



Workday Training **for All Employees**


Training Class 1

June 2025

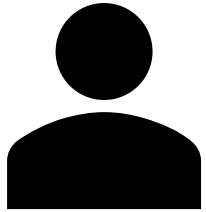


Goal

Introduce all employees to Workday,
to get acquainted to how it looks,
how to use it, and become familiar
with some of the major changes
coming in July.



Training Options



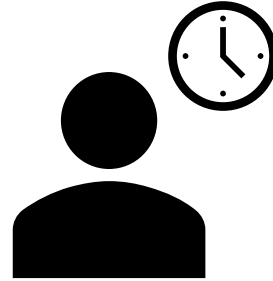
Employee

Employee Training #1
June 10, 11, OR 12

(ONLY 1 to ATTEND)

Employee Training #2
July 8, 9, OR 10

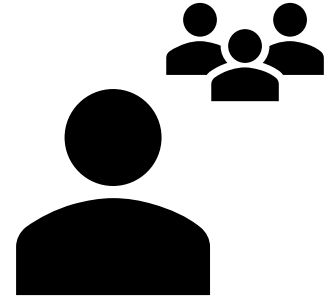
(ONLY 1 to ATTEND)



Hourly Employee

Hourly Employee Training
TBD

(ONLY 1 to ATTEND)



Manager

Manager Training #1
June 17 OR 18

(ONLY 1 to ATTEND)

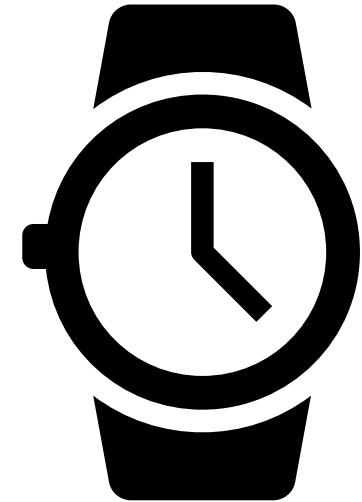
Manager Training #2
July 1, 2, OR 3

(ONLY 1 to ATTEND)

Agenda

- **INTRODUCTION TO WORKDAY**
- **YOUR LEARNING SUPPORT TOOLS**
- **PAYROLL, PTO & TIME TRACKING**
- **FINANCE - EXPENSE REPORTS**
- **HR & RECRUITING**
- **REFERENCE MATERIALS & SUPPORT**

90 Minutes



INTRODUCTION TO WORKDAY



What is Workday?

Workday is a market-leading **cloud-based software company that provides FINANCIAL and HUMAN CAPITAL management applications to organizations**. It helps businesses, for-profits and not-for-profits, manage their finances, human resources, and overall operations in a unified way.

It's different from Dayforce in its inclusion of Financial Operations and the use of Business Processes versus Forms.



Why are we Changing?

- KenCrest has a 120-year history of innovation and improvement. The new 2025 Strategic Plan continues that history by focusing on ways to improve the KenCrest experience for those we support as well as staff members.
- Part of how we do that is by moving financial and HR systems to a new platform: Workday. Workday is a best-in-class solution that will enable us to use fewer different systems. Having better security and compliance, faster processes, and real-time analytics means fewer resources spent on support systems and more revenue available for direct services.
- You will also notice changes like real-time PTO balances, faster expense reports and reimbursement, improved time sheets, and streamlined invoicing.
- Workday will go live on July 1 for most financial and HR processes and reporting. Before that, more information will be coming to help you learn about the new platform.



What is Changing?

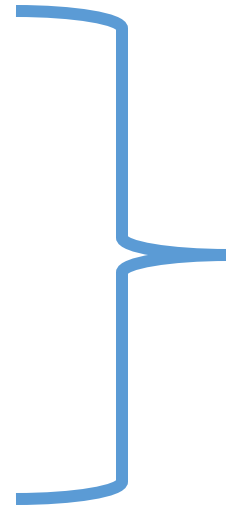
The changes KenCrest will experience will include:

- All Employees making Vacation (PTO) requests with mobile app option
- Review team staff time sheets in one location, with improved visual interface
- View Org Charts in a real-time, dynamic environment
- Submit expense reports and receive reimbursement at a faster pace; streamlined process
- Manage people changes in one system with streamlined, efficient process flows
- Identify internal talent for key projects, new positions, and evaluate promotions in a more holistic way
- For those who manage budgets and view invoices, a more streamlined approach with full visibility of process status and task ownership
- For those who run reports, leverage more dynamic, real-time reporting capabilities to generate faster, more accurate insights and decisions



Systems going away

Dayforce
CentreSuite
PeopleSoft
Inspyrus



July 1

Kronos → over the next year



YOUR LEARNING SUPPORT TOOLS





****This page is a work in progress and will be evolving as we continue our Workday integration. Bookmark this page and check back often for the most up-to-date info.****

Workday combines human resources, payroll, and finance applications for KenCrest employees into one secure cloud-based portal. Workday is a fully integrated and user-friendly system that provides team members the ability to easily access and update their own information as well as enabling our Human Resources and Finance teams to more effectively manage the operations of KenCrest.

Log in to Workday

Coming Soon

Quick Links

- [FAQ](#)
- [How to Install the Workday Mobile App](#)

Training Resources

- Use the links below to register, then select the session of your choice in Relias (sign up for ONE session per category)
- [Workday Training for All Employees](#)
 - June 10 (9:30AM-11:00AM)
 - June 11 (9:30AM-11:00AM)
 - June 12 (9:30AM-11:00AM)
- [Workday Training for Managers](#)
 - June 17 (9:30AM-11:30AM)
 - June 18 (9:30AM-11:30AM)
- All managers should complete both trainings
- Make sure to watch the "[Getting Started](#)" video before

Glossary & FAQs

Glossary

- In Draft
- Current Term → Workday Term
- Description
- Version 1.0 ready by June 23

FAQs

- Initiated by Change Champions
- Vetted by Project SME's
- Version 1.0
- New versions to come



Job Aids


Definition: Simple, clear instructions in how to do a work task.

- 58 Total Job Aids
 - Initially built by Workday
 - Customized for KenCrest
 - Likely to change over time
 - More to come

PRO TIP: Bookmark the Landing page, or your favorite Job Aid, and refer to it there. Printing it out might result in missed information.

HCM: Worker Profile

Employee



About the Worker Profile Application

The Worker Profile is the general section of Workday that captures all employment information about people who work at your company, both W2 and Contract Workers (a.k.a. Contingent Workers), depending on how your company chooses to use the application.

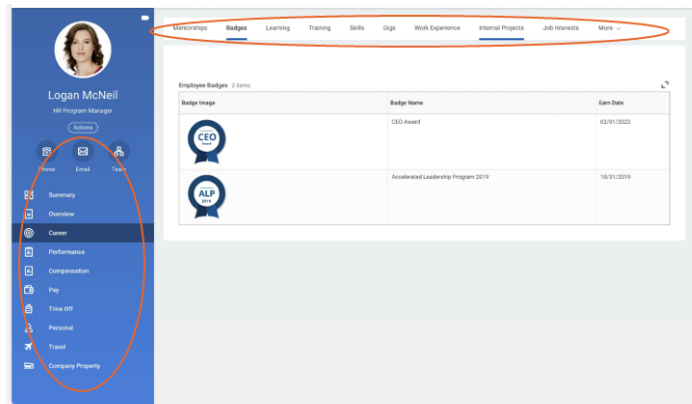
View your Worker Profile



From the homepage:

1. Open the Worker Profile from the upper-right corner menu icon.
2. Review the contents of your Worker Profile.

Review the Information

View the menu options in the left-hand "blue" section. Click through each one and even review the sub-menu items that go across the top of the screen, to the right.



| Badge Image | Badge Name | Earn Date |
|---|-------------------------------------|------------|
|  | CEO Award | 03/01/2022 |
|  | Accelerated Leadership Program 2019 | 10/01/2019 |

Review the content in each section. If the information is incorrect or missing, refer to this table to understand the way to edit or add the information on that screen.

workday | EDUCATION

Your screens and processes may vary from this document. Confidential ©2025 Workday, Inc. 1

Communication Channels

- Weekly Communications Email
- Town Hall
- Employee Portal
- Relias
- Dayforce Landing Page (and email)
- EAC Meetings (and email)
- Govenda (for board members)
- Change Champions
- **All pointing towards** www.kencrest.org/workday

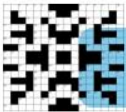


Activities Coming Up...



Workday Site Experiences
Coming up June and July 2025!

June 2025



Remote Crossword



5 winners - \$25 each



Digital Raffle Wheel on July 1
Townhall

*Crosswords will be distributed
June 12-16 via site admins.
Contact a games coordinator
if you do not get one.
Complete and email Katie at
kwhite@kencrest.org by June
25th. Correct crossword
submissions will be entered in
townhall Raffle*

HINT: Attending Training and visiting <https://www.kencrest.org/workday/> will prepare you for games



Games Coordinators

| | | |
|-----------------------|------------|------------------|
| Erika Curry | Sisa Ncube | Angela Weir |
| Katie White | Tia Gibbs | Karen Latimer |
| Melissa Bailey-Raison | | Sheetal Mangtani |

Mid July 2025 onwards



Jeopardy! Or Workday Feud



Across 24 sites PA, CT, DE



Teams of 3 sign up by July 9!



ACCESS & NAVIGATION



With Network Access

Website Link Name: TBD



Native



SSO

Enter network username and password to sign on



Welcome to the E2E Tenant

Status

Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, June 6, 2025 at 9:00 PM Eastern Time (New York) (GMT-4) until Saturday, June 7, 2025 at 9:00 AM Eastern Time (New York) (GMT-4).

Without Network Access

Website Link Name: TBD



Native

SSO

Enter network username and password to sign on.



Welcome to the E2E Tenant

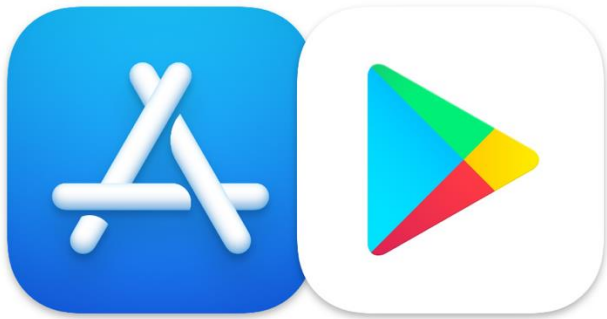
Status

Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, June 6, 2025 at 9:00 PM Eastern Time (New York) (GMT-4) until Saturday, June 7, 2025 at 9:00 AM Eastern Time (New York) (GMT-4).

Mobile Access

NOTE:

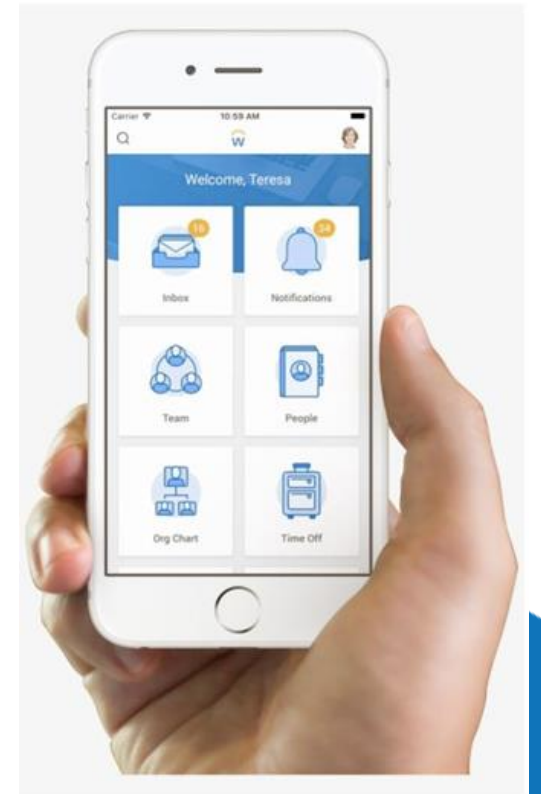
1. Existing Mobile Phone policies apply.
2. Use it to review time balances and request time off. But only specific positions will have the ability to use the mobile app to punch in and out (more to come in July).



