



## Employee Self Service



**This Kean Workday MyGuide is intended for the following users:**

All Kean University Employees

# What is Employee Self Service?

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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).

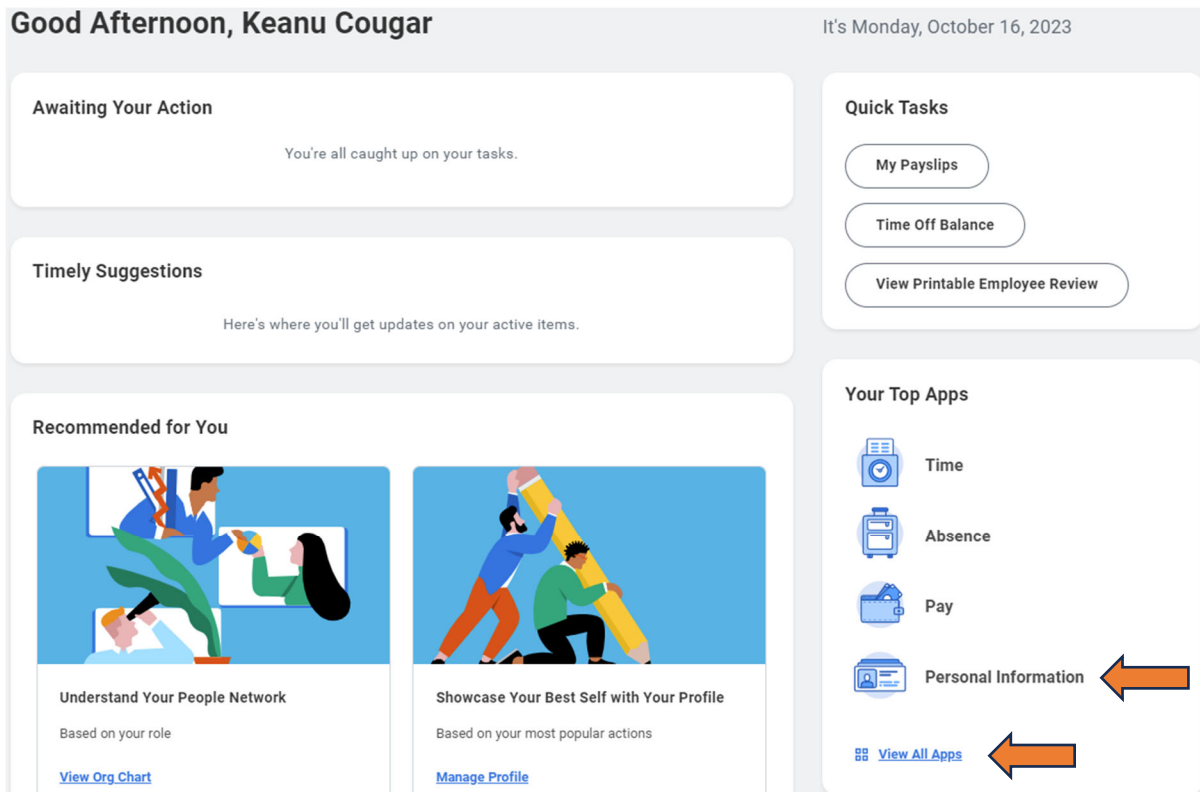


Please note that supervisors, colleagues, and direct reports will not have access to your personal information. This confidential information will be managed by the user and maintained by the Office of Human Resources/Payroll.

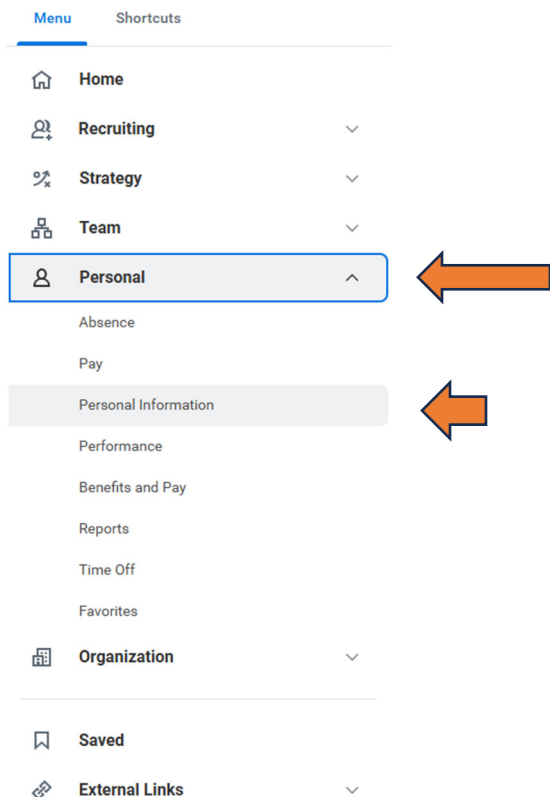
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## Reviewing & Verifying Personal Information

