



Employee Self Service

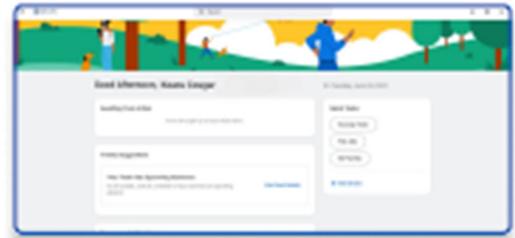


This Kean Workday MyGuide is intended for the following users:

All Kean University Employees

What is Employee Self Service?

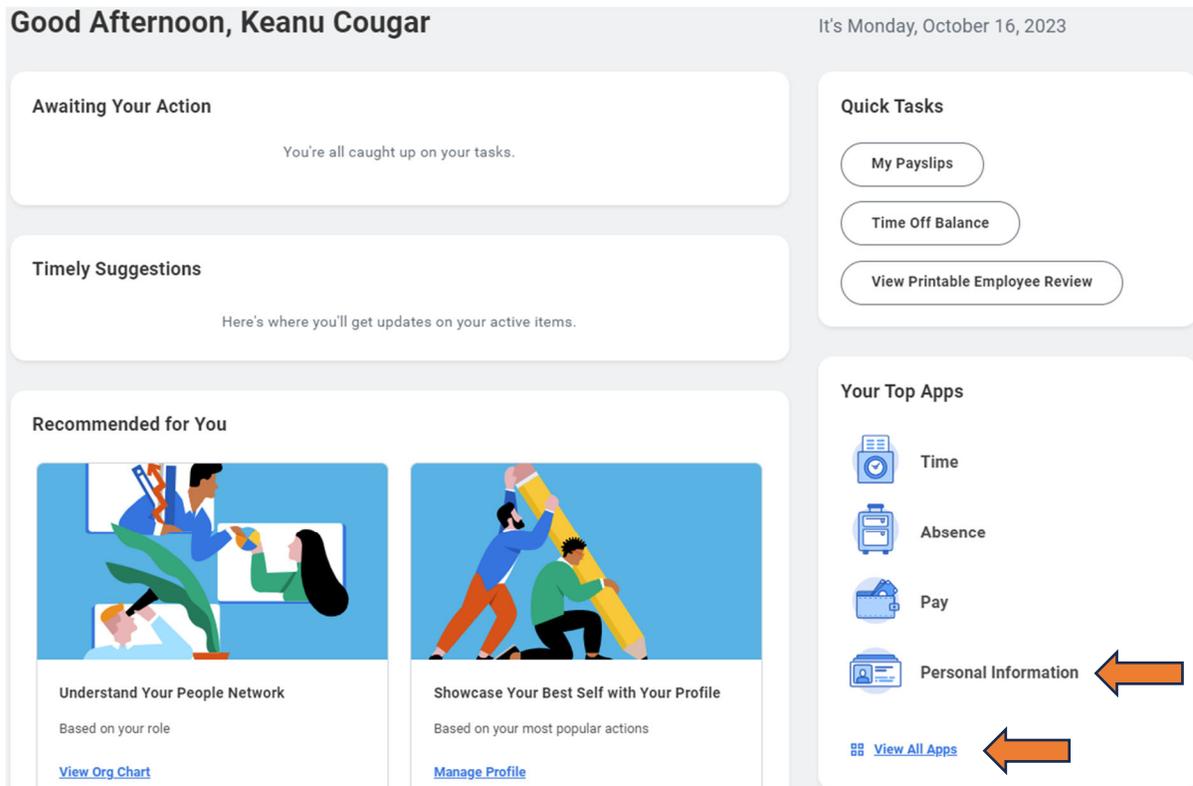
Employee Self Service (ESS) allows employees to review and edit information within their own record in the system. Kean's Workday functionality will permit employees to manage their personal information (i.e. home address & phone number).



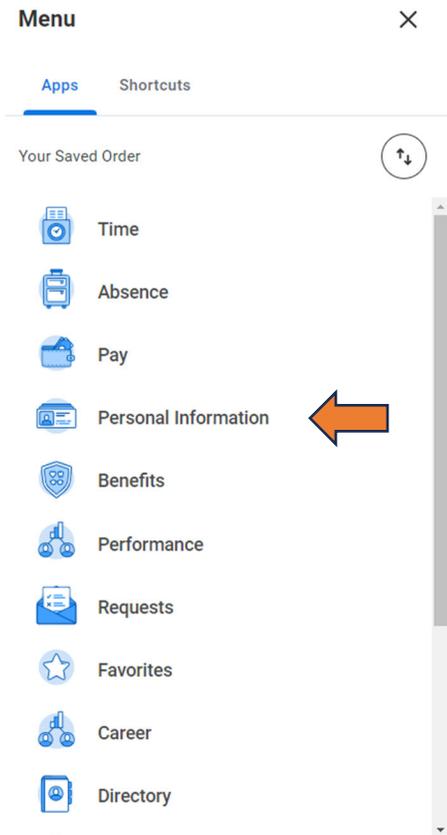
Please note that supervisors, colleagues, and direct reports will not have access to your personal information. This confidential information will be managed by the user and maintained by the Office of Human Resources/Payroll.

