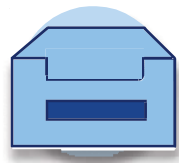


**KEAN** | **workday**  
**My Guide**

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**Faculty & Staff Meal Plan Enrollment Guide**

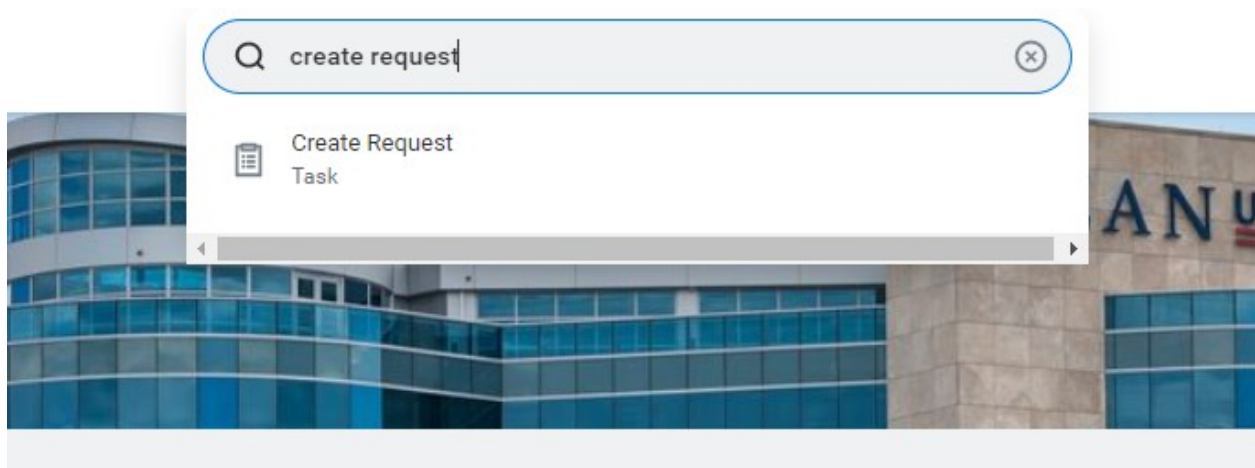


## Faculty/Staff Meal Plan Enrollment

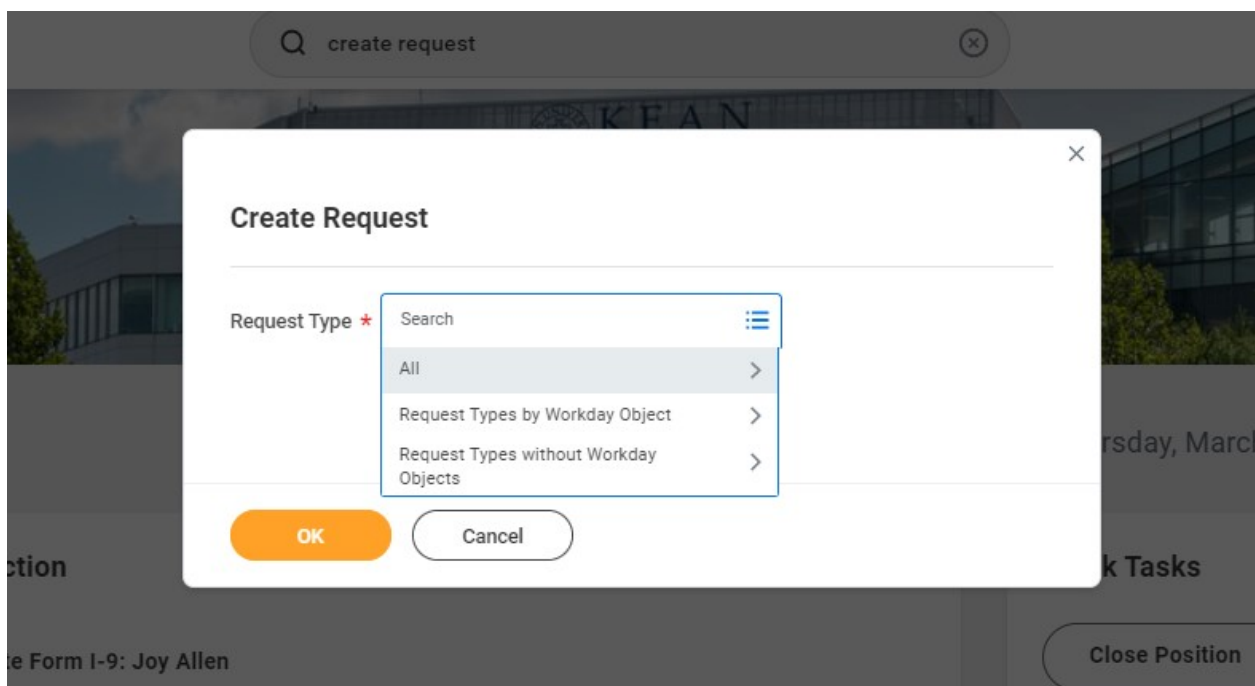
Please use this process to request enrollment in a Faculty/Staff Meal Plan.

