

# KEAN | workday

My Guide

---

## Viewing Your Time Off Plans & Balances

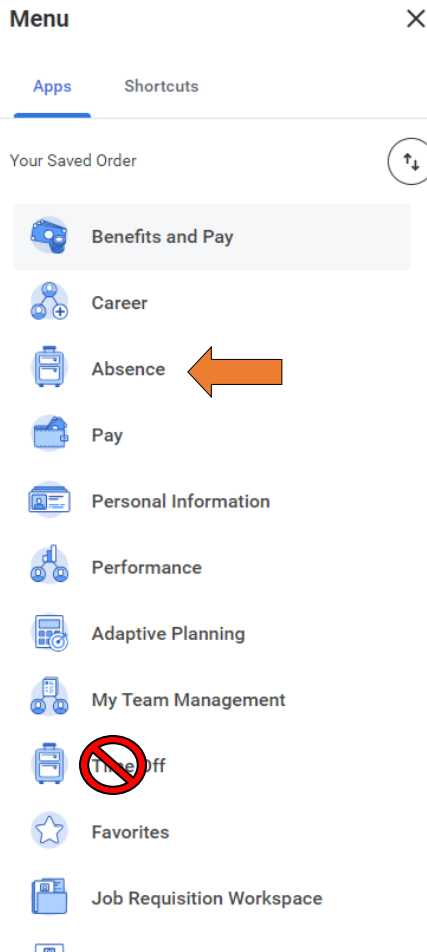


**This Kean Workday MyGuide is intended for the following users:**

All Kean University Employees

## Viewing Your Time Off Plans and Balances

|   |     |
|---|-----|
| Absence Dashboard _____   | 3   |
| Time Off Plans:<br>AFT, CWA, IFPTE, NJPBA, NJLESA, NJSOLEA UNIONS _____ | 3   |
| Time Off Plans:<br>MANAGEMENT & CONFIDENTIAL SECRETARIES _____          | 4   |
| Detailed View of Time Off Plans & Balances _____                        | 4-5 |
| Record of Time Used _____   | 5-6 |
| Navigating to Time Off _____  | 6-7 |



Employees can access their available time off plans and view current balances, by clicking on “View All Apps” and then clicking on the Absence Worklet icon.

**\*\*Note that not all homepages are the same therefore your icon may not be in any particular order. The icon you are looking for says “Absence” and NOT “Time Off”.**



## Absence Dashboard

On the bottom right of the 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.

**The 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 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.

### “Bereavement – January” Plan \*NOTE: Does NOT apply to Managers, AFT Faculty/Staff, or Campus Police Officers

Refers to the employee’s yearly Bereavement time allotment. Employees eligible for bereavement leave will receive one (1) bereavement day per year, credited annually as of January 1. The day can be used in the event of the death of an immediate family member before utilizing sick time. Bereavement leave does not accumulate and unused time will not be carried over or paid out upon separation.

### “Sick – July” Plan

Refers to the employee’s 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.


The screenshot displays a web 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: "State Holidays 2024", "Pay Period Schedule 2024", 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 section with a sub-heading "Does not include future absence requests" and a scrollable list of balance items:
  - Available
  - 34.5 Hours - Compensatory
  - 11 Hours - Personal
  - 1,079.75 Hours - Sick - January
  - 130.34 Hours - Vacation - January

### Detailed view of Time Off Plans & Balances

For a more detailed record of your time off plans and balances as of today’s date, under the “View” heading, select “Absence Balance”.

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


**Time Off Balance** Keanu Cougar ⋮ 

Balance As Of Date 09/04/2024


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 4 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 | Balance As Of Date |
|-----------------|--------------|------------------------|----------------------|---------------------------|--------------------------|-------------------|------------------------|-------------------------------|--------------------|
| Compensatory    | Hours        | 0                      | 0                    | 0                         | 0                        | 0                 | 0                      | 0                             | 0                  |
| Sick - July     | Hours        | 25.975802              | 105                  | 1                         | 129.975802               | 0                 | 0                      | 0                             | 129.975802         |
| Vacation - July | Hours        | 54.766123              | 150                  | 2                         | 202.766123               | 0                 | 0                      | 0                             | 202.766123         |
| <b>Total:</b>   |              |                        |                      |                           |                          |                   |                        |                               | 332.741925         |




**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.



**Balance As Of Date:** Provides time balance as of today's date.  
**NOTE:** Does not include time requested and approved in the future

**Request**

Request Absence

Correct My Absence

Request Return from Leave of Absence


**External Links**

State Holidays 2024

Pay Period Schedule 2024

Leave of Absence Forms and Policies

**View**

 My Absence

Absence Balance

**Available Balance as of Today**

Does not include future absence requests

Available

34.5 Hours - Compensatory

11 Hours - Personal

1,079.75 Hours - Sick - January

130.34 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".