Reviewing & Verifying Personal Information

From the home page, navigate to the Personal Information Worklet. The Worklet will open a new dashboard from which you can access your specific information. If you do not see this Worklet, click View All Apps.



Viewing and Updating Personal Information



Step 1

Click on “View all Apps”, then “Personal Information Worklet”. The below Dashboard will open.

****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 “Personal Information”.**



Personal Information

Change

View

Contact Information

Personal Information

Emergency Contacts

Photo

Preferred Name

Social Networks

About Me

Addresses

Email Addresses

Address Changes

Name

Phone Numbers

Worker Documents

Less (2)

Step 2

Click on the sections listed on the “View” header. Here you can review each section, starting with Addresses, to verify that all information is accurate.

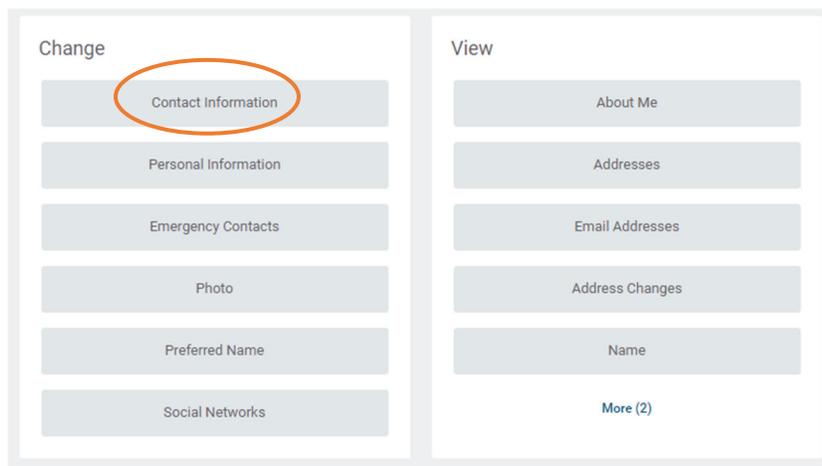
Step 3

To change any information, use the “Edit” button that is available in each section (see example below). Please note that some changes to personal information may require review and approval by HR.

****Personal phone numbers indicated as *primary* will be shared with OCIS for use by Rave Mobile Safety, the University's emergency alert platform. Please ensure your primary personal phone number is an SMS (text) enabled number to ensure you are properly enrolled to receive emergency communications.**

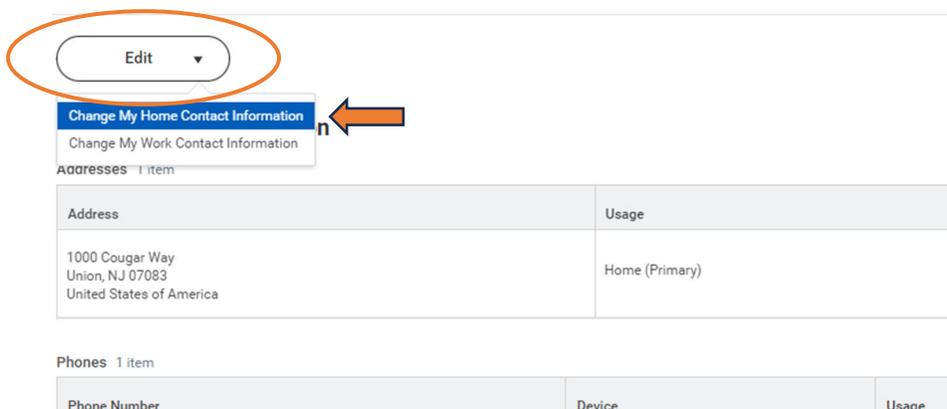
****Note: To change your Legal Name, please email Workday@kean.edu for additional information.**

Example: Updating your Address



Click on the “Contact Information” button, under the “Change” header.

My Contact Information Keanu Cougar ⋮



Click the “Edit” button, then choose Change my Home Contact Information

Change Home Contact Information

Address

Primary ✕ ✎

Yes added

Address
1000 Cougar Way, Union, NJ 07083

Usage
(empty)

Visibility
Private



Navigate to Address and click on the pencil icon on the right.

Change Home Contact Information

Address

Primary ✕ ✎

Yes added

Address
 1000 Morris Avenue, Union, NJ 07083 was 1000 Cougar Way, Union, NJ 07083

Usage
(empty)

Visibility
Private

Enter the new address and click outside of the Address box. The change will be reflected and the prior address will also be displayed.

Submit

Save for Later

Cancel

Click Submit and you are done!



Please feel free to email Workday@kean.edu if you have any questions.