Employees will receive an email confirmation once the meal plan has been assigned.

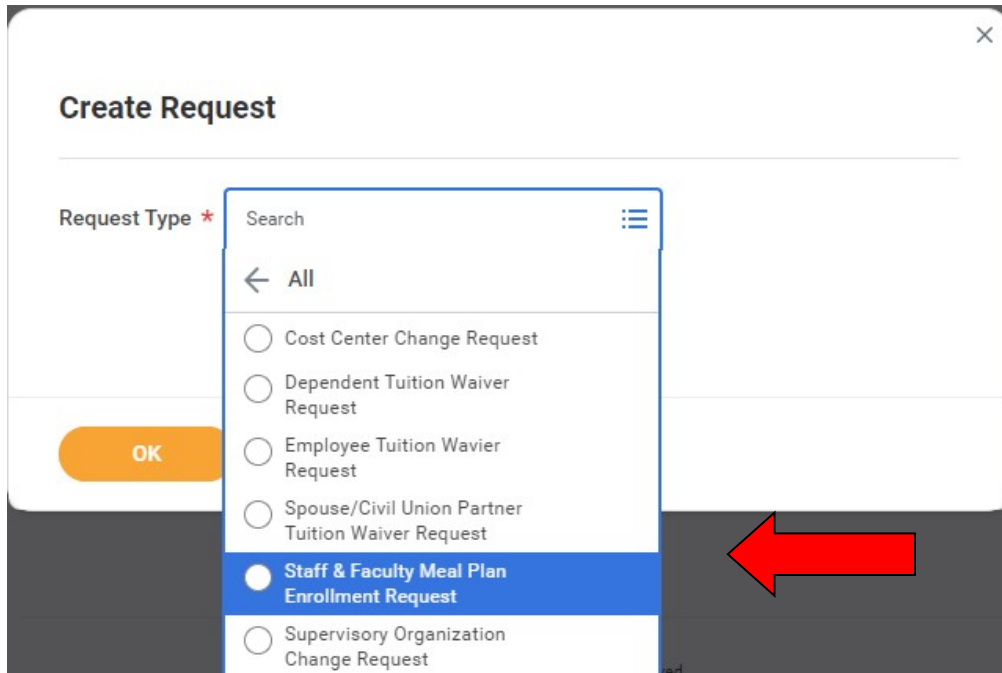
**Step 1: Type “Create Request” in Search Bar and select the “Create Request” Task**