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

## My Absence Keanu Cougar

Organization [Kean >> Student Life](#)

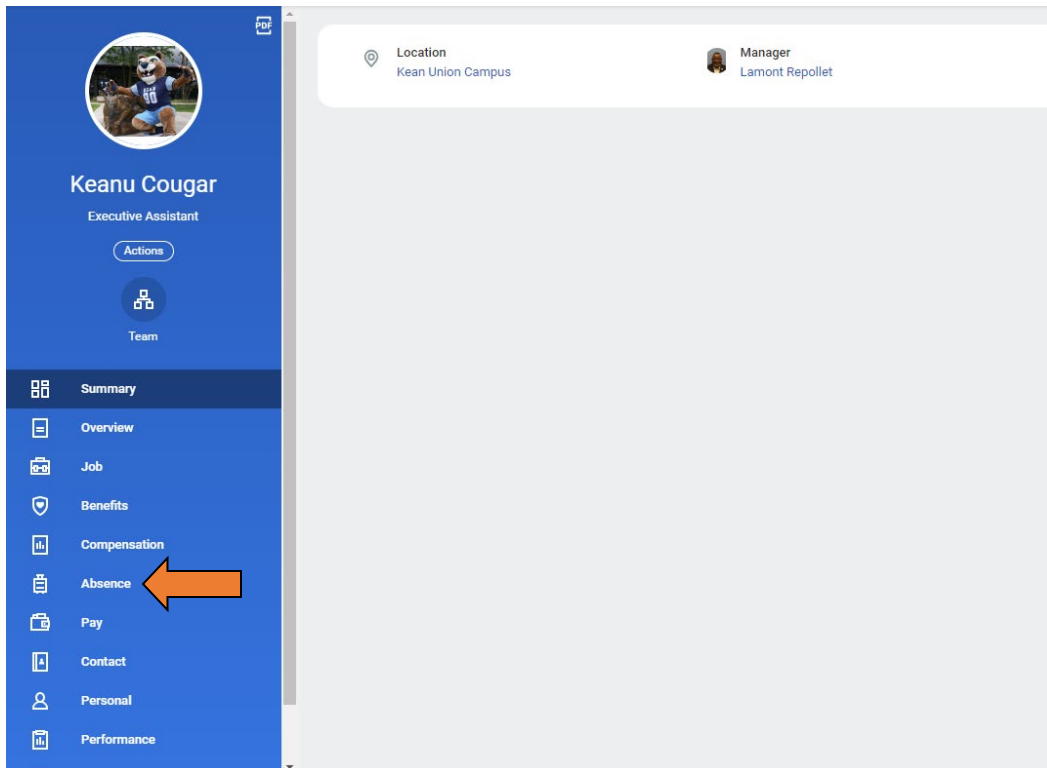
Manager(s)

Absence Requests Absence Balances as of Current Date

Absence Requests 13 items



| Date       | Day of the Week | Type            | Start Time  | End Time    | Requested | Unit of Time | Comment | Status   |
|------------|-----------------|-----------------|-------------|-------------|-----------|--------------|---------|----------|
| 08/08/2024 | Thursday        | Vacation - July | 03:30:00 PM | 05:30:00 PM | 2         | Hours        |         | Approved |
| 07/23/2024 | Tuesday         | Sick - July     |             |             | 1         | Hours        |         | Approved |
| 06/20/2024 | Thursday        | Sick - July     | 08:30:00 AM | 10:00:00 AM | 1.5       | Hours        |         | Approved |
| 06/17/2024 | Monday          | Sick - July     |             |             | 7         | Hours        |         | Approved |
| 05/23/2024 | Thursday        | Vacation - July | 04:00:00 PM | 05:30:00 PM | 1.5       | Hours        |         | Approved |



## 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 Absence tab on the left.

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

---

This tab allows the user to access their “Absence Requests” as well as “Absence Balance” as shown below.

**Absence Requests:** Shows overall time off used, as well as Leave of Absence information.

**Absence Balance:** Shows time off balance in the detailed view referenced earlier in this guide.

| Time Off | Date       |          |             | Start Time  | End Time    | Requested | Unit of Time |
|----------|------------|----------|-------------|-------------|-------------|-----------|--------------|
| Q        | 08/08/2024 |          | n - July    | 03:30:00 PM | 05:30:00 PM | 2         | Hours        |
| Q        | 07/23/2024 | Tuesday  | Sick - July |             |             | 1         | Hours        |
| Q        | 06/20/2024 | Thursday | Sick - July | 08:30:00 AM | 10:00:00 AM | 1.5       | Hours        |
| Q        | 06/17/2024 | Monday   | Sick - July |             |             | 7         | Hours        |

---

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

<https://www.kean.edu/offices/human-resources/keanworkday>

If you have additional questions related to the Workday time and attendance processes, please contact the following:

**Time & Attendance Team:**

Linnette Guardamino – (908) 737-3268 - [lguardam@kean.edu](mailto:lguardam@kean.edu)

Megan Robinson – (908) 737-3315 – [merobins@kean.edu](mailto:merobins@kean.edu)