

# KEAN | workday

My Guide

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## Viewing Your Time Off Plans & Balances



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

All Kean University Employees

# KEAN | workday

## My Guide

### Viewing Your Time Off Plans & Balances

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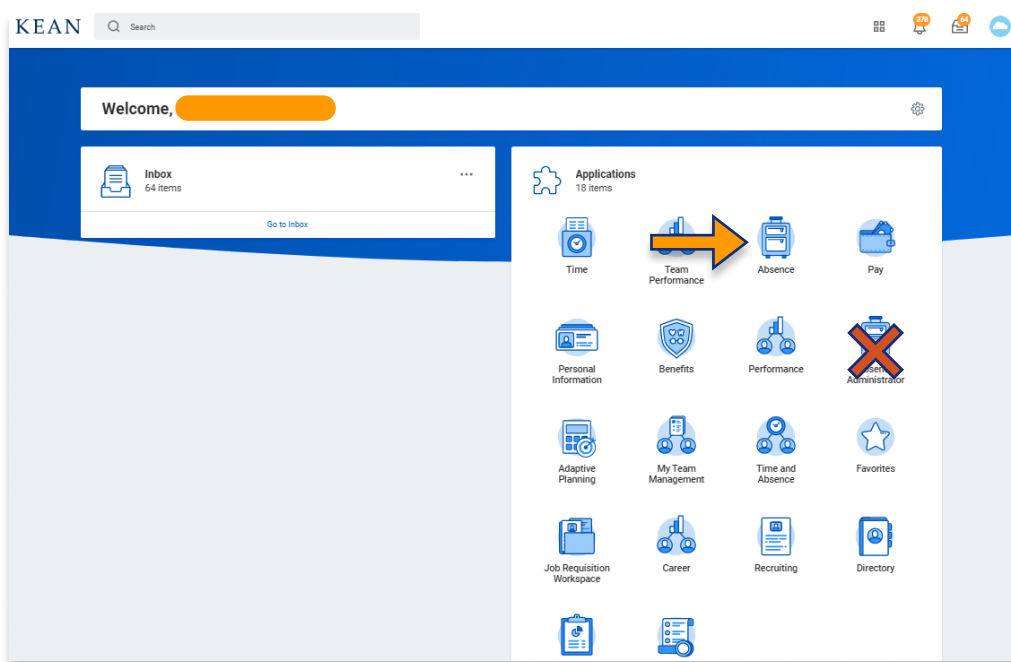
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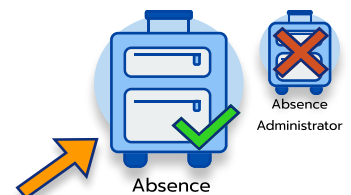
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All employees can access their available time off plans and view current balances, by clicking on the Absence Worklet

\*\*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 "Absence" and NOT "Absence Administrator".



The screenshot shows a dashboard with four main sections:

- Request:** Contains buttons for "Request Absence", "Correct My Absence", and "Request Return from Leave of Absence".
- External Links:** Contains buttons for "Holiday Calendar", "Pay Period Schedule", and "Leave of Absence Forms and Policies".
- View:** Contains buttons for "My Absence" and "Absence Balance". An orange arrow points from the "Absence Balance" button towards the right.
- Available Balance as of Today:** A table showing current balances. A note above the table states "Does not include future absence requests".

Available Balance as of Today	
Does not include future absence requests	
0 Hours - Compensatory	
21 Hours - Personal	
105 Hours - Sick (Earned) - January	
91 Hours - Sick - January	
140.28 Hours - Vacation (Earned) - January	
35.28 Hours - Vacation - January	

## Absence Dashboard

On the bottom right of the Absence Dashboard, a small box will display an overview of the employee's available time balances in real time.

Available time off plans and plan balances will vary for each employee based on their employment type (full or part-time), title and/or union classification.

Following are the general guidelines that provide a breakdown of each time off plan. Please note that there may be exceptions to one or more of the rules below.

### AFT, CWA, IFPTE , NJPBA, NJLESA, NJSOLEA UNIONS

#### "Sick – January" Plan

Refers to the employee's yearly Sick time allotment, which is credited in full to employees within the above Unions annually as of January 1. Please note that the full year's balance assumes continued employment with the University.

#### "Vacation – January" Plan

Refers to the employee's yearly Vacation time allotment, which is credited in full to employees within the above Unions annually as of January 1. Please note that the full year's balance assumes continued employment with the University.

#### "Sick (Earned) – January" Plan

Refers to the sick time an employee has accrued and therefore earned from January 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

#### "Vacation (Earned) – January" Plan

Refers to the vacation time an employee has accrued and therefore earned from January 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

## MANAGEMENT & CONFIDENTIAL SECRETARIES

### “Sick – January” Plan

Refers to the employee’s yearly Sick time allotment, which is credited in full annually as of July 1. Please note that the full year’s balance assumes continued employment with the University.

