

Employee Self Service



<u>This Kean Workday MyGuide is intended for the</u> <u>following users:</u>

All Kean University Employees

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu

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).

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Please note that supervisors, colleagues, and direct reports will not have acess 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.

Good Afternoon, Keanu Coug	Jar	It's Monday, October 16, 2023	
Awaiting Your Action You're all caught Timely Suggestions	up on your tasks.	Quick Tasks My Payslips Time Off Balance View Printable Employee Review	
Here's where you'll get upo	lates on your active items.	Your Top Apps	
Recommended for You		Time Absence Pay Personal Information	
Understand Your People Network Based on your role	Showcase Your Best Self with Your Profile Based on your most popular actions		
View Org Chart	Manage Profile	88 <u>View All Apps</u>	

Viewing and Updating Personal Information

Menu	Shortcuts		
ធ	Home		
2	Recruiting	~	
9%×	Strategy	~	
品	Team	~	
8	Personal	^	
	Absence		
	Pay		4
	Personal Information		
	Performance		
	Benefits and Pay		
	Reports		
	Time Off		
	Favorites		
畾	Organization	~	
	Saved		
62	External Links	~	

Step 1

Click on "View all Apps", click the arrow next to "Personal", then click "Personal Information".

The Dashboard located below will open.

**Note that not all homepages are the same therefore your icon may not be in any particular order. The tab you are looking for says "Personal Information".

Change	View
Contact Information	About Me
Personal Information	Addresses
Emergency Contacts	Email Addresses
Photo	Address Changes
Preferred Name	Name
Social Networks	Phone Numbers
	Worker Documents
	Less (2)

Step 2

Click on the sections listed under the "View" header. Here you can review each section, starting with Addresses, to verify that all information is accurate. To change any information, use the "Edit" buttton 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 <u>primary</u> 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 <u>Workday@kean.edu</u> for additional information.

Change View **Click on the "Contact** Contact Information About Me Information" button, under Personal Information Addresses the "Change" header. Emergency Contacts Email Addresses Photo Address Changes Preferred Name Name More (2) Social Networks

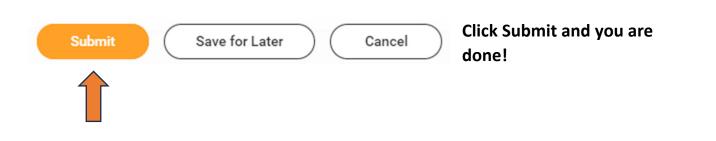
Example: Updating your Address

My Contact Information Keanu Cougar

Edit Change My Home Contact Information Change My Work Contact Information Addresses Fittem			Click the "Edit" button, then choose Change my Home Contact
Address	Usage		Information
1000 Cougar Way Union, NJ 07083 United States of America	Home (Primary)		
Phones 1 item			
Phone Number De	evice	Usage	

Change Home Contact Information		
Address		
Primary • Yes added	×	
Address		
1000 Cougar Way, Union, NJ 07083		Navigate to Address and
Usage		click on the pencil icon on
(empty)		the right.
Visibility		Ū.
Private		
Add		

Change Home Contact Information			
Address			
Primary • Yes added Address • 1000 Morris Avenue, Union, NJ 07083 was 1000 Cougar Way, Union, NJ 07083 Usage	X	Enter the new address and click outside of the Address box. The change will be reflected	
(empty) Visibility Private Add		and the prior address will also be displayed.	



Please feel free to email <u>Workday@kean.edu</u> if you have any questions.