Step 1: Go to your App Store



Step 2: Download the Workday App



Step 3: Login with the same Instructions from above

Let's Get Started

It's Tuesday, June 3, 2025



Awaiting Your Action

...



Settlement Run: SR-10000242 on 06/02/2025

My Tasks - 19 hour(s) ago

[DUE 06/04/2025](#)



Integration: GL Conversion Journals - 05/29/2025, 11:53:53.401 AM

My Tasks - 4 day(s) ago



Open Enrollment Change: Dario Bellot (32319) on 07/01/2025

My Tasks - 4 day(s) ago

 [Go to My Tasks \(9\)](#)

Important Dates

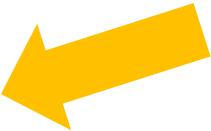
JUN [Holiday](#)
19 Juneteenth

[Go to Team Calendar](#)

Quick Tasks

My Payslips

Time Off Balance



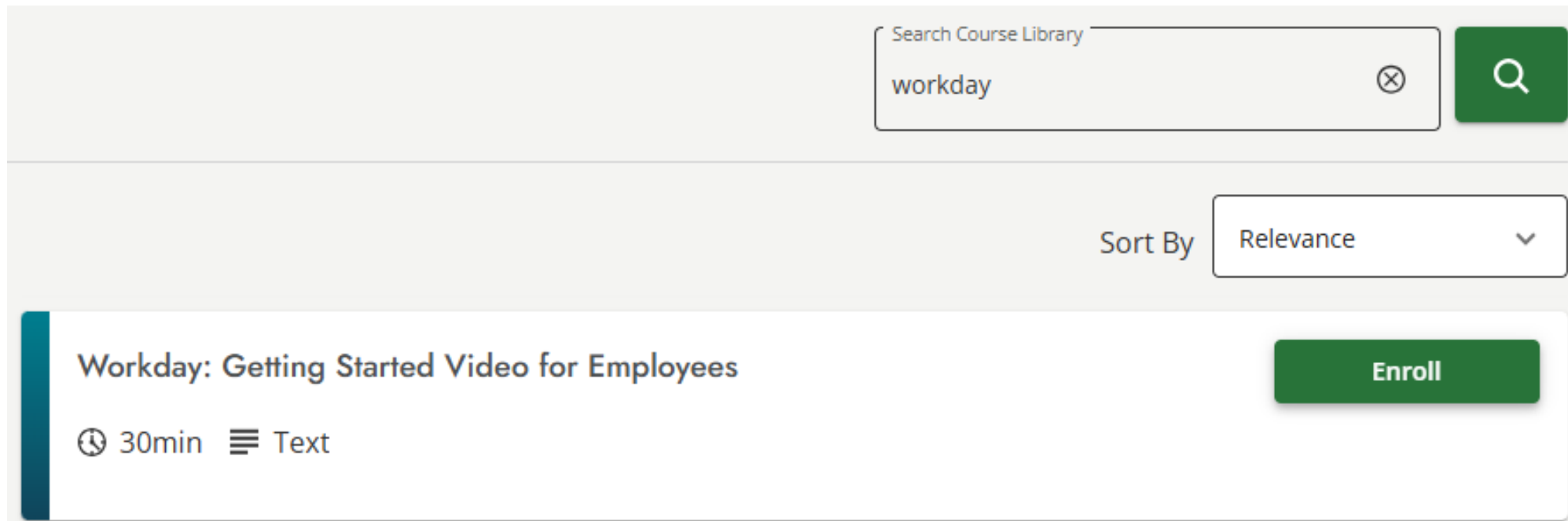
Team Highlights

Navigation Video

- 1) Login to Relias (training.kencrest.org). On left click “Course Library”
- 2) Upper right corner type “Workday” into search box and press ENTER.
- 3) Find “Workday: Getting Started Video for Employees” and Click “Enroll”

OR

<https://kencrest.training.reliaslearning.com/Learning/Catalog.aspx?CourseCode=1761716>



The screenshot shows the Relias Learning Catalog interface. At the top, there is a search bar labeled "Search Course Library" with the text "workday" entered. To the right of the search bar is a green button with a magnifying glass icon. Below the search bar, there is a "Sort By" dropdown menu set to "Relevance". The search results display a card for the course "Workday: Getting Started Video for Employees". The card includes a green "Enroll" button, a clock icon indicating a duration of "30min", and a hamburger menu icon followed by the word "Text".



QUESTIONS?

Please type your questions in the chat.

We will do our best to answer them here in the call and/or will add them to the FAQs if we are limited on time.



PAYROLL, PTO & TIME TRACKING



Workday Coming Soon!

Starting July 1st, Workday will be our new all-in-one platform for human resources, payroll, and finance. Moving to Workday will be a big change as it is replacing Dayforce and certain parts of Kronos - however, it will enable our support teams (recruiting, training, accounts payable, etc.) to be faster and more efficient so that more of our time and resources can go towards the people we support in our community. **Every KenCrest employee will be using Workday.**



Workday Coming Soon!

Effective April 27th, Dayforce was disabled. This measure was necessary to prepare the agency for the transition to Workday. Please refrain from making any changes until Workday goes live on July 1st.

If you need to make a data change to your Dayforce record (such as name, contact information or marital status change), please send an email to dayforcesupport@kencrest.org.

Note that hiring and onboarding processes will not be affected by this pause.





Workday and Payroll





Agenda:

- View Pay Slips
- Setup Direct Deposits
- Requesting PTO
- Time Tracking

Viewing pay slips using Workday



View pay slips using “Quick Tasks”

The screenshot shows a web application interface. At the top, there is a green header bar with the text "Implementation - kencrest3". Below this is a navigation bar with a "MENU" button, a logo, a search bar, and notification icons. The main content area is divided into two columns. The left column has a greeting "Good Afternoon, [redacted]" and a section titled "Awaiting Your Action" with three task cards. The right column has a date "It's Friday, June 6, 2025" and a "Quick Tasks" sidebar. The "Quick Tasks" sidebar contains three buttons: "My Payslips", "Time Off Balance", and "My Goals". The "My Payslips" button is circled in blue. A blue box with the text "Click on 'My Payslips'" and a blue arrow points to the "My Payslips" button. Below the "Quick Tasks" sidebar is a section titled "Your Top Apps".

Implementation - kencrest3

MENU

Search

Good Afternoon, [redacted]

It's Friday, June 6, 2025

Awaiting Your Action

- Federal Tax Election for Onboarding [redacted]**
My Tasks - 35 minute(s) ago
DUE 06/08/2025
- Open Enrollment Change: [redacted] on 07/01/2025**
My Tasks - 8 day(s) ago
- Integration: INT0005b Enroll VB Inbound Orchestrate - 05/22/2025, 9:09:41.014 AM**
My Tasks - 15 day(s) ago

[Go to My Tasks \(10\)](#)

Quick Tasks

- My Payslips**
- Time Off Balance
- My Goals

Your Top Apps

View pay slips using “Quick Tasks” - Continued

Municipal Statistics

Favorites

Job Data (2)

Job Data

Leave Plans (2)

Leave Plans

Manage Hires

Person Applicant Inf...

Query Manager

Implementation - kencrest3

MENU

W

Search

9

9

Payslips for Worker

Payslip Printing Details 1 item

| Company | Payslip Printing Details |
|-----------------------|--------------------------|
| KCS KenCrest Services | |

Print Multiple Payslips

Able to view and print your pay slips

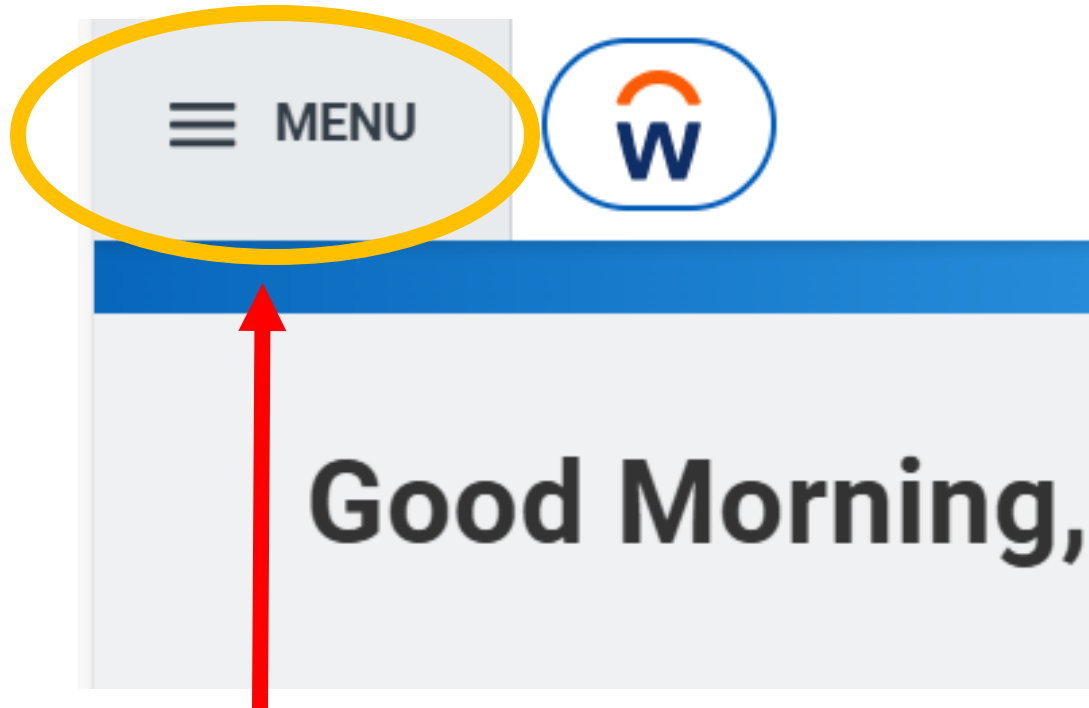
Payslips 2 items

| Payment Date | Period Start Date | Period End Date | Company | Gross Amount | Net Amount | View | Print |
|--------------|-------------------|-----------------|-------------------|--------------|------------|------|-------|
| 04/25/2025 | 03/31/2025 | 04/13/2025 | KenCrest Services | 0.00 | 0.00 | View | Print |
| 04/11/2025 | 03/17/2025 | 03/30/2025 | KenCrest Services | 0.00 | 0.00 | View | Print |

