



## Workday is now live!!

### System Access

- **Employees can now access the new HR & Payroll system, Workday, by [clicking here](#).**
- The single-sign-on feature allows employees to log in through the existing Kean portal using their email credentials. If you have any problems accessing the system, please send an email to [workday@kean.edu](mailto:workday@kean.edu)

### Training

- Due to the remote work environment, training materials have been made available online and can be accessed by all users 24/7.
- Employees should begin with the Workday Basics Video Series: [Part 1](#) and [Part 2](#)
- For additional information on system functionality, user guides & instructional videos, please visit our [Workday website](#).

### Important Information

- Please note that updates to Workday will continue to be made as we complete the transition from our previous systems. Some employment information, including time balances, may not be accurately displayed until the transition has been completed.
- Employees are encouraged to log into the system and review their personal information. Note that personal & banking information may be updated by each user. Please refer to our [Self-Service Guide](#) for step-by-step instructions.
- Requests for time off after December 17, 2020 submitted in Kronos must be resubmitted in Workday.
- Please note that any time off requested for the Holiday break will also need to be re-entered into Workday.
- Please see the following links for the specific steps to submit and approve requests for time off:
  - Employees should visit our [Requesting Absence Guide](#) for directions requesting time off.
  - Supervisors & Time Keepers should refer to our [Approving Paid Time Off](#) guide for instructions on reviewing and approving time off requests.