KEAN | workday

My Guide

Viewing Your Time Off Plans & Balances



This Kean Workday MyGuide is intended for the following users:

All Kean University Employees

Viewing Your Time Off Plans and Balances

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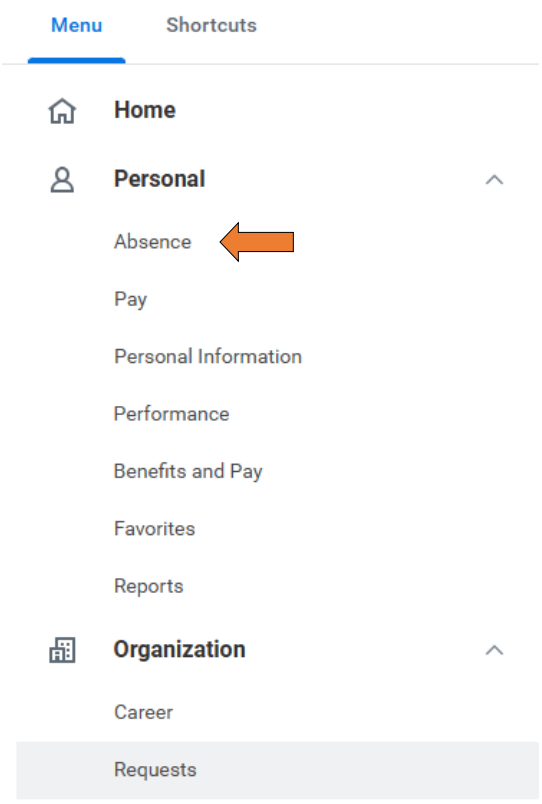
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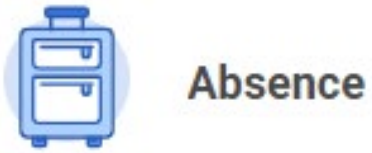
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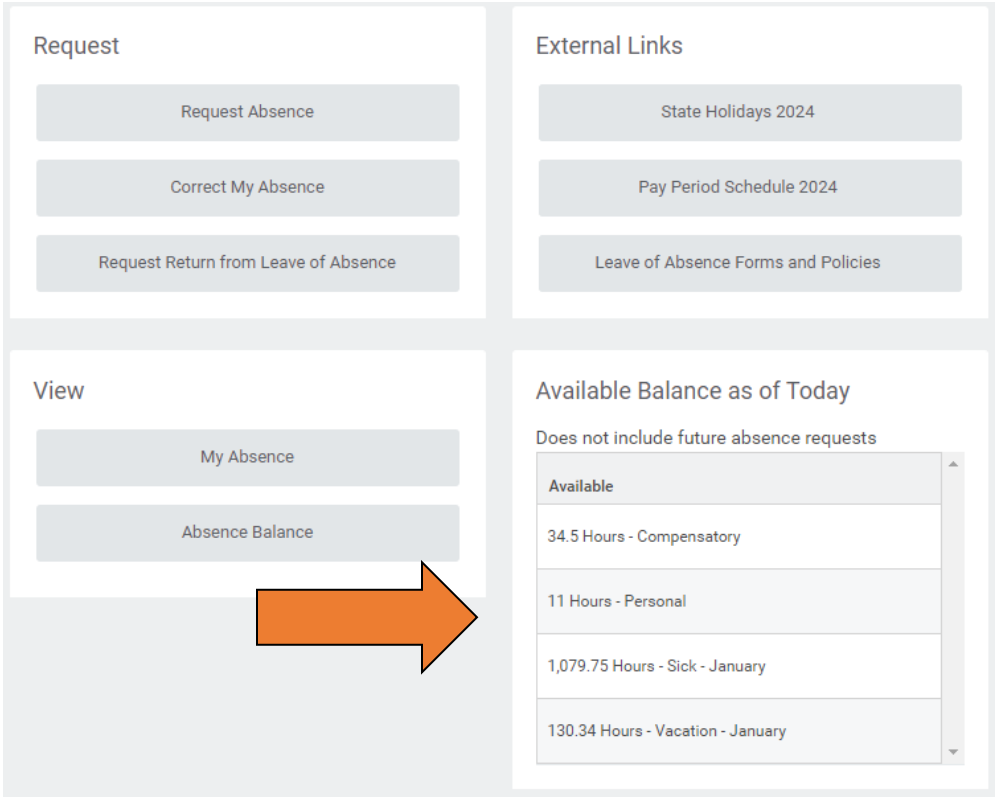
Navigating to Time Off _____ 6-7



Employees can access their available time off plans and view current balances, by clicking on "View All Apps" and then clicking on the Absence Worklet tab.