**Step 2: At the next prompt you will select “All”:**



**Step 3: Select “Staff & Faculty Meal Plan Enrollment Request”**



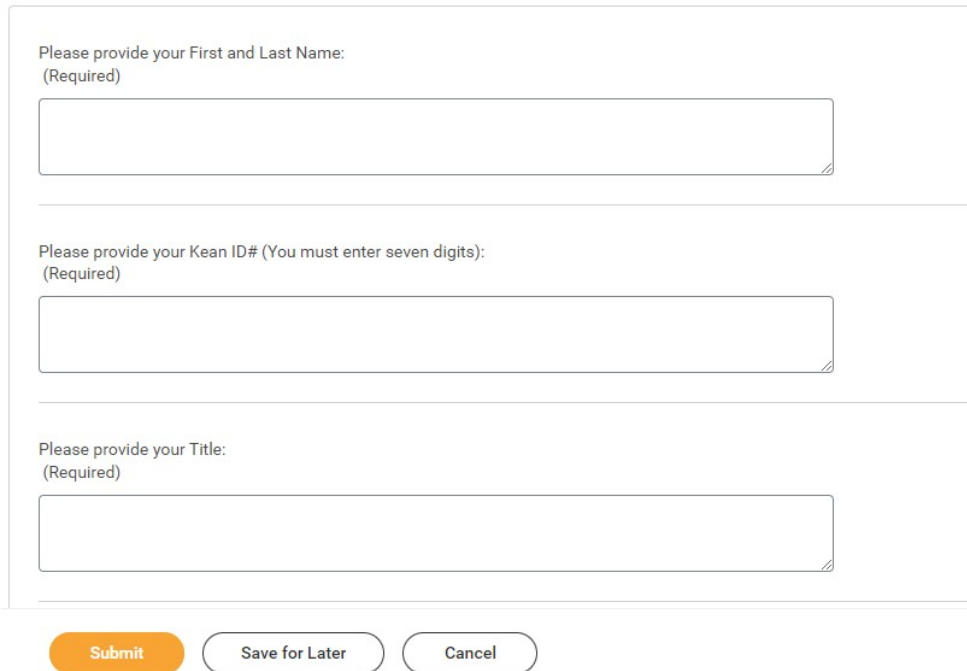
The screenshot shows a mobile application interface for creating a request. At the top, it says "Create Request". Below that is a "Request Type" dropdown menu. The dropdown is open, showing a list of request types with radio buttons next to them. The "Staff & Faculty Meal Plan Enrollment Request" option is selected and highlighted in blue. A red arrow points to this option. Other options include "Cost Center Change Request", "Dependent Tuition Waiver Request", "Employee Tuition Wavier Request", "Spouse/Civil Union Partner Tuition Waiver Request", and "Supervisory Organization Change Request". There is an "OK" button on the left side of the dropdown menu.

**Step 4: Enter the requested information on the form and click **Submit**.**

**Staff & Faculty Meal Plan Enrollment Request**

Kean University faculty and staff now have access to two meal plan options, providing low-cost meals as well as “Flex Dollars,” to use at a variety of eateries on and off campus using their Kean ID cards.

The new faculty/staff meal plans are offered as an added benefit to the University community. Employees can enroll using this process and pay through payroll deduction in four pay period installments.



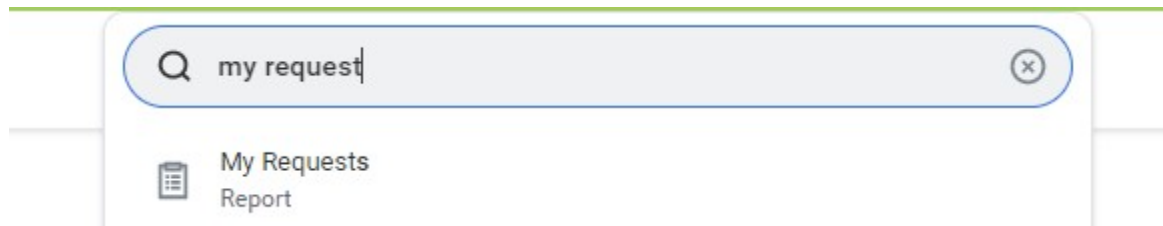
The screenshot shows a form for the "Staff & Faculty Meal Plan Enrollment Request". It contains three required text input fields:

- "Please provide your First and Last Name: (Required)"
- "Please provide your Kean ID# (You must enter seven digits): (Required)"
- "Please provide your Title: (Required)"

At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later" (white with grey border), and "Cancel" (white with grey border).

Once submitted, the Request will be routed to the Office of Student Account and the Payroll Office for Review and Approval. Once approved, your meal plan will be added to your ID card, and the deductions for the selected plan will be initiated. You will receive a system-generated notification confirming the completion of your request.

At any point in the process, you can access the My Requests task to review the status of your request.



For Meal Plan related questions you may reach out to our Office of Student Accounting via email at [stuactg@kean.edu](mailto:stuactg@kean.edu)

For Payroll Deductions related questions you may reach out to our Payroll Office via email at [payroll@kean.edu](mailto:payroll@kean.edu)

Please feel free to email [Workday@kean.edu](mailto:Workday@kean.edu) if you have any questions throughout the process.