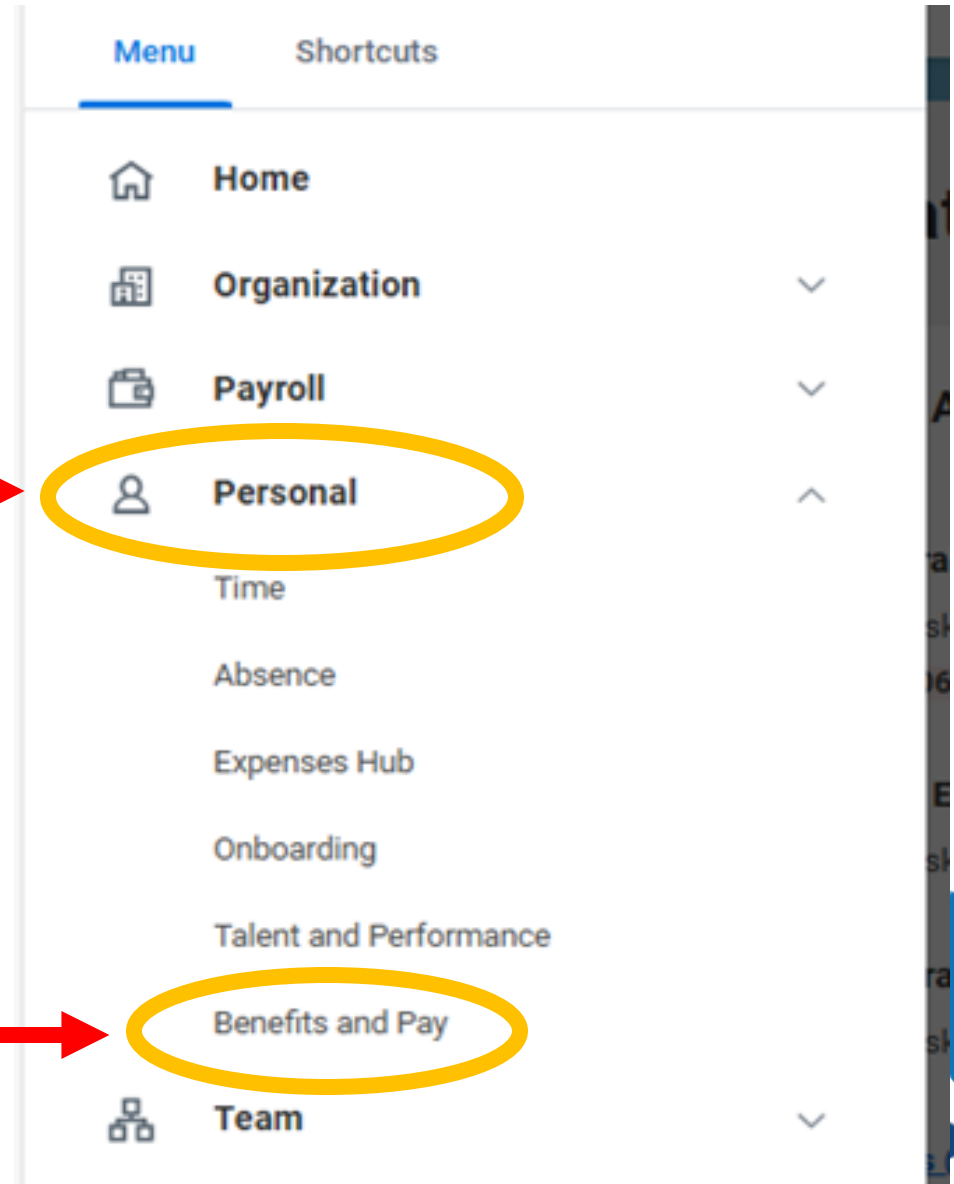
Direct deposit in Workday



Direct Deposit Setup:



1. Click on “Menu”
2. Click on “Personal”
3. Select “Benefits and Pay”



Note: Direct Deposits already setup in Dayforce will NOT need to be redone in Workday.

"Benefits and Pay" Screen:

MENU

W

Search

11

10

Benefits and Pay

Overview

Benefits

Pay

Payments

Tax

Voluntary Deductions

Loans and Advances

Compensation

Tasks and Reports

Withholding Elections

Payment Elections

Change Benefits

Change Retirement Savings

My Tax Documents

Needs Attention

NOT STARTED

Benefit Event: Open Enrollment

Submit elections by June 6, 2025.

Enroll

Overview

Most Recent Pay

Your next pay day is April 25, 2025.

Take Home Pay

Gross Pay

\$0.00

Deductions

Taxes and deductions from your most recent payslip.

Total

SUI-Employee Paid (Pennsylvania)

\$0.00

OASDI (Federal)

\$0.00

Current Benefit Costs

Employee Cost (Semimonthly)

[View Benefit Details](#)



Benefits and Pay



Overview



Benefits



Pay



Payments



Tax

Voluntary Deductions

Loans and Advances



Compensation



1. Click on "Pay" dropdown.

2. Then select "Payments".

Note: This will bring you to the "Payroll Hub – Worker Payments Information"

Scroll down to "Payment Elections"

Payment Elections

Person

Default Country [United States of America](#)

Default Currency [USD](#)

Status Successfully Completed

Last Updated 02/19/2025 05:04 PM

Can edit or remove accounts

Accounts 2 items

| Account Nickname | Country | Bank Name | Account Type | Account Number | Action |
|--|--|--|--------------|----------------------|-------------------------------------|
| WELLS FARGO BANK, NA <input type="text"/> | United States of America | WELLS FARGO BANK, NA | Checking | <input type="text"/> | <div>Edit Remove View</div> |
| AMERICAN HERITAGE FEDERAL CREDIT <input type="text"/> | United States of America | AMERICAN HERITAGE FEDERAL CREDIT UNION | Checking | <input type="text"/> | <div>Edit Remove View</div> |

Add

Can add new accounts

Payment Elections 2 items

| Pay Type | Payment Type | Account | Account Number | Distribution | Action |
|---------------------|----------------|--|----------------------|--------------|-----------------|
| USA Payroll Payment | Direct Deposit | WELLS FARGO BANK, NA <input type="text"/> | <input type="text"/> | Amount | <div>Edit</div> |

Add a new account:

Fill in the following information:

1. Select Account Type
2. Routing Number
3. Account Number
4. Bank Name
5. The click "OK"

Account Holder Name

Account Country United States of America

Sample Check

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

DATE

\$
Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 23456789 ⑆ 000 1234567890 ⑆ 987654321

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Type ☒ Checking ☐ Savings

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Account Nickname (optional)

You should now be able see the account that you added below.

Results

Input

Tax Elections

Withholding Orders

Payment Elections

Pay Group

Payslips

Costing Allocations

Voluntary Deductions

Default Country

United States of America

Default Currency

USD

Status

Successfully Completed

Last Updated

06/09/2025 10:12 AM

Accounts

1 item

| Account Nickname | Country | Bank Name | Account Type | Account Number | Action |
|---------------------------------|--------------------------|-----------------------|--------------|----------------|---|
| AMERICAN HERITAGE FCU *****7565 | United States of America | AMERICAN HERITAGE FCU | Checking | *****7565 | <div>Edit</div> <div>Remove</div> <div>View</div> |

Add

Payment Elections

2 items

| Pay Type | Payment Type | Account | Account Number | Distribution | Action |
|---------------------|----------------|---------------------------------|----------------|----------------|-----------------|
| Expense Payments | Direct Deposit | AMERICAN HERITAGE FCU *****7565 | *****7565 | Balance Yes | <div>Edit</div> |
| USA Payroll Payment | Direct Deposit | AMERICAN HERITAGE FCU *****7565 | *****7565 | Balance Yes | <div>Edit</div> |

Click "Edit" to indicate the desired amount to be deposited into the new account

From here you can specify the amount or percentage, then click Ok

Payment Election

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type USA Payroll Payment
Person [REDACTED]
Default Country United States of America
Default Currency USD
Number of Elections Allowed 10

Payment Elections 1 item

| | Order | *Country | *Currency | *Payment Type | Account | *Balance / Amount / Percent |
|----------------|----------------|---|--------------------|-------------------------------|--|--|
| <div>+ -</div> | <div>▼ ▼</div> | <div>× United States of America ⓘ</div> | <div>× USD ⋮</div> | <div>× Direct Deposit ⋮</div> | <div>× AMERICAN HERITAGE FCU *****7565 ⓘ</div> | <div><div><div><div><input checked="" type="radio"/> Balance</div><div><input type="radio"/> Amount</div><div><input type="radio"/> Percent</div></div><div><div></div><div>0.00</div></div><div><div></div><div>0</div></div></div></div> |