### “Vacation - July” Plan

Refers to the employee’s yearly Vacation time allotment, which is credited in full annually as of July 1. Please note that the full year’s balance assumes continued employment with the University.

### “Sick (Earned) - July” Plan

Refers to the sick time an employee has accrued and therefore earned from July 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

### “Vacation (Earned) - July” Plan

Refers to the vacation time an employee has accrued and therefore earned from July 1 until the current date. The earned plan is provided for information only, and will be used for time audit purposes upon separation from employment.

The screenshot displays a user interface with four main sections:

- Request:** Contains three buttons: "Request Absence", "Correct My Absence", and "Request Return from Leave of Absence".
- External Links:** Contains three buttons: "Holiday Calendar", "Pay Period Schedule", and "Leave of Absence Forms and Policies".
- View:** Contains two buttons: "My Absence" and "Absence Balance". An orange arrow points to the "Absence Balance" button.
- Available Balance as of Today:** A table showing current balances, with a note "Does not include future absence requests".

Available Balance as of Today	
Does not include future absence requests	
0 Hours - Compensatory	
21 Hours - Personal	
105 Hours - Sick (Earned) - January	
91 Hours - Sick - January	
140.28 Hours - Vacation (Earned) - January	
35.28 Hours - Vacation - January	

### Detailed View of Time Off Plans & Balances

For a more detailed record of your time off plans and balances as of a particular date, under the View Heading, select “Absence Balance”

Detailed View of Time Off Plans & Balances - Continued

The Absence Balance tab opens to the detailed view of your time off plan balances as shown below

← Absence Balance Actions

Balance As Of Date 12/10/2020

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 6 Items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Compensatory	Hours	0	0	0	0	0	0	0	0	0	12/05/2020 - 12/18/2020 (Bi-Weekly)
Personal	Hours	0	21	0	21	0	0	0	21	21	12/01/2020 - 12/31/2020 (Monthly)
Sick (Earned) - January	Hours	0	105	0	96.25	8.75	0	0	105	105	12/01/2020 - 12/31/2020 (Monthly)
Sick - January	Hours	0	105	0	105	0	0	0	105	91	12/01/2020 - 12/31/2020 (Monthly)
Vacation (Earned) - January	Hours	0	140.28	0	128.59	11.69	0	0	140.28	140.28	12/01/2020 - 12/31/2020 (Monthly)
Vacation - January	Hours	0	84.28	49	35.28	0	0	0	35.28	35.28	12/01/2020 - 12/31/2020 (Monthly)
<b>Total:</b>									406.56	392.56	

↑

**Absence Plan paid time off plan available**

↑

**Beginning Year Balance prior year's carryover**

↑

**Accrued year to date time credited or earned by the employee**

↑

**Absence paid in period time off used within period**

↑

**Ending period balance including pending events provides the time balance including pending time off requests without approvals**

**Request**

Request Absence

Correct My Absence

Request Return from Leave of Absence

**External Links**

Holiday Calendar

Pay Period Schedule

Leave of Absence Forms and Policies

**View**

My Absence

Absence Balance

**Available Balance as of Today**

Does not include future absence requests

0 Hours - Compensatory
21 Hours - Personal
105 Hours - Sick (Earned) - January
91 Hours - Sick - January
140.28 Hours - Vacation (Earned) - January
35.28 Hours - Vacation - January

**Record of Time Used**

To review a record of your time used for the year, under the View heading, select "My Absence"

## Record of Time Used - Continued

The image below provides a detailed outline of the time an employee has used.

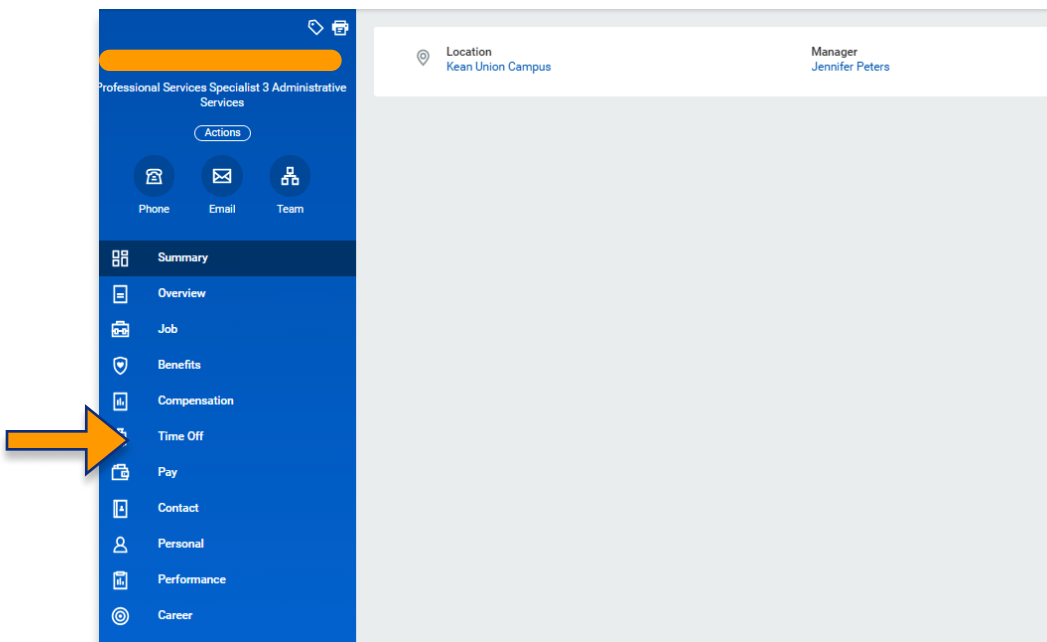
The screenshot shows the 'My Absence' interface. At the top, it displays the organization 'Kean >> Human Resources (Jennifer Peters)' and the manager 'Jennifer Peters'. Below this, there are tabs for 'Absence Requests' and 'Absence Balances as of Current Date'. The main content is a table with 11 items, listing various absence requests with columns for Date, Day of the Week, Type, Start Time, End Time, Requested, Unit of Time, Status, and View More.

