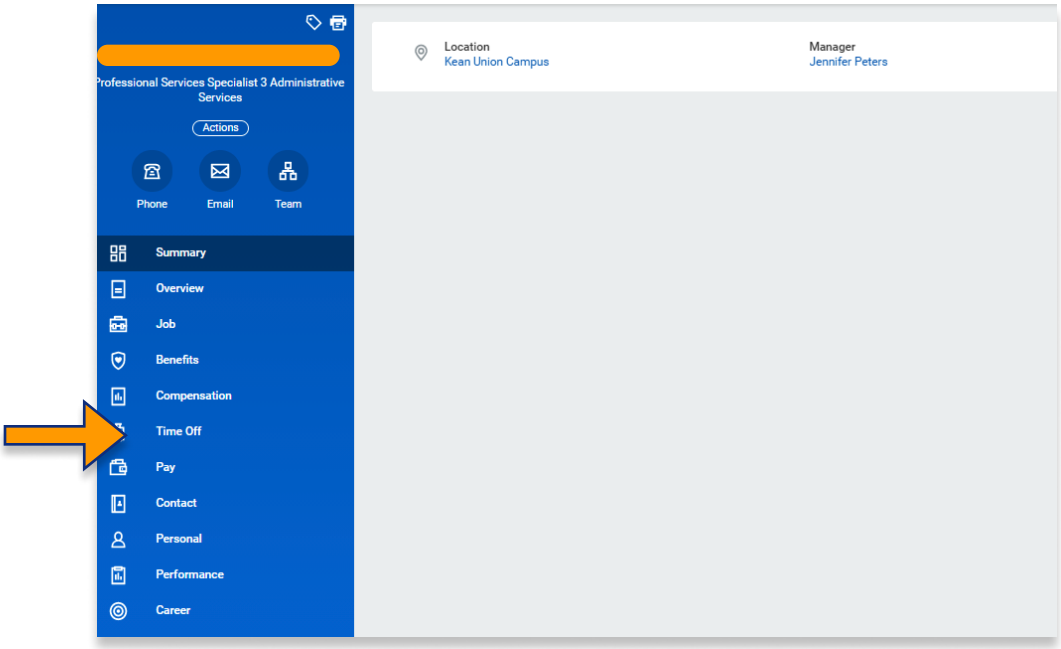
To review a record of your time used for the year, under the View heading, select "My Absence"

Record of Time Used - Continued

The image below provides a detailed outline of the time an employee has used.



Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Status	View More
11/24/2020	Tuesday	Sick - January			7	Hours	Submitted	
11/23/2020	Monday	Sick - January			7	Hours	Submitted	
11/18/2020	Wednesday	Vacation - January			7	Hours	Approved	
11/17/2020	Tuesday	Vacation - January			7	Hours	Approved	
11/16/2020	Monday	Vacation - January			7	Hours	Approved	
10/21/2020	Wednesday	Sick - January	08:00:00 AM	12:00:00 PM	4	Hours	Canceled	
10/20/2020	Tuesday	Sick - January	08:00:00 AM	12:00:00 PM	4	Hours	Canceled	
08/06/2020	Thursday	Vacation - January			7	Hours	Approved	
08/05/2020	Wednesday	Vacation - January			7	Hours	Approved	
08/04/2020	Tuesday	Vacation - January			7	Hours	Approved	
08/03/2020	Monday	Vacation - January			7	Hours	Approved	



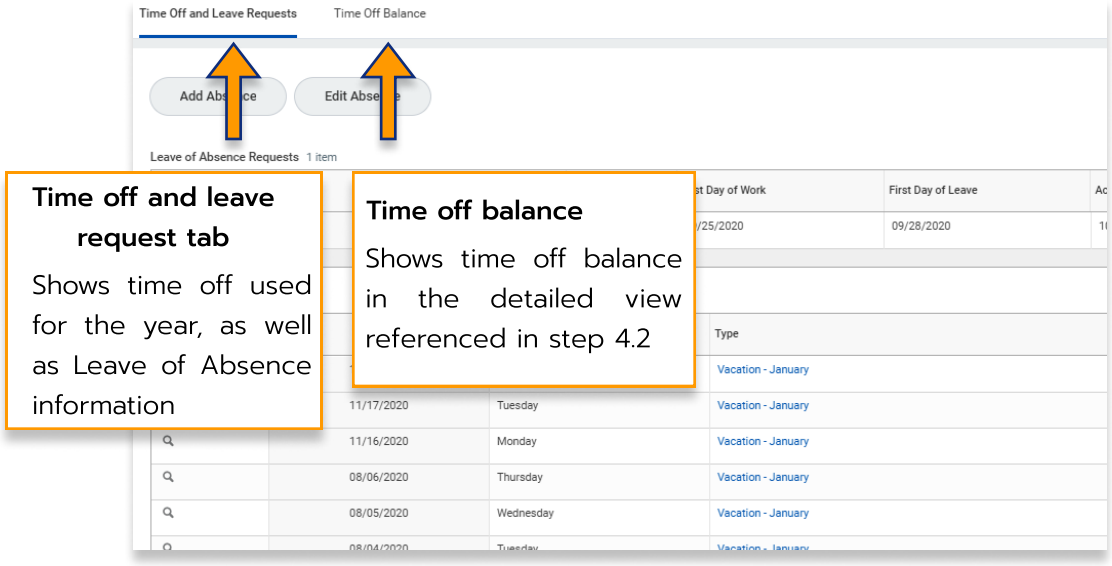
Navigating to Time Off from the Employee Profile

You can also view Time Off Plan Balances from Profile View.

From the Employee Profile, Click on the Time off tab on the left.

Navigating to Time Off from the Employee Profile - Continued

This tab allows the user to access their "Time Off and Leave Requests" as well as "Time off Balance" as shown in step 4.2



For more information on viewing and understanding time off plan balances, please view our Workday Basics Part 2 video which is available from our Workday Website.

kean.edu/offices/human-resources/keanworkday

***If you have any further questions related to the clocking in or clocking out process related to Workday please contact the following:

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