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Kean|Workday

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Kean|Workday

Abstract

Kean University's Office of Human Resources is excited to announce its transition to Workday, a new Payroll and HR System. Say hello to ease with our new self-service system, where you will can now view and manage all of your employment information from one place anytime, anywhere.

Workday is now LIVE! [Click here](#) to access the system.

Have questions about Workday? Please send an email to us at workday@kean.edu.

Important Announcements

- NEW: 10/7/2021 - Announcement re. Columbus & Veteran's Day Holidays
 - NEW: [Compensatory Time form for worked holidays](#)
- [12/21 Workday is Now Live Announcement](#)
- [12/17 Announcement - Time & Attendance Changes](#)
- [12/16 Announcement - Changes to Pay Schedule](#)

Training Materials & Helpful Resources

(section to be updated on an ongoing basis)

- [Who to Contact - HR & Payroll](#)
- [2021 Pay Schedule for All Employees](#)
- [Workday Glossary of Terms](#)
- [My Guide - Accessing Workday Mobile App](#)
- [My Guide - General Navigation & User Basics](#)
- [My Guide - Employee Self-Service](#) (Provides instructions on updating personal & banking Information. Please note that all address changes must also be made in [Benefitsolver](#) for State Health Benefits purposes.)
- [My Guide - Preferred Name Changes](#)
- [My Guide - Viewing Your Payslip](#)
- [Workday Basics Video: Part 1 & Part 2](#)
- NEW: [My Guide - Data Entry for COVID-19 Vaccination \(self-report\)](#)

Time & Attendance Information

For Employees

- [My Guide - Time Off Plans & Balances](#)
- [My Guide - Requesting Time Off](#)
 - [Click here](#) for an instructional video on requesting time Off for FT employees.
- [My Guide - Correcting Time Off Requests](#)
 - [Click here](#) for an instructional video on how to correct a time off request.

-
- [My Guide - Clocking In & Out](#) ****Please note that clocking in/out is required ONLY for employees who previously clocked in/out in Kronos****
 - [Click here](#) for a video with step by step instructions for clocking in & out.
 - [My Guide - Submitting Your Time Worked](#) (for PT, hourly & non-exempt employees)
 - [Click here](#) for a video with step by step instructions on submitting time worked.
 - [My Guide - Submitting Overtime](#)
 - [Click here](#) for a video on how to clock in/out and submit overtime hours worked.
 - Troubleshooting:
 - [Common Errors - Adjusting AutoFill Schedule for Paid Time Off](#)

For Supervisors & Timekeepers

- [My Guide - Approving Time Off Requests](#)
 - [Click here](#) for a video on approving requests for time off.
- [My Guide - Reviewing Time Worked for Hourly Employees](#)
- [My Guide - Approving Time Cards for Hourly & Non-Exempt Employees](#)
- [My Guide - Entering Time for Hourly Employees](#)
 - [Click here](#) for a video with instructions on entering time for hourly workers.
- Troubleshooting:
 - [Common Errors - Correcting Unmatched Punches](#)
 - [Common Errors - Unsubmitted Timesheets](#)

Recruiting Information

For External Applicants:

- [My Guide - Applying to a Job as an External Candidate](#)

For Hiring Managers & Search Committee Members

- [My Guide - Interview & Offer for Hiring Managers](#)
- [My Guide - Search Committee Participant Guide](#)

Managerial Evaluation Information

Guide for Employees Being Evaluated

- [My Guide - Managerial Evaluation Guide for Employees](#)

For Managerial Supervisors & Next Level Management:

- [My Guide - Managerial Evaluation Guide for Supervisors & Next-Level Managers](#)

Keywords

Kean, Workday



Weather Alert

Due to the impending storm and the State of Emergency recently declared by Gov. Murphy, all classes on the main campus and Kean Skylands are canceled beginning at 7 p.m. tonight. All classes also will be canceled tomorrow, Tuesday, October 26, and nonessential personnel should not report to campus. Kean Ocean students should visit the Ocean County College website [for information regarding any class cancellations.](#)

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