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Status	View More
11/24/2020	Tuesday	Sick - January			7	Hours	Submitted	Q
11/23/2020	Monday	Sick - January			7	Hours	Submitted	Q
11/18/2020	Wednesday	Vacation - January			7	Hours	Approved	Q
11/17/2020	Tuesday	Vacation - January			7	Hours	Approved	Q
11/16/2020	Monday	Vacation - January			7	Hours	Approved	Q
10/21/2020	Wednesday	Sick - January	08:00:00 AM	12:00:00 PM	4	Hours	Canceled	Q
10/20/2020	Tuesday	Sick - January	08:00:00 AM	12:00:00 PM	4	Hours	Canceled	Q
08/06/2020	Thursday	Vacation - January			7	Hours	Approved	Q
08/05/2020	Wednesday	Vacation - January			7	Hours	Approved	Q
08/04/2020	Tuesday	Vacation - January			7	Hours	Approved	Q
08/03/2020	Monday	Vacation - January			7	Hours	Approved	Q

## Navigating to Time Off from the Employee Profile

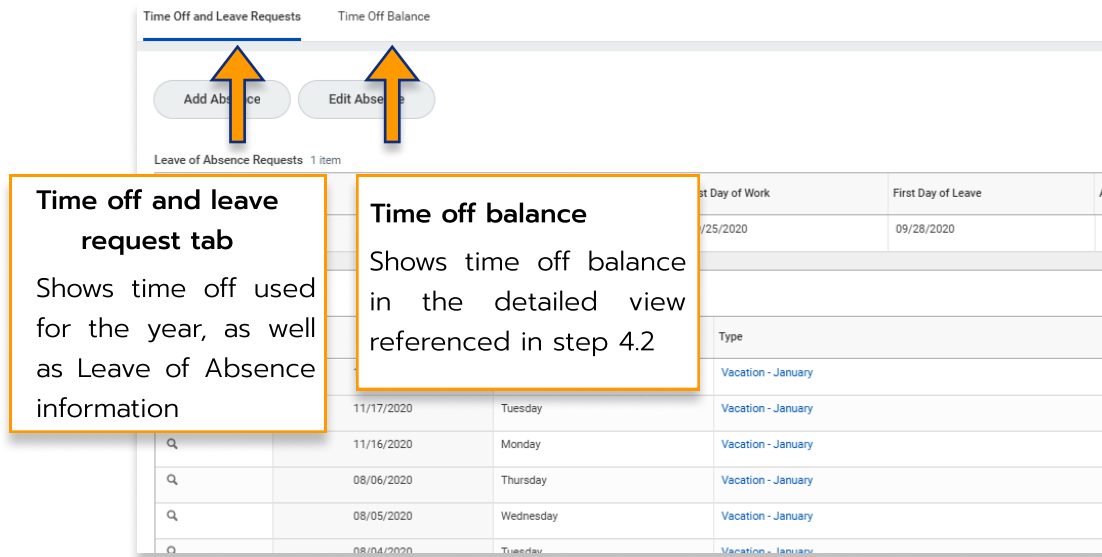
You can also view Time Off Plan Balances from Profile View.

From the Employee Profile, Click on the Time off tab on the left.



**Navigating to Time Off from the Employee Profile - Continued**

This tab allows the user to access their "Time Off and Leave Requests" as well as "Time off Balance" as shown in step 4.2



For more information on viewing and understanding time off plan balances, please view our **Workday Basics Part 2** video which is available from our **Workday Website**.

[kean.edu/offices/human-resources/keanworkday](https://kean.edu/offices/human-resources/keanworkday)

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

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