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





Absence Dashboard

On the bottom right of the 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.

The folllowing 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 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.

"Bereavement – January" Plan *NOTE: Does NOT apply to Managers, AFT Faculty/Staff, or Campus Police Officers

Refers to the employee's yearly Bereavement time alottment. Employees eligible for bereavement leave will receive one (1) bereavement day per year, credited annually as of January 1. The day can be used in the event of the death of an immediate familty member before utilizing sick time. Bereavement leave does not accumulate and unused time will not be carried over or paid out upon separation.

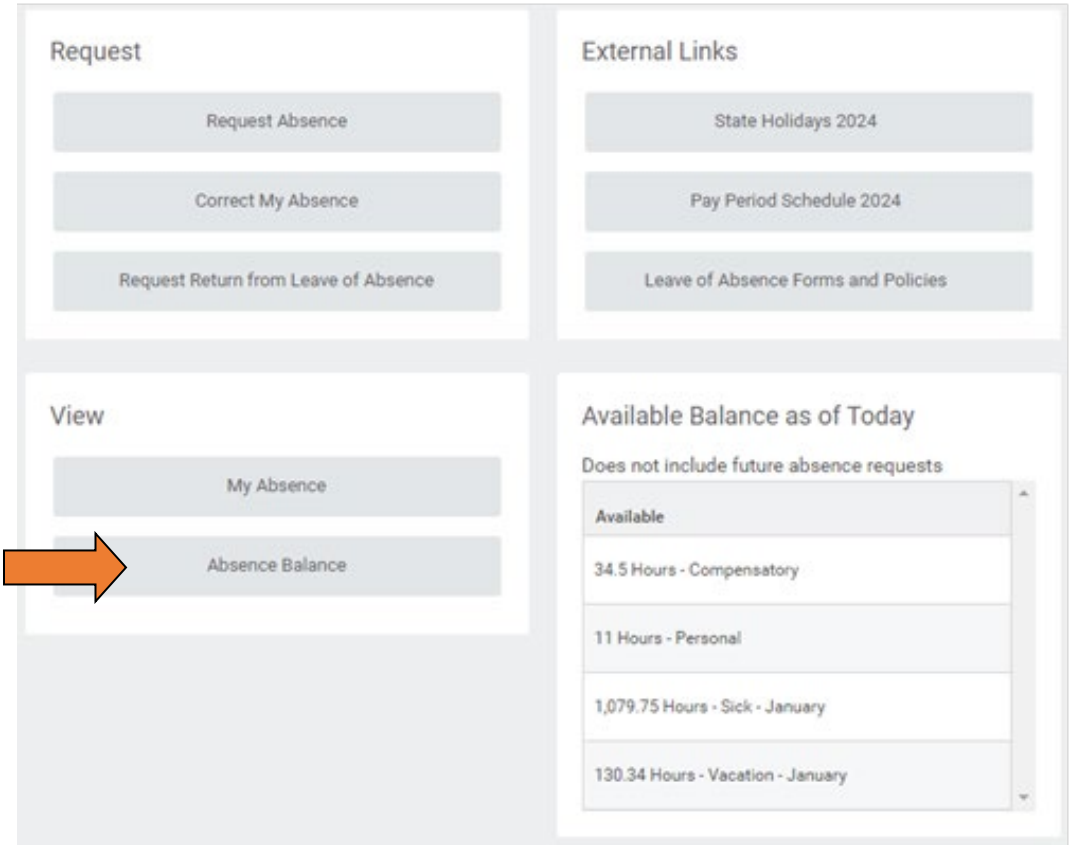
MANAGEMENT & CONFIDENTIAL SECRETARIES

“Sick – July” Plan

Refers to the employee’s 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.



Detailed view of Time Off Plans & Balances

For a more detailed record of your time off plans and balances as of today’s date, under the “View” heading, select “Absence Balance”.

