

# KEAN | workday

My Guide

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## Submitting Your Over Time



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

Non-Exempt Employees

\*\* NOTE, This is only if you receive approval from your supervisor to work past your regular work shift or on your day off.

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My Guide

## Submitting Your Over Time

**Steps: 3 total**

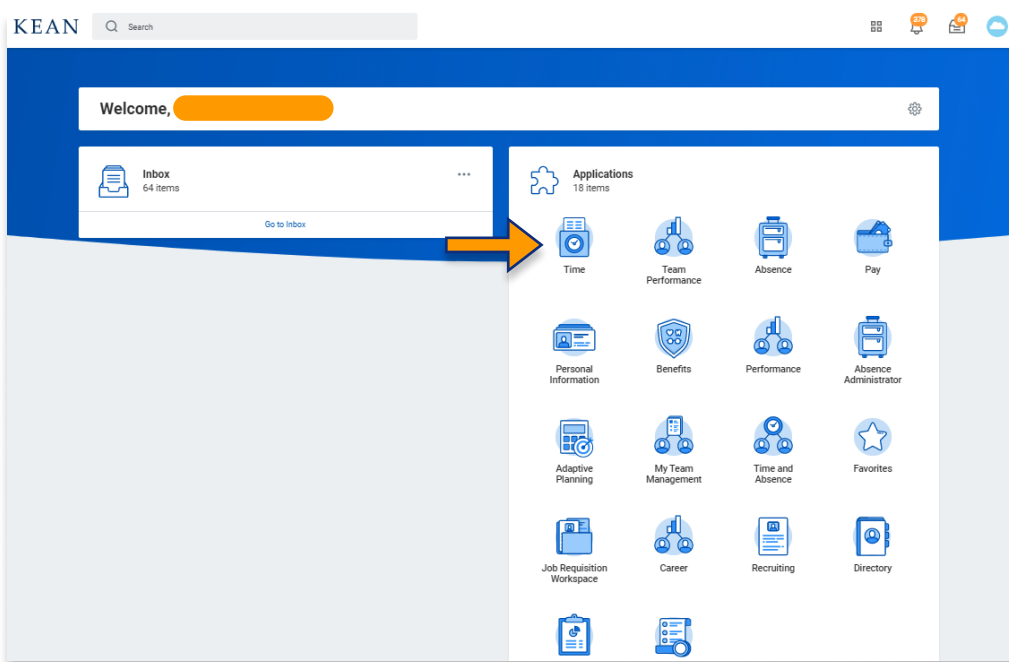
Step 1: From your Home page, click on the "Time" worklet

Step 2: Clock in at the beginning of the OT shift and Out at the end of the OT Shift.

Step 3: Return to home page and click on Time Worklet

Step4: Click on "this week" (pick the week you just worked)

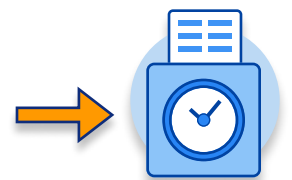
Step 5: Click Submit button



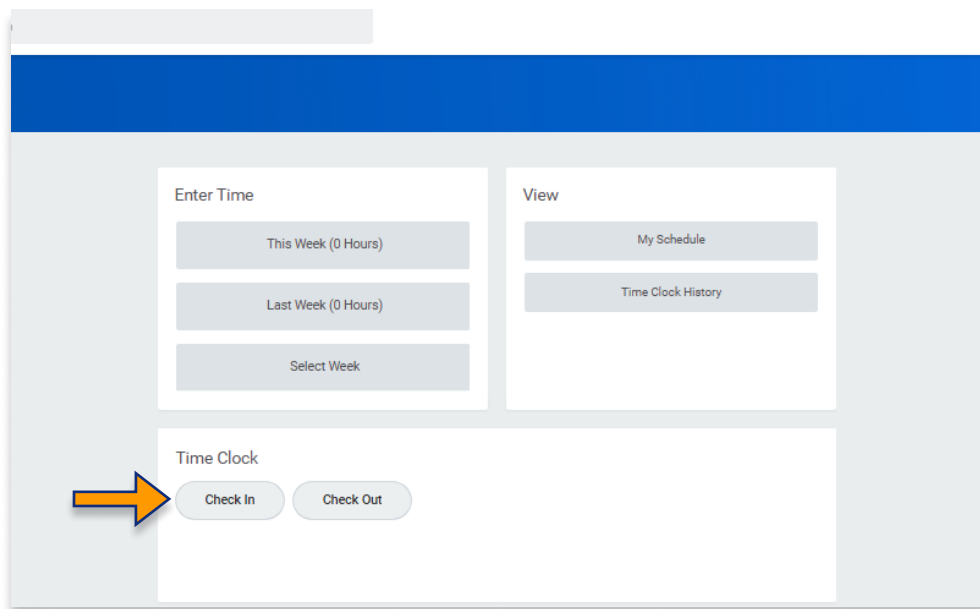
Step **1**

From your Home page, click on the "Time" worklet" icon

\*\*Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Time".