OK

Cancel

PTO requests using Workday



PTO Requests

What you need to know about requesting PTO in Workday



STAFF WILL BE ABLE TO
REQUEST PTO USING
WORKDAY

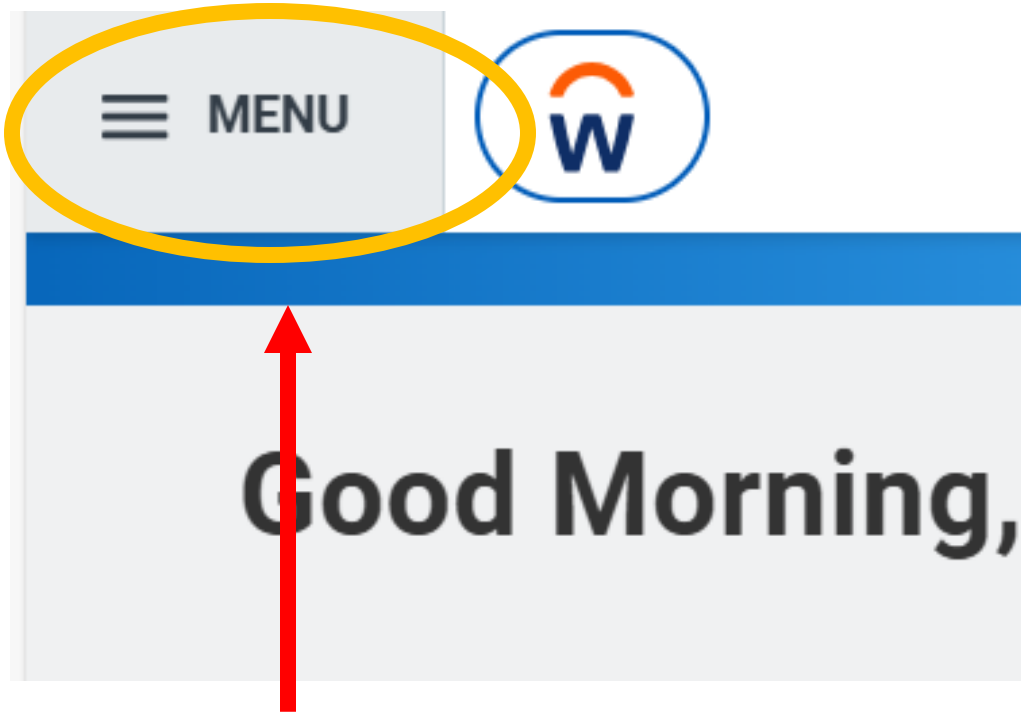


MANAGERS WILL APPROVE
PTO REQUESTS IN WORKDAY

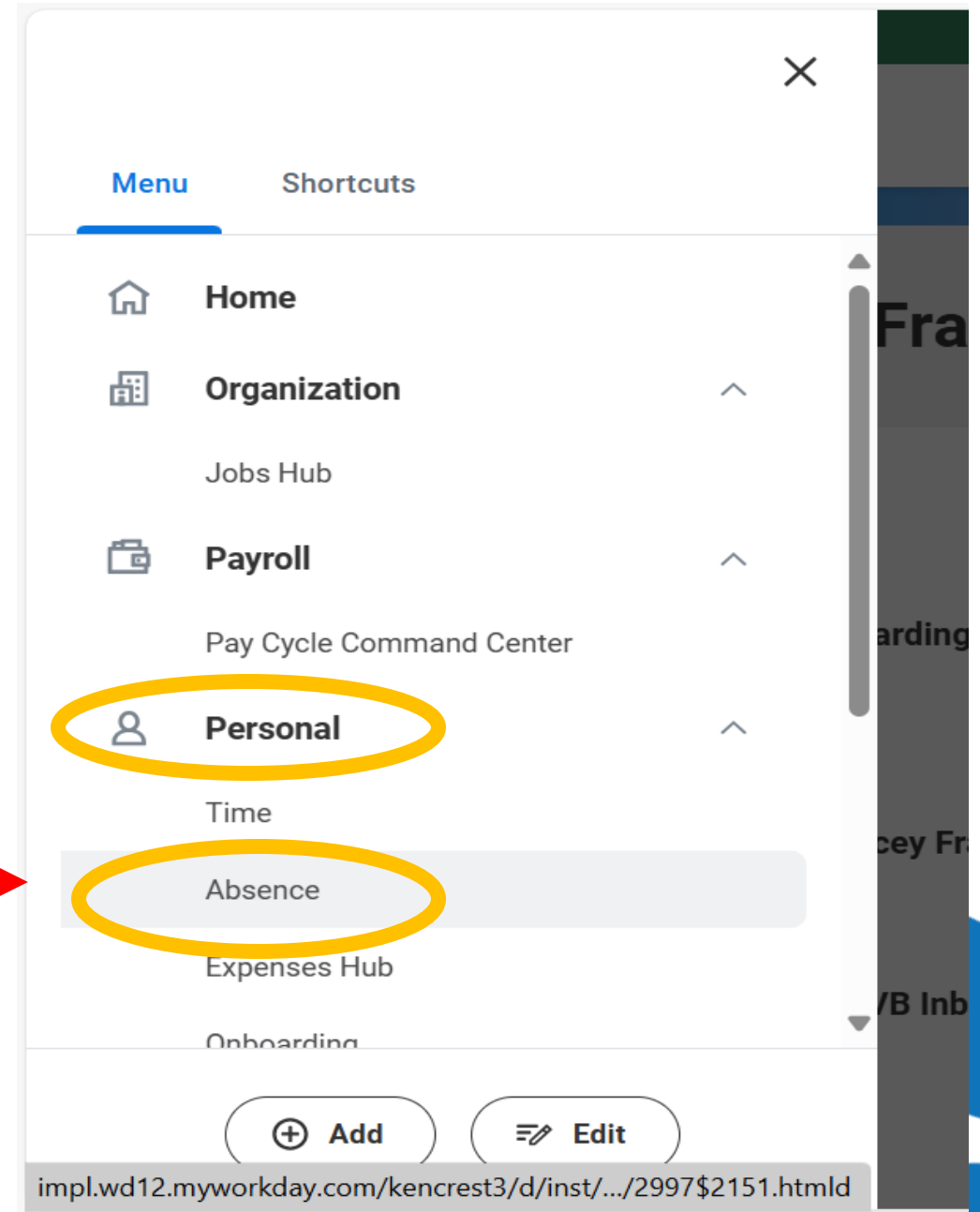


PTO BALANCES WILL BE
MIGRATED TO WORKDAY

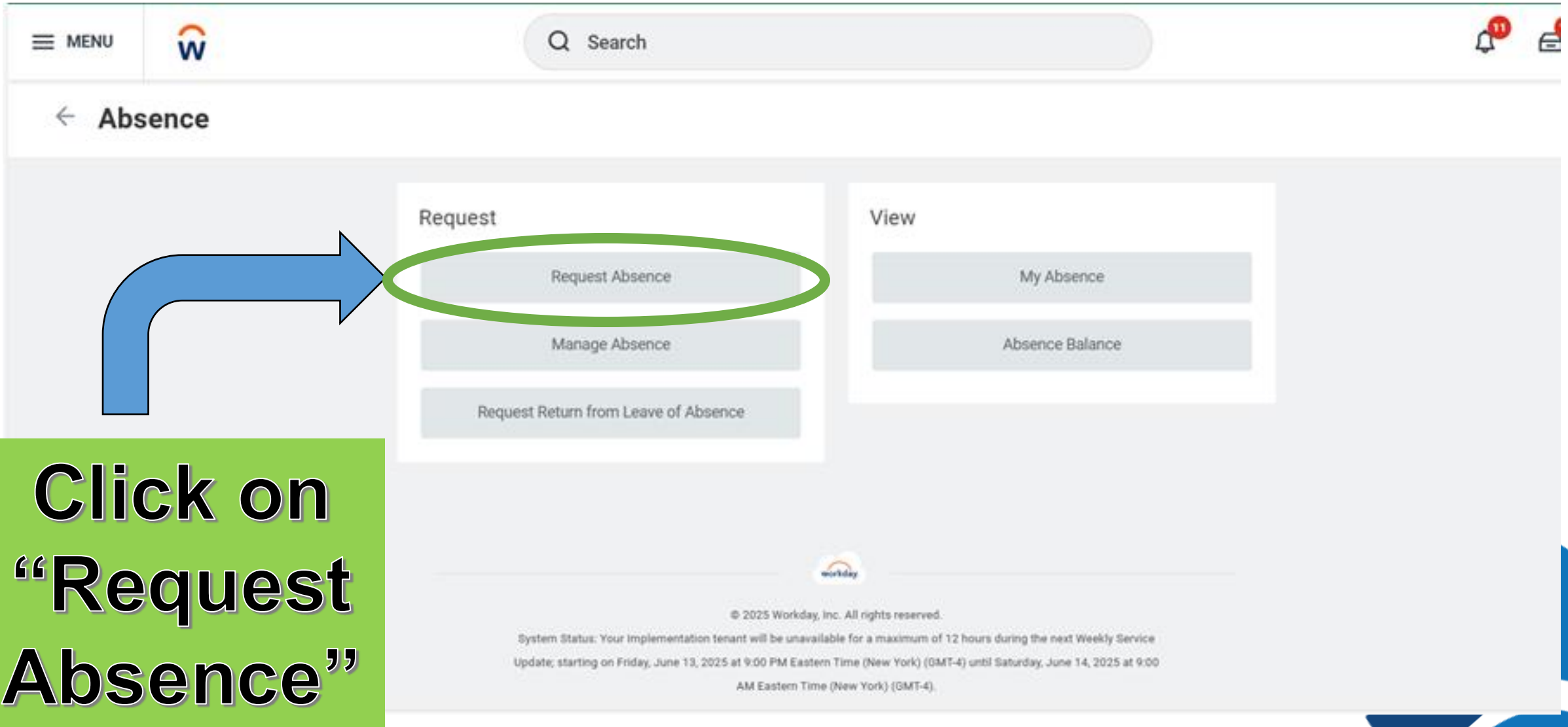
Request PTO using the Menu



1. Click on “Menu”
2. Click on “Personal”
3. Select “Absence”



Request PTO using the Menu - Continued



The screenshot shows the Workday user interface. At the top, there is a navigation bar with a 'MENU' button, the Workday logo, a search bar, and notification icons. Below this, a breadcrumb trail shows 'Absence'. The main content area is divided into two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Manage Absence', and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'My Absence' and 'Absence Balance'. A large blue arrow points from the left towards the 'Request Absence' button, which is also circled in green. A green callout box on the left contains the text 'Click on “Request Absence”'. At the bottom of the page, there is a footer with the Workday logo, copyright information, and a system status message.

Click on “Request Absence”


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System Status: Your implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, June 13, 2025 at 9:00 PM Eastern Time (New York) (GMT-4) until Saturday, June 14, 2025 at 9:00 AM Eastern Time (New York) (GMT-4).

How to submit PTO requests – 2 options

Calendar – 1 day

Request Absence

 [Request on Behalf Of](#)

Calendar Date Range


July 2025 < Today >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |

Cancel Continue

Date Range – 2 or more days

Request Absence

 [Request on Behalf Of](#)

Calendar **Date Range**

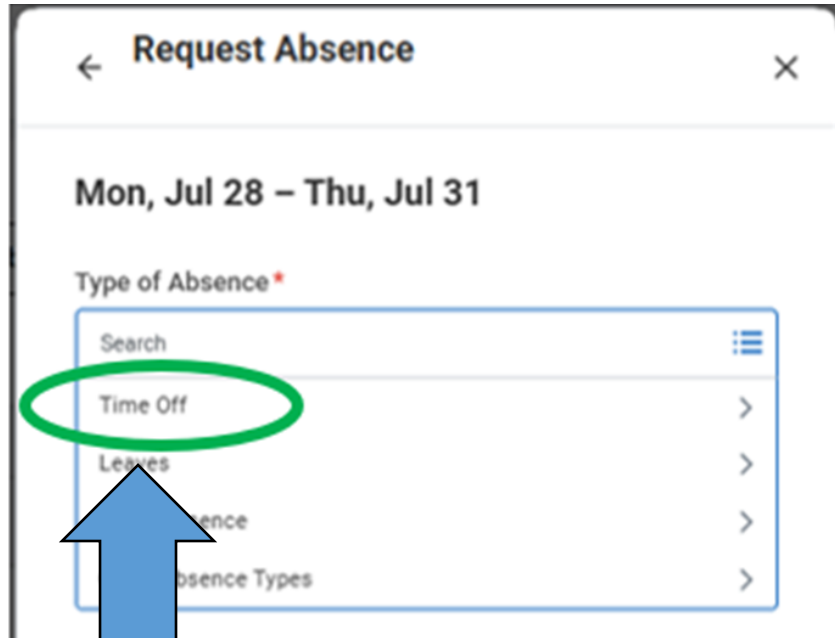
Start Date* End Date*

07/21/2025 07/23/2025

[View Balances](#) [View Teams](#)