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

Time Off Balance

Keanu Cougar

Balance As Of Date 09/04/2024

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 4 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date
Compensatory	Hours	0	0	0	0	0	0	0	0
Sick - July	Hours	25.975802	105	1	129.975802	0	0	0	129.975802
Vacation - July	Hours	54.766123	150	2	202.766123	0	0	0	202.766123
								Total:	332.741925

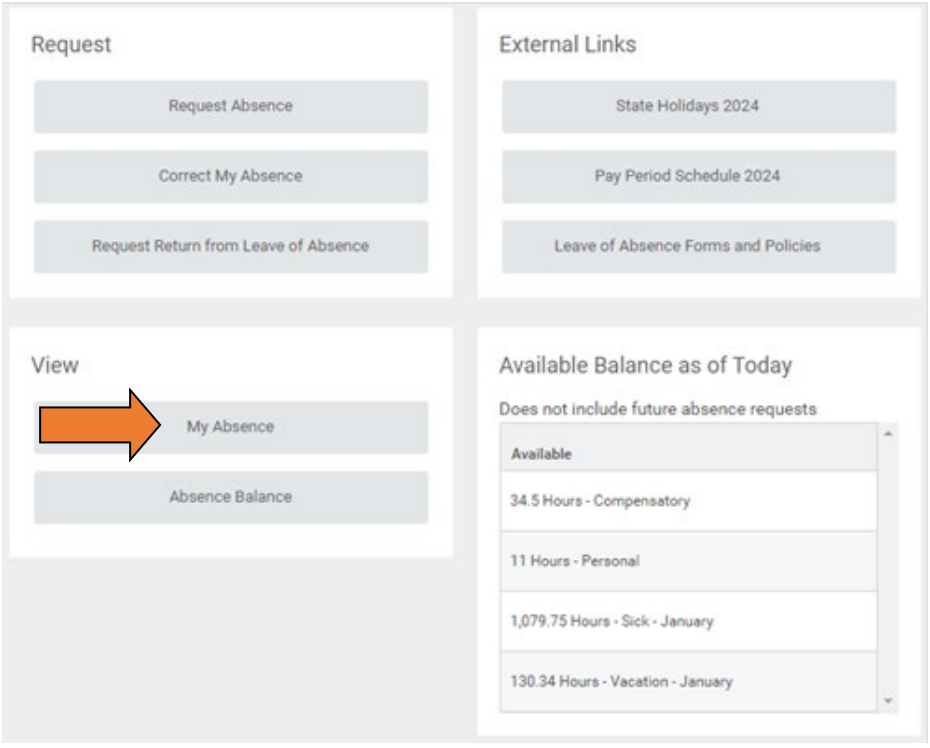
Absence Plan: Paid time off plan available.

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.

Balance As Of Date: Provides time balance as of today's date. **NOTE:** Does not include time requested and approved in the future



Record of Time Used

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

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

My Absence Keanu Cougar

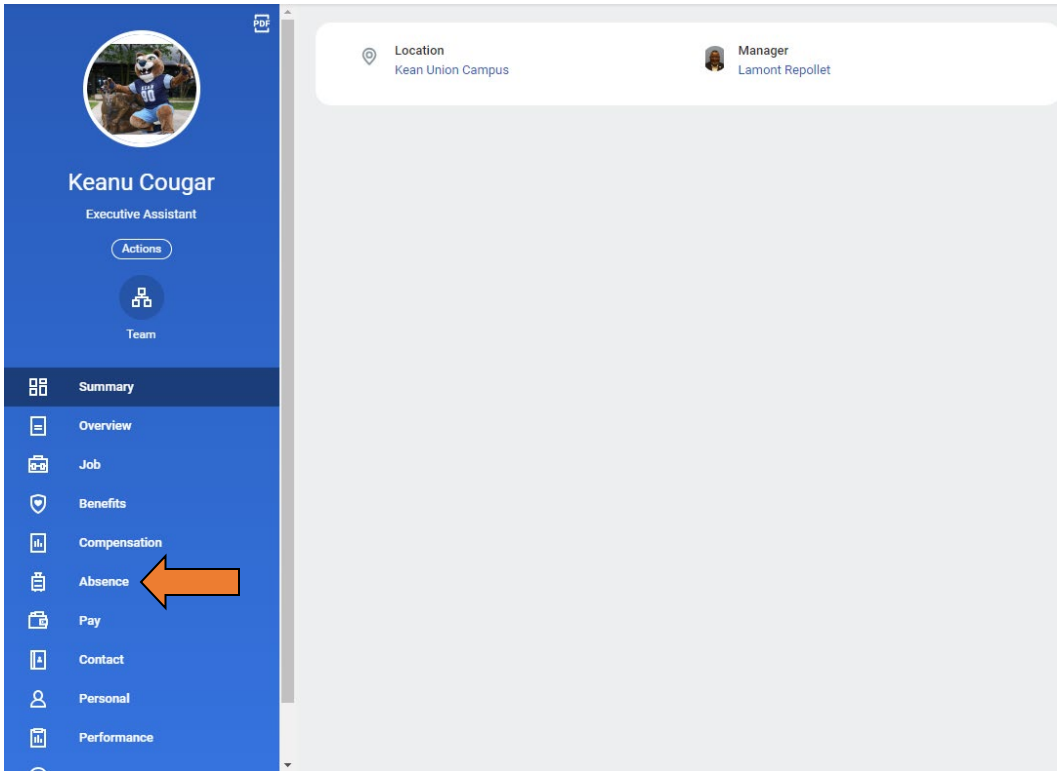
Organization Kean >> Student Life

Manager(s)

