



## Important Information Regarding the University's Transition to Workday (Announcement sent via email December 17, 2020)

This is to inform you of upcoming changes to the University's timekeeping process & procedures as we approach the transition to our new Human Resources & Payroll system, Workday. Workday will be replacing the University's current timekeeping system, Kronos. With Workday, employees will be able to clock in and out as required, have access to view their time balances in real time, and submit requests for time off. Supervisors and Timekeepers will have access to their direct reports' time records and will be able to view and approve time within the Workday system.

**Workday will be live as of Monday, December 21, 2020. At that time, all employees will gain access to the system through a single-sign-on link that will use their Kean email credentials. However, we want to make you aware of some important changes that will take place as we complete the transition from Kronos to Workday:**

- The final pay periods that will be tracked using Kronos are Pay Period 26 (Faculty, Staff & Academic Specialists) and Pay Period 27 (Students). For the specific dates covered by these periods, [click here](#).
- All time for PP26 & PP27 should be entered & approved by **end of day Friday, December 18, 2020**.
- Kronos will no longer be accessible **as of Saturday, December 19, 2020**.
- Employees who clock in/out should record their time worked from **Saturday, December 19 through Monday, December 21 on paper**. [Click here](#) for a paper timesheet to be used for this purpose.
- Employees who clock in/out may begin doing so in Workday **as of Tuesday, December 22, 2020**.

Please note that time balances initially displayed in Workday may not be accurate until the transition from Kronos has been completed. All balances will be updated as final entries & approvals have been processed in Kronos. **Accordingly, it is imperative that all employees adhere to the deadlines set forth above.**

As communicated previously, once we have transitioned to Workday, all employees will follow one standard pay period schedule for the 2021 calendar year. Click [here](#) for a copy of the new pay schedule.

Training materials are available from our [Workday website](#). Time & Attendance materials, including step-by-step job aids and video recordings, may be accessed by employees 24/7 as needed.

Have questions? You may send Workday-specific questions to [workday@kean.edu](mailto:workday@kean.edu). Additionally, a [Who to Contact](#) document has been made available to help employees understand the primary point(s) of contact for each area of the system.