Cancel Continue

How to submit PTO requests - continued



Request Absence

Mon, Jul 28 – Thu, Jul 31

Type of Absence*

Search

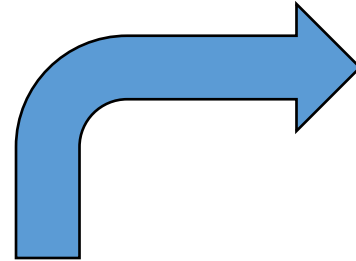
Time Off

Leaves

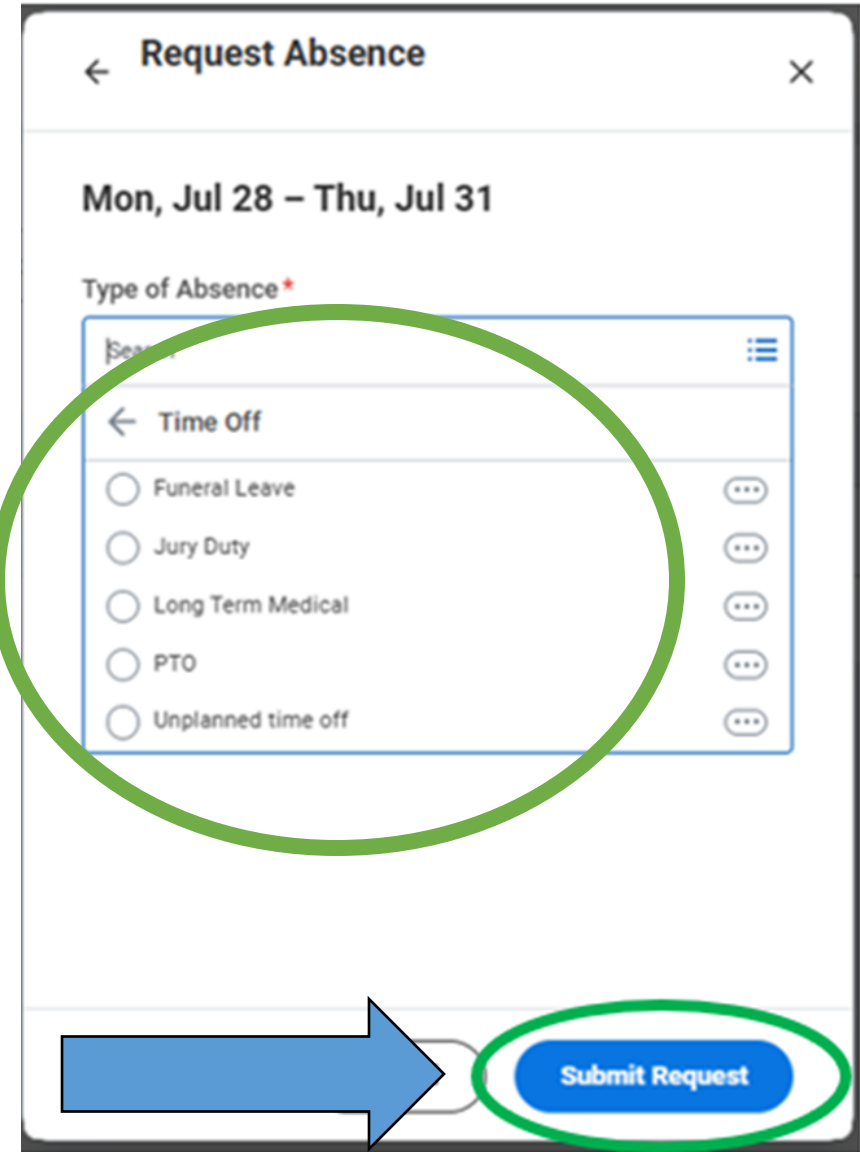
ence

bsence Types

Select
“Time Off”



Pick type of
“Time Off” and
click “Submit
Request”



Request Absence

Mon, Jul 28 – Thu, Jul 31

Type of Absence*

Search

← Time Off

☐ Funeral Leave

☐ Jury Duty

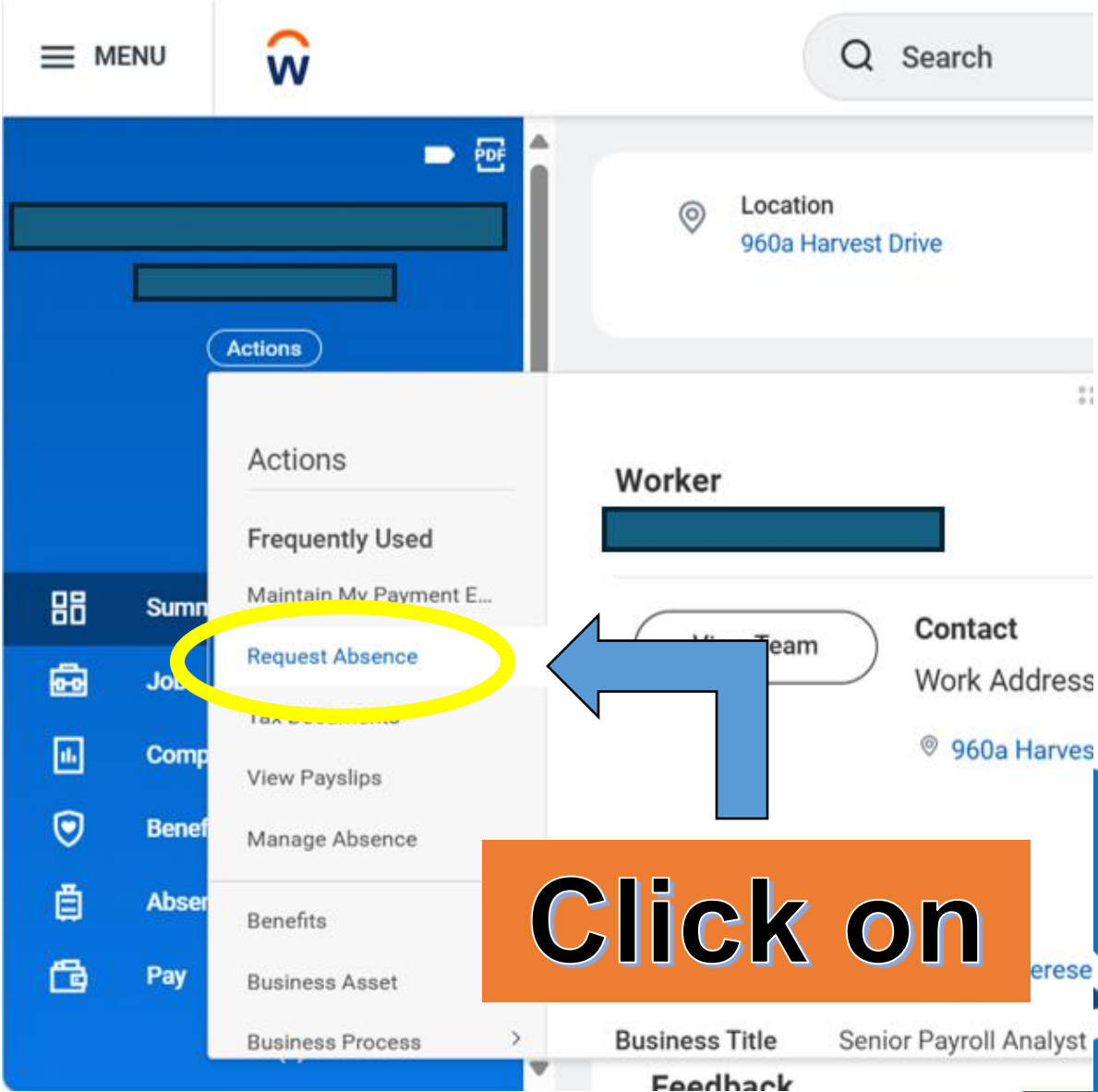
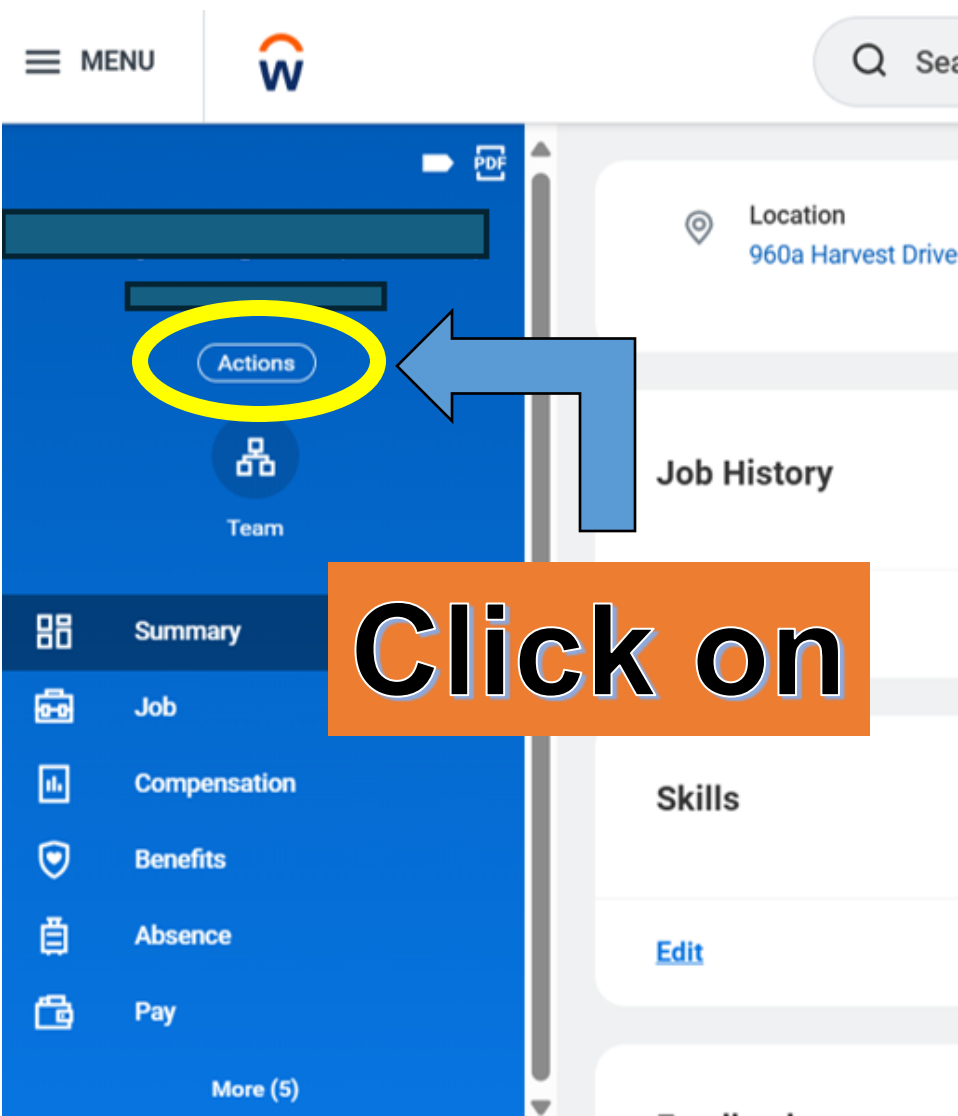
☐ Long Term Medical

☐ PTO

☐ Unplanned time off

Submit Request

How to request PTO using action



Time Tracking in Workday



Time Tracking in Workday

Time Tracking Delayed

Kencrest is in the process of identifying new time capture solution.

Kronos will still be active until further notice. Please continue to utilize **Kronos Timestamp**, timeclocks and mobile app for time tracking.

Managers will continue to edit and approve hours worked for all Hourly Workers in Kronos.

Managers are no longer required to approve Salary Exempt staff



QUESTIONS?

Please type your questions in the chat.

We will do our best to answer them here in the call and/or will add them to the FAQs if we are limited on time.





Thank You

Do you have any questions?

FINANCE – EXPENSE REPORTING



Overview



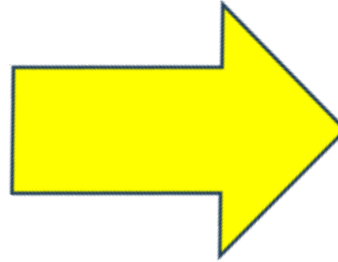
FROM

- Complete/Submit Credit Card Expense Reports

Travel & Reimbursement

FROM

Paper Forms



TO

Completing and Submitting



"Out-Of-Pocket"

TO

Completing & Submitting Online



Workday Credit Card Expenses

- **Regardless of expense report type, you must add an expense payment election**
 - Only need to complete once, unless your bank changes
 - Bank account(s) are prepopulated via payroll
- Credit Card Expense Reports will run on the same cycle:
 - House - every 2 weeks
 - Admin - 25th of every month
 - **Expense reports will appear in Workday after the statement closes**
- Expense team will **NOT** have the ability to change, edit, or add anything to your expense report.
- **YOU WILL NOT CREATE CREDIT CARD EXPENSE REPORTS!!!!!!**



Expense Reports



Expense Reports To Submit

Edit or view expense reports that require action

DRAFT

06/10/2025 - 10000156 ...