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

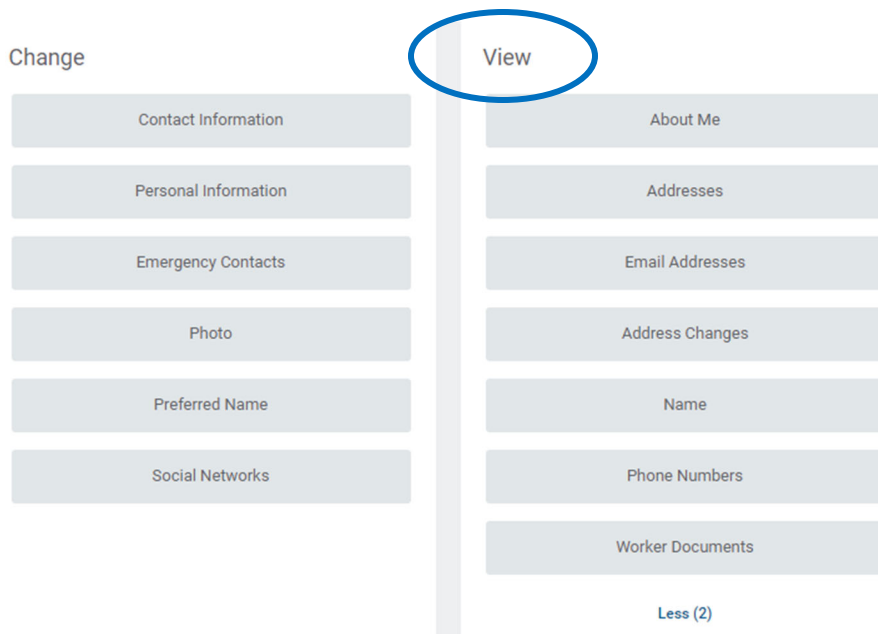


### Step 1

Click on “View all Apps”, 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”.**



### 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.

### Step 3

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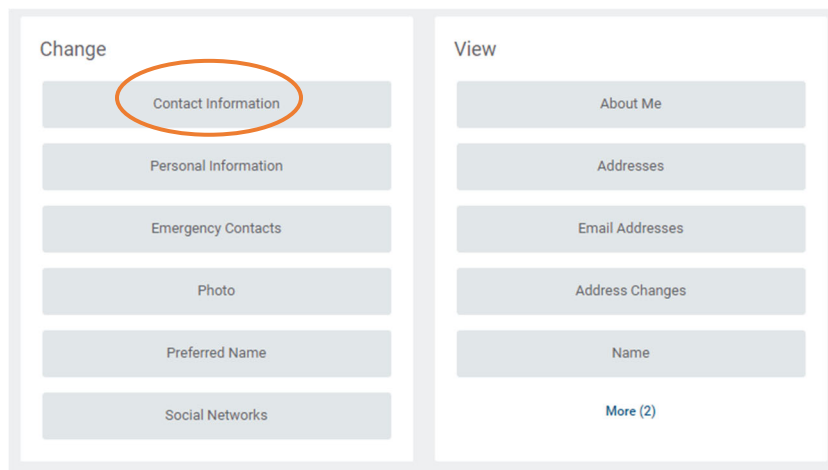
To change any information, use the “Edit” button that is available in each section (see example below). Please note that some changes to personal information may require review and approval by HR.

**\*\*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](mailto:Workday@kean.edu) for additional information.**

### Example: Updating your Address

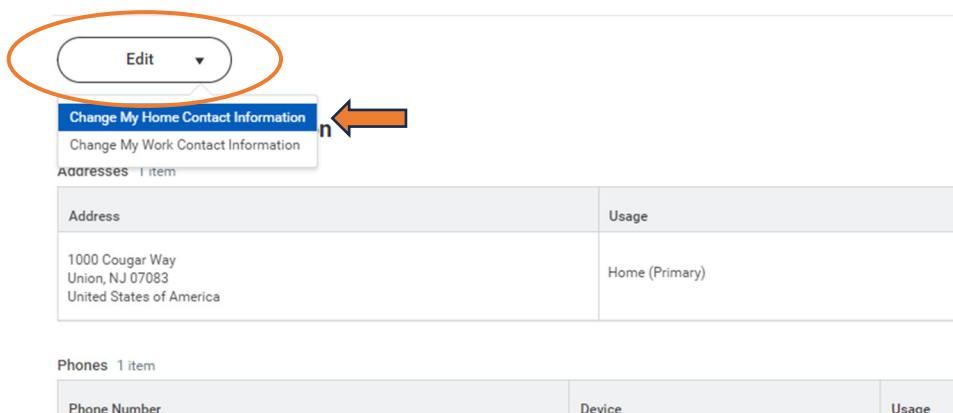
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Click on the “Contact Information” button, under the “Change” header.

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### 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](mailto:Workday@kean.edu) if you have any questions.