Absence Requests | Absence Balances as of Current Date

Absence Requests 13 items

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Comment	Status
08/08/2024	Thursday	Vacation - July	03:30:00 PM	05:30:00 PM	2	Hours		Approved
07/23/2024	Tuesday	Sick - July			1	Hours		Approved
06/20/2024	Thursday	Sick - July	08:30:00 AM	10:00:00 AM	1.5	Hours		Approved
06/17/2024	Monday	Sick - July			7	Hours		Approved
05/23/2024	Thursday	Vacation - July	04:00:00 PM	05:30:00 PM	1.5	Hours		Approved



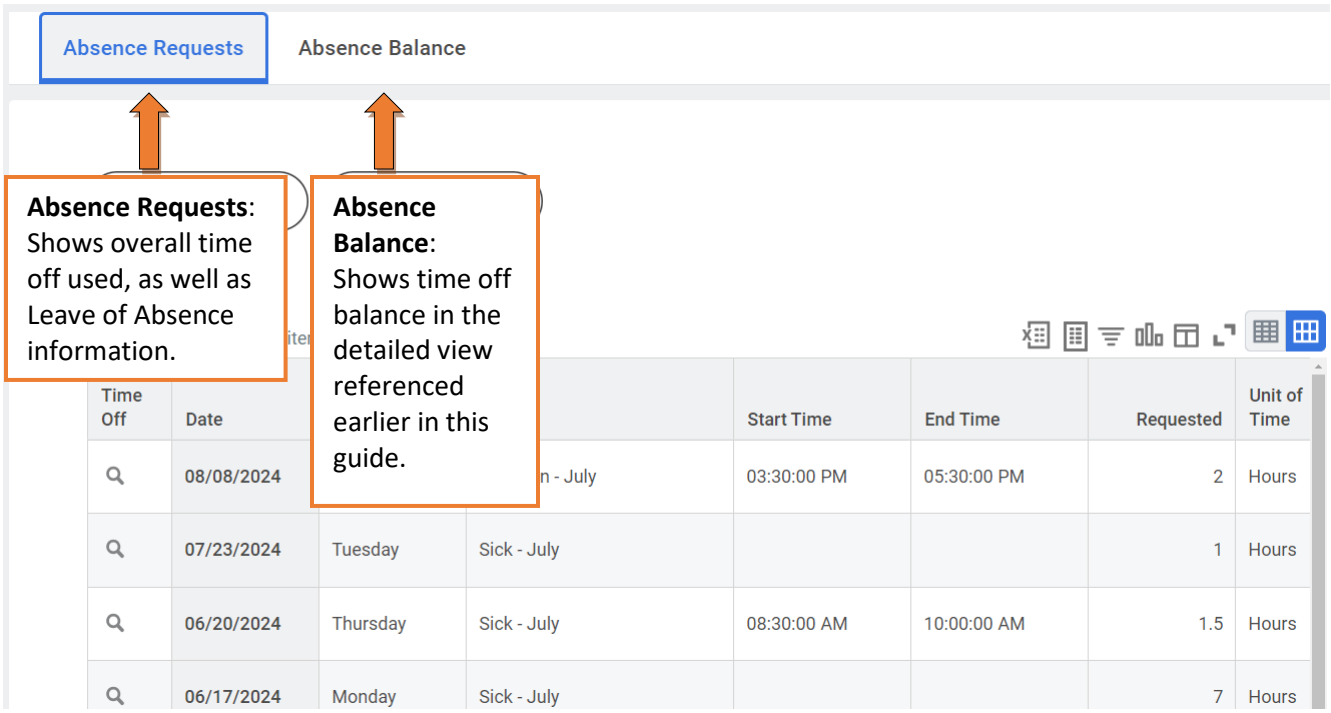
Navigating to Time Off from the Employee Profile

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

From the Employee Profile, Click on the Absence tab on the left.

Navigating to Time Off from the Employee Profile - Continued

This tab allows the user to access their “Absence Requests” as well as “Absence Balance” as shown below.



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

https://www.kean.edu/offices/human-resources/keanworkday

If you have additional questions related to the Workday time and attendance processes, please contact the following:

Time & Attendance Team:

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