Total: \$10.57

DRAFT

06/05/2025 - 10000154 ...

Total: \$706.73

DRAFT

06/05/2025 - 10000148 ...

Total: \$1,654.61

DRAFT

06/05/2025 - 10000152 ...

Total: \$3.08

More (2)

[View My Expense Reports](#)



Credit Card Transactions



Transactions To Expense

Expenses that you need to add to expense reports and submit

05/19/2025 - Rent

Quick Expense: \$1,912.22

05/14/2025 - Peco - Overdue gas bill

Quick Expense: \$459.11

05/05/2025 - Costco

Credit Card Transaction: \$250.00

05/04/2025 - Walmart

Credit Card Transaction: \$200.00

More (6)

[View My Expense Transactions](#)



Workday Credit Card Expenses

Account

Expense Item *
Total Amount *
Currency *

Description

Memo *
Company

Department

Cost Center

Client Code

Additional Worktags

Client

← Individual Recipient

☒ Individual Recipient: Adams, Landon
☐ Individual Recipient: Adkins, Lyndon
☐ Individual Recipient: Alfonse, Jeanne
☐ Individual Recipient: Allen, Tiffany
☐ Individual Recipient: Alston, Emma

× Gas ...

222.18

× USD ...

Gas for KenCrest Vehicle

× KCS KenCrest Services ...

× 54136 508 Ramsey Rd.,
Oreland, PA 19075 ...



Workday Credit Card Expenses

Attaching receipts-

- Phone or Scanning
 - *Workday app does NOT use camera feature*
 - Ability to attach more than 1 receipt per transaction
- Cost Center and Expense Items are found using names of locations and expenses, not by numbers

| GL Account | Department | Expense Item * | Cost Center |
|------------|------------|----------------|--|
| 870200 | 5114 | X Gas | X 55114 210 Barnsley Rd, Lower Moreland, PA 19006 |

- Name of Individual Recipient is used when adding to a report, no longer use code.

| Client Code | Search Results (3) |
|-------------|--|
| ADALAN | <input type="checkbox"/> Individual Recipient: Adams, Landon |

Workday Credit Card Expenses

- Credit Card Approvers will remain the same
- No change in physical credit card, or credit limit
- You will still have the ability to login to M&T CentreSuite to view credit limit and charges
- Last date of M&T CentreSuite expense reports will be created:
 - Housing - 6/27/25
 - Admin - 6/25/25



Workday Out-Of-Pocket Expenses

- Out-Of-Pocket expenses will be completed and submitted through Workday
- The managers will approve or deny the report in Workday
- Receipts get attached in Workday
 - Mileage does not require receipt backup
- Mileage calculated using Google Maps within Workday on expense report
 - For each stop made (in the same day) you will need to create a new expense line, **NOT** a new expense report.



Workday Out-Of-Pocket Expenses

| | |
|---------------------|--|
| Expense Date * | <input type="text" value="06/05/2025"/> |
| Expense Item * | <input type="text" value="Mileage Reimbursement"/> |
| Rates Used | 0.7 |
| Total Amount | 18.27 |
| Currency * | USD |
| Memo | <input type="text"/> |
| Company | <input type="text" value="KCS KenCrest Services"/> |
| Cost Center | <input type="text" value="99104 Accounting"/> |
| Additional Worktags | <input type="text"/> |

Cents per mile

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) [Google Terms of Service](#)

(2) [Google Maps/Google Earth Additional Terms of Service](#)

(3) [Google Privacy Policy](#)

powered by 

Item Details

| | |
|---------------------------------------|---|
| Origin Address * | <input type="text" value="960a Harvest Drive, Blue Bell, PA, USA"/> |
| Destination Address * | <input type="text" value="Citizens Bank Park, Citizens Bank Way, Philadelphia, PA, USA"/> |
| Unit of Measure for Distance | Miles |
| Estimated Distance of Driving Route * | 26.1 |
| Trip Distance Including Diversions * | <input type="text" value="26.1"/> |
| One-Way Daily Commute Distance | <input type="text" value="0"/> |
| Round Trip | <input type="checkbox"/> |
| Distance to Expense * | 26.1 |
| Receipt Included | <input type="checkbox"/> |

Workday Out-Of-Pocket Expenses

For Each Stop

Add

4 items

Sort By: ▾

Fri, Jun 6

Housekeeping and Supplies 25.00 USD
House Supplies while card was inac...

1st Stop

Mileage Reimbursement 5.11 USD
Take Dan to Best Buy

2nd Stop

Mileage Reimbursement 10.15 USD
Supply delivery at Kencrest Home

3rd Stop

Mileage Reimbursement 666.47 USD
Dropping off food the office

Expense Line

Drop files here

or

Select files

Linked Quick Expense

Expense Date * 06/06/2025

Expense Item * × Mileage Reimbursement

Rates Used 0.7

Total Amount 666.47

Currency * USD

Memo Dropping off food the office

Company × KCS KenCrest Services

Cost Center × 99104 Accounting

Submit

Save for Later

Close

Demo via Job Aid Out-Of-Pocket Expenses

LINK

www.kencrest.org/workday



QUESTIONS?

Please type your questions in the chat.

We will do our best to answer them here in the call and/or will add them to the FAQs if we are limited on time.



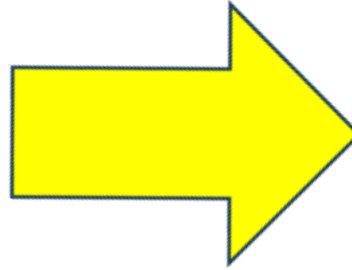
HR



HR - Overview

dayforce

FROM



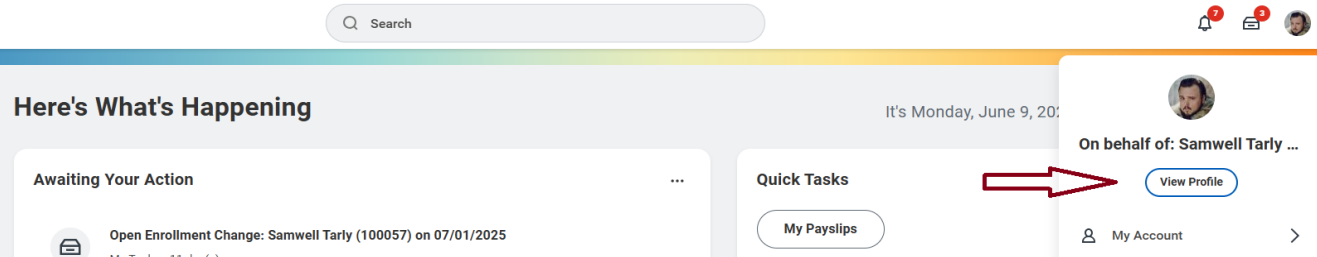
workday®

TO

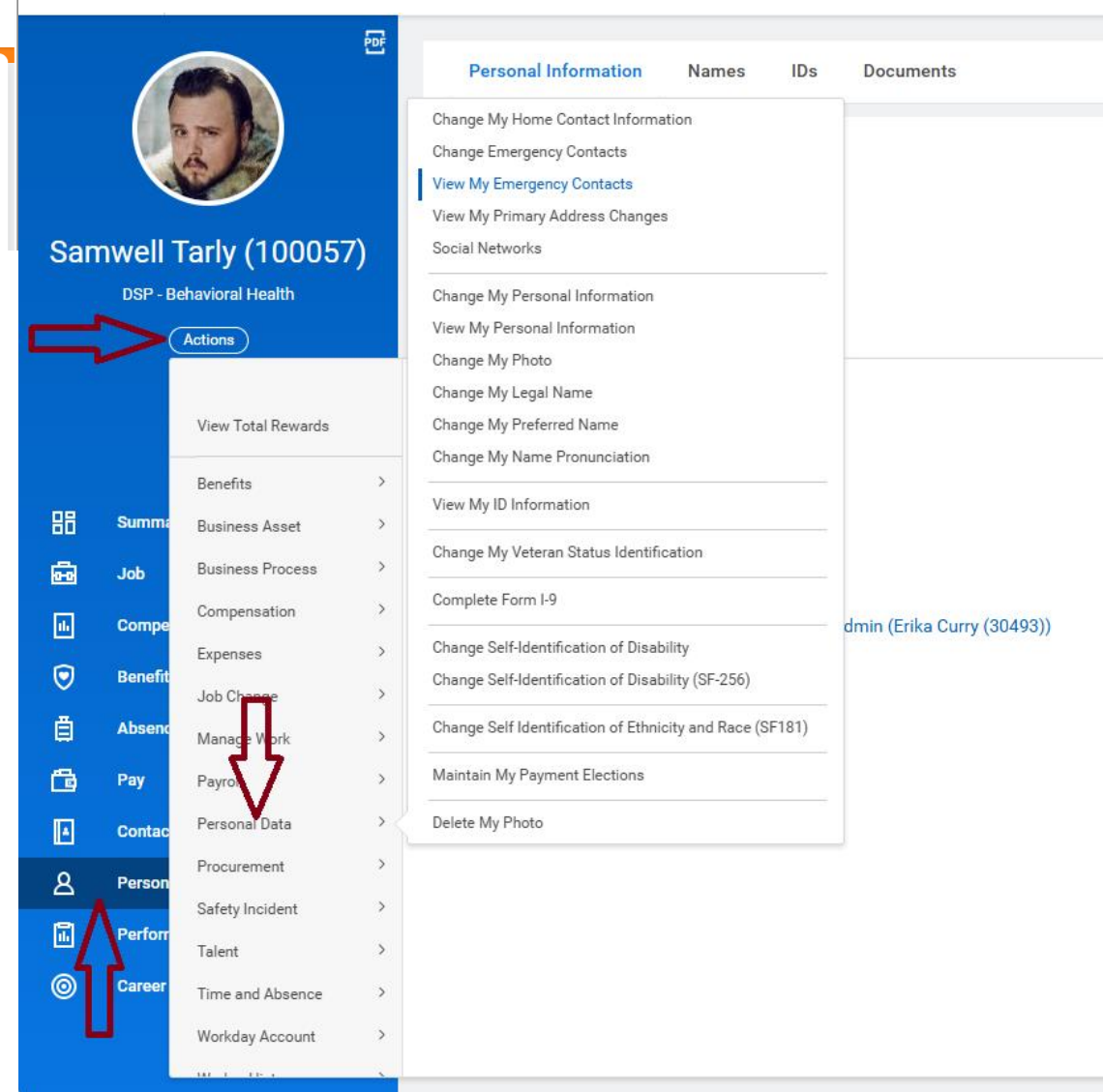
- “Hub” and Communications
- All Employees
- Forms
- Reports are readily available

- Sharepoint, emails
- All Employees + Contingent Workers
- Initiate Business Process
- Reports will need to be requested for some time after going live

