KEAN | workday

My Guide

Common Errors
Schedule Adjustments for PTO

KW

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

Non-Exempt Autofill by Schedule

Non-Exempt – Autofill by Schedule Employees

1. Page Error
   - On (Date) both time off and time worked exists for a day and exceed the scheduled hours for the day. In order to submit your time for this week, please have your manager remove the time worked on days that also have time off.

When submitting your timesheet at the end of the pay period, if this error message displays, follow the steps below.

Tue 1/26
Hours: 14

Vacation - January
7 Hours
✓ Approved

(PTO OT Eligible)
7
🕐 Not Submitted

Worked Time
8:00am - 11:30am (Meal)
3.5 Hours
🕐 Not Submitted

Worked Time
12:30pm - 4:00pm
3.5 Hours
🕐 Not Submitted

If you requested PTO and your schedule is already filled for the day, you must delete or adjust the worked time block for that day.

Time Adjustment Instructions
 • Full Day Request - pg 3
 • Partial Day Request - pg 4

Full Day Request

Worked Time
8:00am - 11:30am (Meal)
3.5 Hours
🕐 Not Submitted
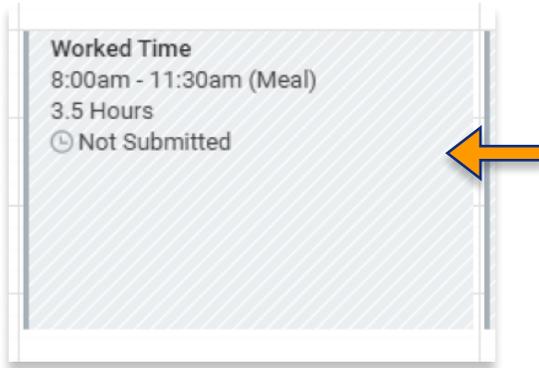
Step 1

Click on the Worked Time block that you need to delete.

Enter Time
01/26/2021

Status   Not Submitted
Time Type *   Search   ☰
              ✕ Worked Time   ⋯
In   *   08:00:00 AM
Out   *   11:30:00 AM
Out Reason * Meal   ▼
Hours   3.5

Details

Comment

View Details
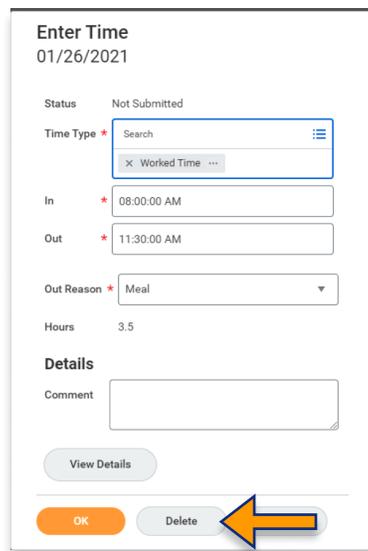
OK   Delete

Step 2

Find the delete button at the bottom of the pop up screen.

Click on Delete

Delete Time Block

If you delete this time block, you may need to resubmit your time for approval.

Status   Not Submitted

OK   Cancel
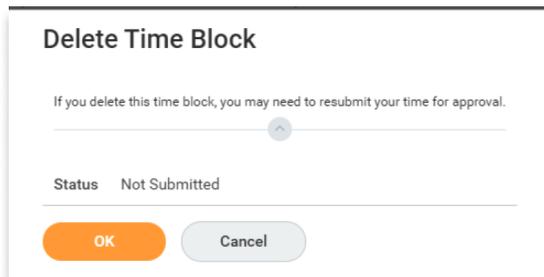
Step 3

A confirmation window will pop up onto your screen.

Click ok.

Partial Day Request

Worked Time
8:00am - 11:30am (Meal)
3.5 Hours
🕐 Not Submitted
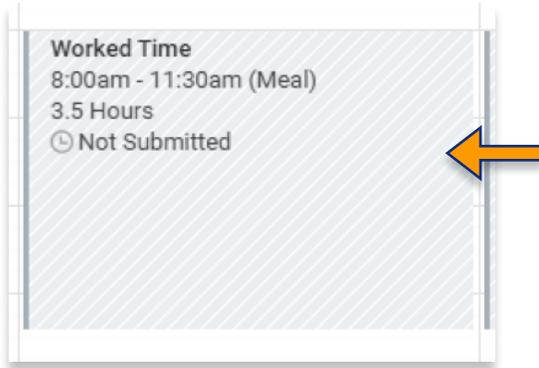
Step **1**

Click on the Worked Time block that you need to adjust. If you started late, adjust the morning block, if you left early, adjust the afternoon block.

Enter Time
01/26/2021

Status	Not Submitted
Time Type *	Search
	✕ Worked Time ⋯
In *	08:00:00 AM
Out *	11:30:00 AM
Out Reason *	Meal ▼
Hours	3.5

Details

Comment

View Details

OK   Cancel

Step **2**

Adjust the in or out time as needed. If you started late, adjust the in time, if you left early, adjust the out time.

Step **3**

When all fields are entered please make sure to review for accuracy.

Click ok when complete.