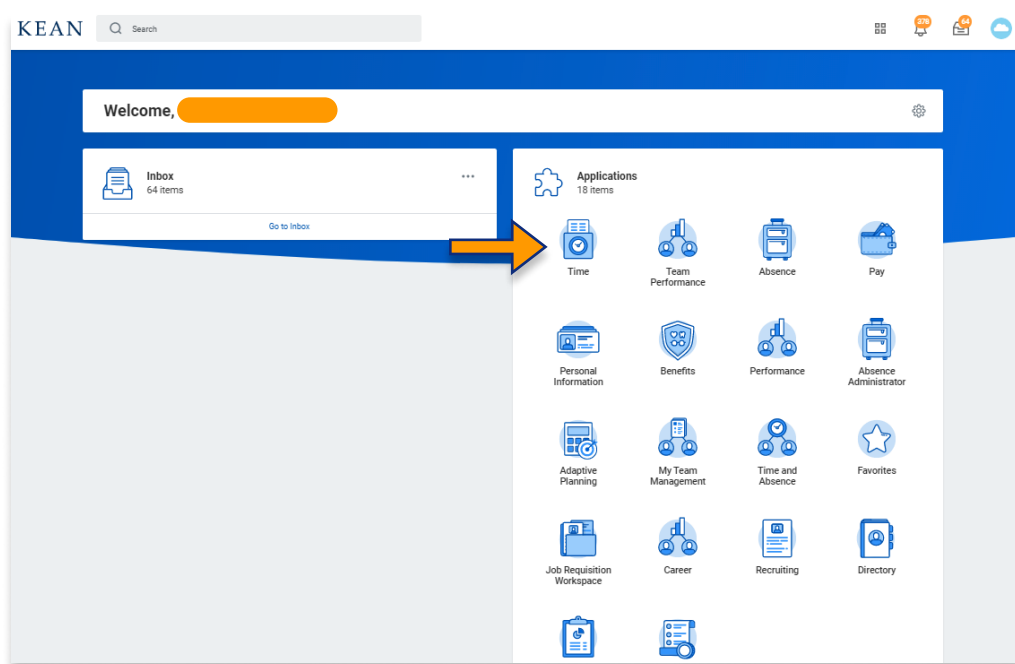


## Step 2

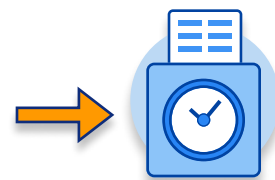


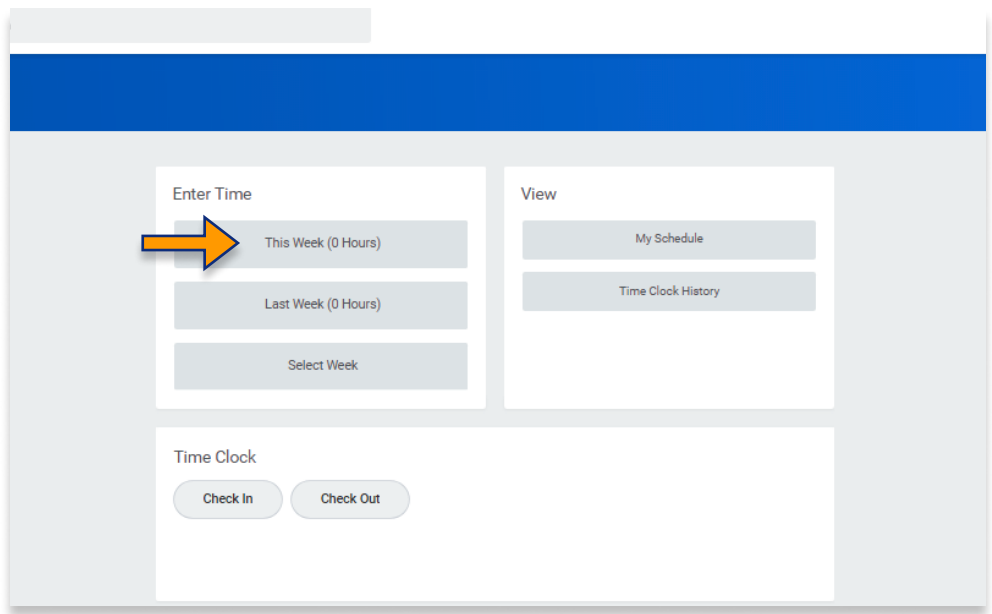
From the time clock section, Clock in at the beginning of the OT shift and Out at the end of the OT Shift.

## Step 3



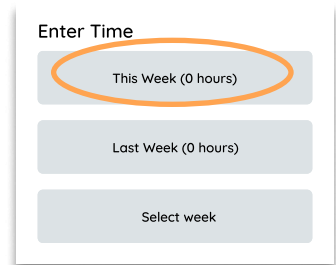
At the end of the week, go to the home page and click on the time worklet





Step 4

Click on "this week" (pick the week you just worked)



Step 5

Click Submit button  
Gray dates indicate "Not Submitted"  
Make sure to review the hours worked prior to submitting

	Sat 10/31 Hours: 0	Sun 11/1 Hours: 0	Mon 11/2 Hours: 5	Tue 11/3 Hours: 4	Wed 11/4 Hours: 4	Thu 11/5 Hours: 2	Fri 11/6 Hours: 5
7 AM							
8 AM			Worked Time 8:00am - 1:00pm 5 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 10:00am 2 Hours ⊙ Not Submitted	Worked Time 8:00am - 1:00pm 5 Hours ⊙ Not Submitted
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							

\*\*\*If you have any further questions related to the clocking in or clocking out process related to Workday please contact the following:

**Time and Attendance Supervisor :**

Linnette Guardamino - (908) 737-3268 - lguardam@kean.edu

**Program Assistant :**

Megan Robinson - (908) 737-3315 - merobins@kean.edu

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\*\*\*If you have any questions related to **Leave of Absence** please see the "Leave of Absence" guide or contact the following:

**Managing Administrative Assistant:**

Lorice Thompson-Greer - (908) 737-3309 - lgreer@kean.edu

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