HR – Profile

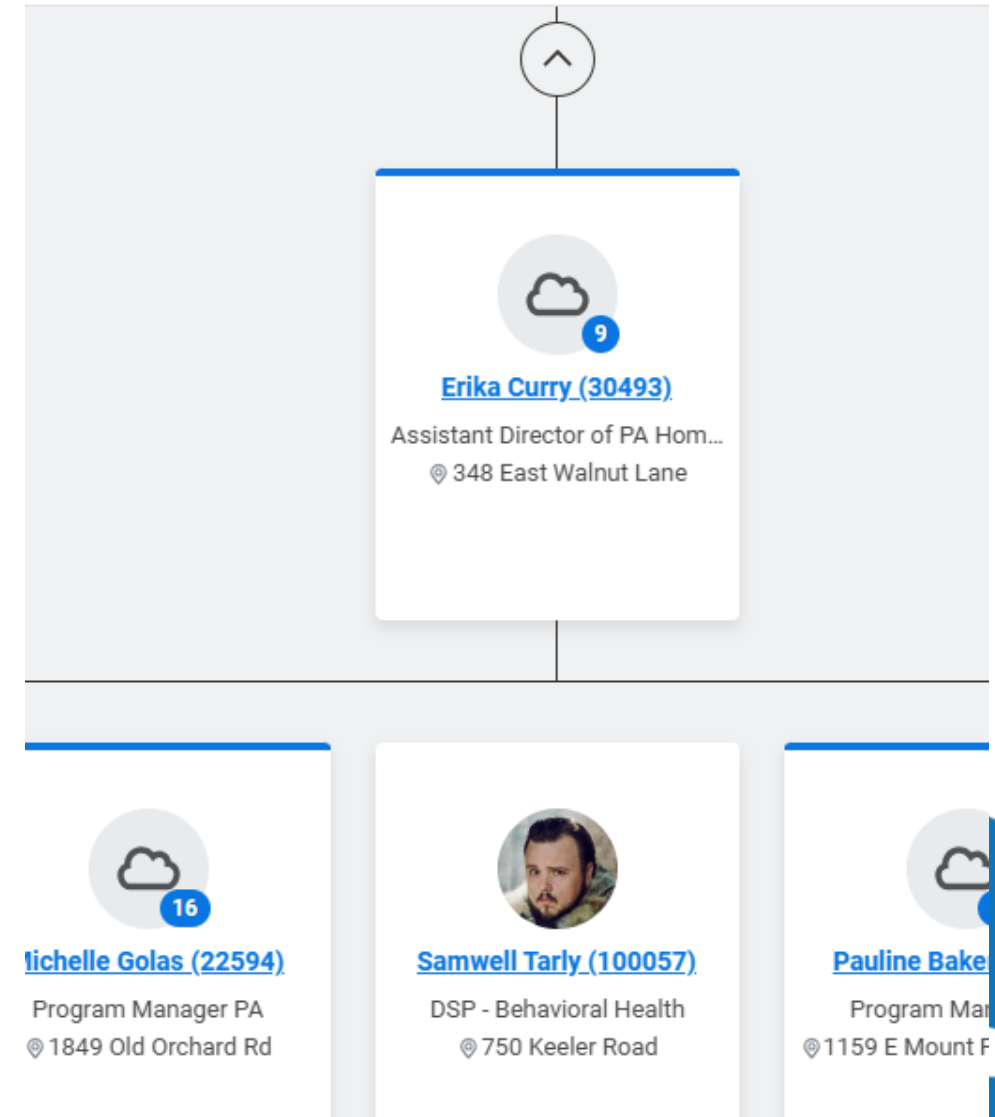
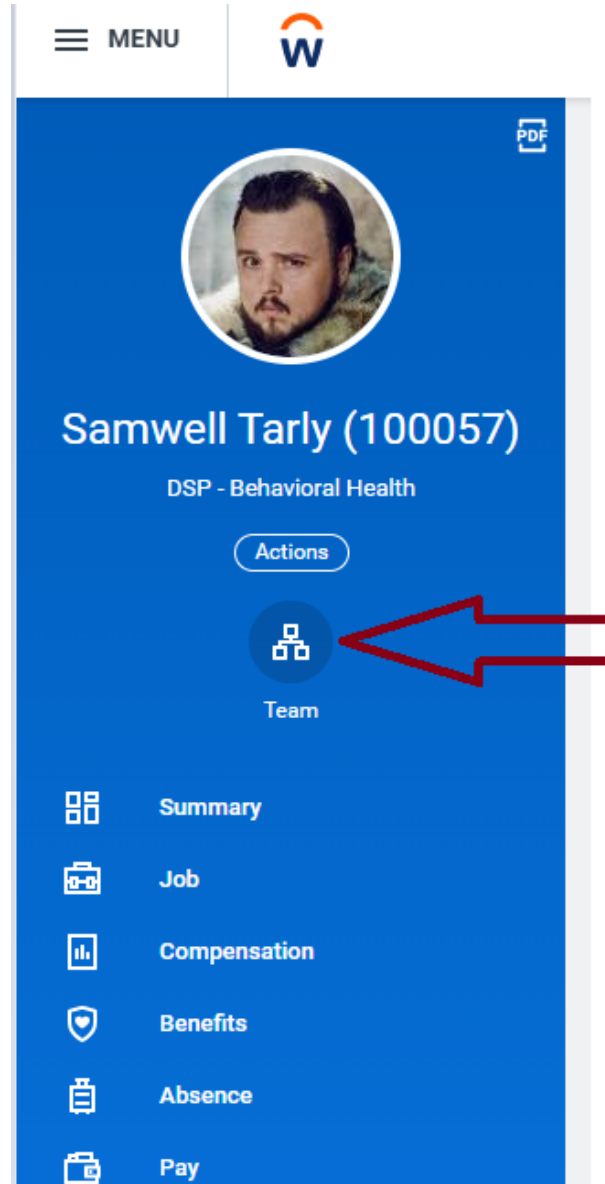


- Employee Profile – A central place in Workday where you can view and update your personal and contact information;
- Make sure to review and if needed update direct deposit, personal information and contact information (on July 1st 2025).
- Demo: Update contact information



HR – Org Chart

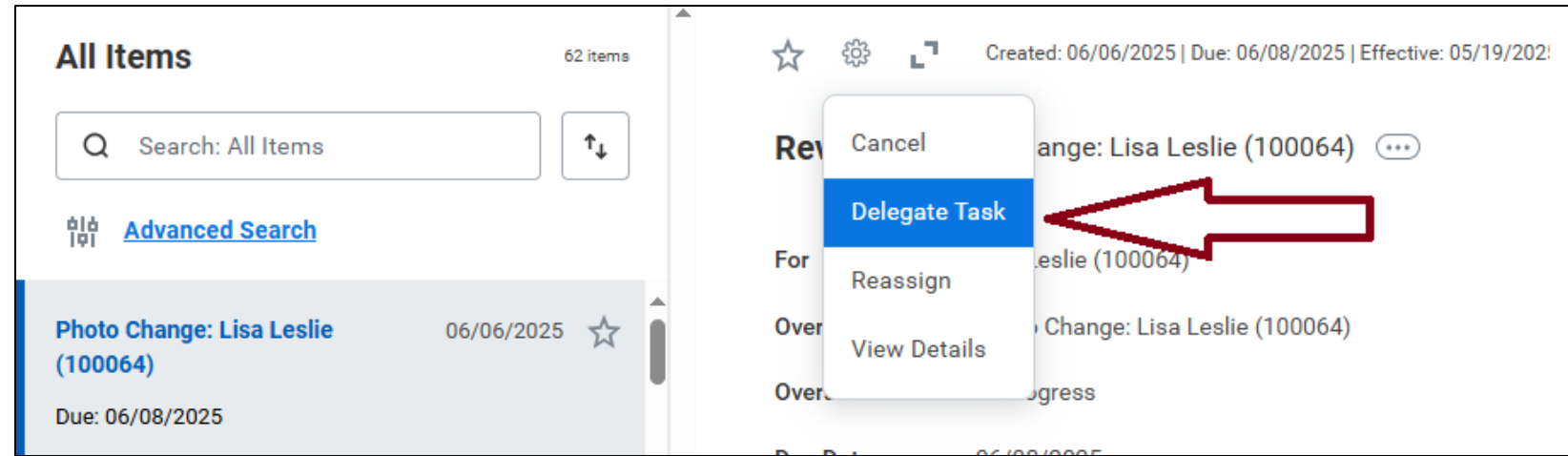
- A visual map in the Workday that shows reporting relationships – who you report to, your team and other roles in your company
- Demo



HR – Delegation and feedback

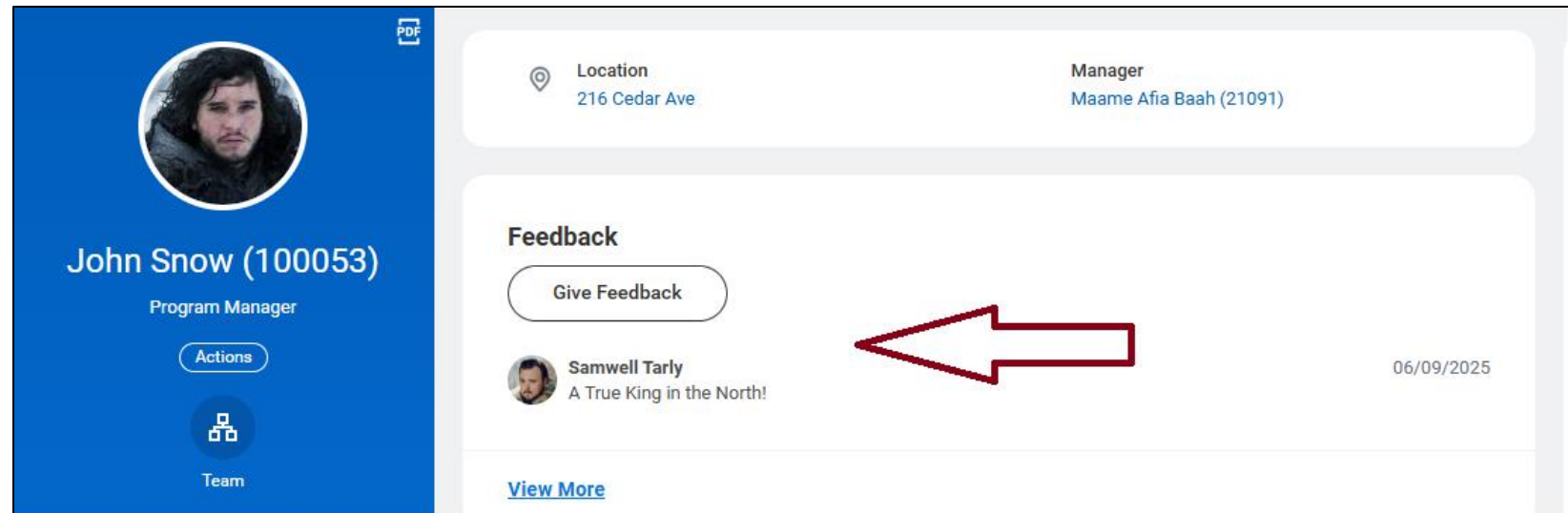
Delegation:

- Lets you assign someone else to complete Workday tasks on your behalf. List of delegates and BP available for delegation is set up by HR Administrator.



Feedback:

- A feature that allows you to give or receive comments about colleague's performance or contributions.
- Demo: Feedback



Live Demo



Recruiting - Overview

dayforce

FROM

- Basic Internal Job Search
- Referral Process - Manual

**workday**

TO

- Advanced Internal Job Search
- Referral Process via System

How Do I Refer Someone to KenCrest?



Jobs Hub



Overview



Browse Jobs



My Job Alerts



My Applications



My Referrals

My Referral Activity

My Referral Activity

Days Since Last Referral 71

Refer a Candidate

1

Active Referrals

My Referrals

Leaderboard

Points Breakdown

1 item

| Candidate | Referred For | Referral Date | Comments |
|------------------------------------|---------------------------|---------------|----------------------------------|
| Gio Armani (Internal) (C100076) | Residential - Direct Care | 03/24/2025 | I know Gio from NY Fashion Week. |

What Info Do I Need to Give?

Refer a Candidate

Referred by [Jaclyn Greenberg \(22481\)](#)

Referral Details

Please provide details for the person being referred.

Country *

Name

First Name *

Last Name *

Contact Information

Phone Device Type

Country Phone Code

Phone Number

Phone Extension

Submit

Cancel

The more information the better but anything with a **Red Asterisk (*)** is mandatory

These include:

- *Referral* First Name
- *Referral* Last Name
- *Referral* Email Address
 - *This is how they will receive the referral to accept and apply via a link to the job you choose*
- Job you are referring them for
 - *This will be a drop down*
- How you know the referral
- Comment to explain relationship or just general information for recruitment



How Do I Refer Someone to KenCrest Part 2!

→

← Search Results 1 item

×

↕

Advanced Search

Save

Endorse: Gio Armani for PA - Region 1
- Eastern MC - Homes - Direct Support
Professional - 220 Anderson Lane
DSP3
Due: 03/26/2025

☆ ⚙️ ↗️ Created: 03/24/2025 | Due: 03/26/2025

Endorse Candidate Gio Armani ⋮

A candidate just submitted their application and indicated that they know you. If you wish to endorse them, they will be identified as a referral candidate, and your name will be associated with the candidate record.

If you do not wish to endorse them or if you do not know them, simply select **No** and your name will be removed from their candidate record. The candidate will not be notified of your decision.

^

Candidate Name

Gio Armani

Job

PA - Region 1 - Eastern MC - Homes - Direct Support Professional - 220 Anderson Lane DSP3

Endorse? *

☒ Yes

☐ No

Relationship

Comment *

Submit

Cancel

KenCrest Compensation Philosophy

- KenCrest's compensation program ensures an equitable, market-based system which attracts and retains our talent
- Our base pay is based on the needs of the job
- Certain jobs have a Flat Rate Standard. There is no deviation in the rate paid to employees in these positions (e.g. DSP)
- All jobs have a grade assigned.
- Grades group jobs with similar responsibilities
- Grades have a minimum (90%), mid (100%) and max level (130%).
- All Compensation requests require management approval for both budget implications and consistency with grade conventions



QUESTIONS?

Please type your questions in the chat.

We will do our best to answer them here in the call and/or will add them to the FAQs if we are limited on time.



WHAT's NEXT?



Where to get help

[**https://www.kencrest.org/workday**](https://www.kencrest.org/workday)

- Job aids
- FAQs
- Glossary
- Task based videos from Workday
- Future Trainings & Training Recordings (Relias)
- Office Hours in July
- Change Champions
- Just try it!
- Support Model Info – Coming July 1



Who is my Change Champion?

| Program | Identified Champion(s) |
|--|--|
| Delaware State – Adults | Grace Hodge |
| Connecticut | Michelle Pych |
| Pennsylvania Birth to Five | Christina Waldron |
| Delaware Birth to Five | Michele Bailey |
| Clinical Services | Autumn Miller & Nicole Briggs |
| Early Learning Centers in Philadelphia | Christina Stiles & Wil Padilla |
| Children’s Transitional Homes | Ivan Johnson |
| Community Medical Homes | Dakota Trent |
| Supported Independent Living | Martayia Nelson-Rainey |
| Quality Outcomes Specialists | Ariana Forbes |
| PA Homes – Eastern Montgomery County | Maame Afia-Baah, Ryan Abner, Sydney Clark, & Edward Robinson |

| Program | Identified Champion |
|---|---|
| PA Homes – Western Montgomery County | Jean Dantica, Kimberly Royster, Nadia Aitammi, & Sisa Ncube |
| Lifesharing | Angela Weir |
| Community -Based Services | Katie White |
| Employment Services | Demir Moore |
| Quality Outcomes Specialists | Sharnese Jones |
| PA Homes – Chester County | James Carter, Courtney Hemingway, Delphine Johnson & Sylinda Butler |
| PA Homes – Philadelphia and Upper Bucks County | Tia Gibbs, Erika Curry, Michelle Golas, & Sumaro Dorleh |
| Scheduling Department, IT, ET & Nursing Coordination | Amanda Vani |
| Facility Management, Billing and Revenue Cycle Department , Philanthropy & Executive Office | Hannah Simons |
| Incident Management, Corporate Finance & Human Resources | Diana Crothers |

Team lead: Sheetal Manglani, Melissa BaileyRaison, Karen Latimer, Beth Tavenner

Virtually attend a Live Event!!

Mid July 2025 onwards

More Details
end of June



Jeopardy! Or Workday Feud



Across 24 sites PA, CT, DE



Teams of 3 sign up by July 9!

Games Coordinators

| | | |
|-----------------------|------------|------------------|
| Erika Curry | Sisa Ncube | Angela Weir |
| Katie White | Tia Gibbs | Karen Latimer |
| Melissa Bailey-Raison | | Sheetal Mangtani |



NEXT STEPS

1. Watch for Communications
2. Get familiar with the Workday Landing Page
3. Validate your Information July 1 – 3 and throughout July
4. Attend All Employee Training July 8, 9, OR 10
 - OPTION: Attend the Hourly Employee Training
 - OPTION: Attend the Manager Training
5. Visit us during Office Hours the first weeks in July
6. Attend a LIVE On-site event!



Feedback

Join by QR code
Scan with your camera app

Your opinion is important to us!

- Please take 3-4 minutes to complete this survey.
- Your feedback will help us design and customize courses in the future.
- This survey is anonymous.



OR use this link in your browser:

<https://insights.kencrest.org/s/zernjr>



THANK YOU!!!

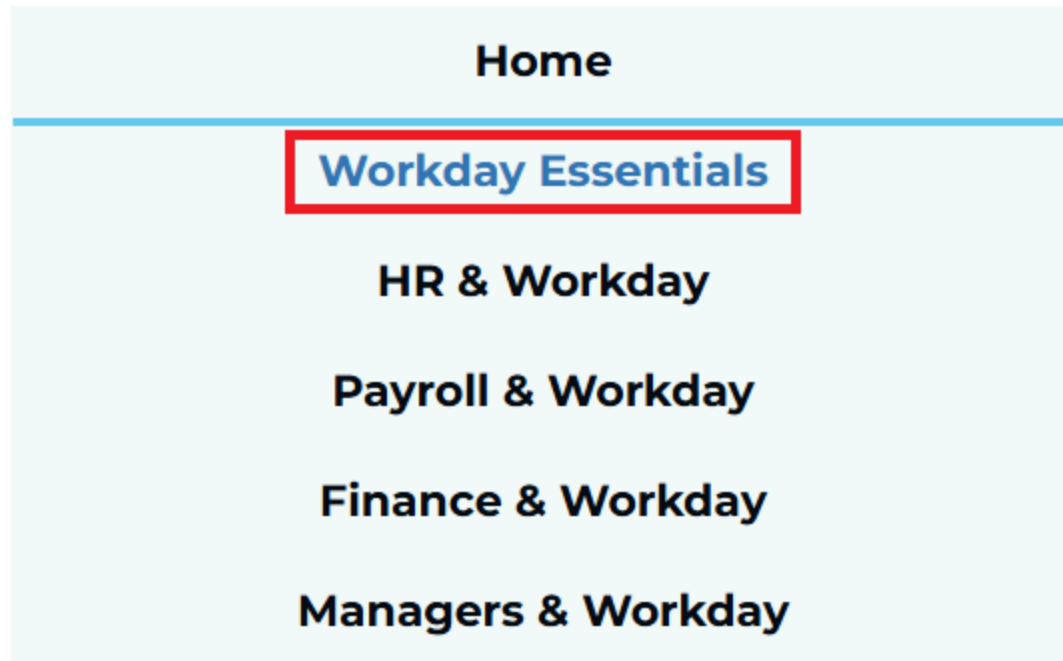


WORKDAY SEARCH

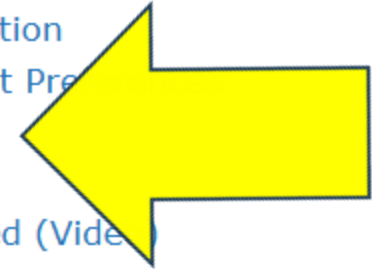
Bonus Topic if there is extra time



Job Aid - Using Workday Search



- Find Your Place in the Organization
- Modify Personal Information
- Set Passwords & Account Pre
- Using Workday Search
- Workday Accessibility
- Workday: Getting Started (Vide
- Workday Navigation & Tools



www.kencrest.org/workday



Job Aid - Using Workday Search

Getting Started: Workday Search

Employee

This job aid outlines the various ways that you can search in Workday. It also provides some tips and tricks to get the most out of Workday Search.

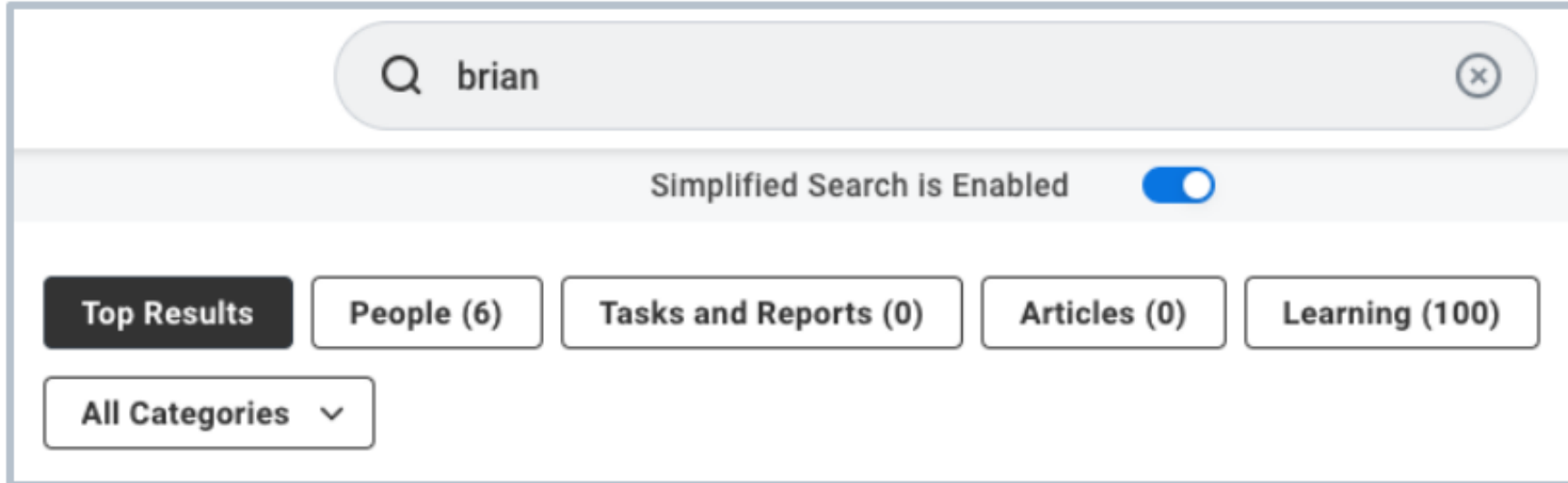
Global Search

Workday makes it easy to search for people, tasks, reports, and business data using the Search box.

A screenshot of the Workday search interface. It features a light gray rounded rectangular search box with a magnifying glass icon on the left and the word "Search" in a dark gray font. The search box is enclosed within a thin gray border.

Job Aid - Using Workday Search

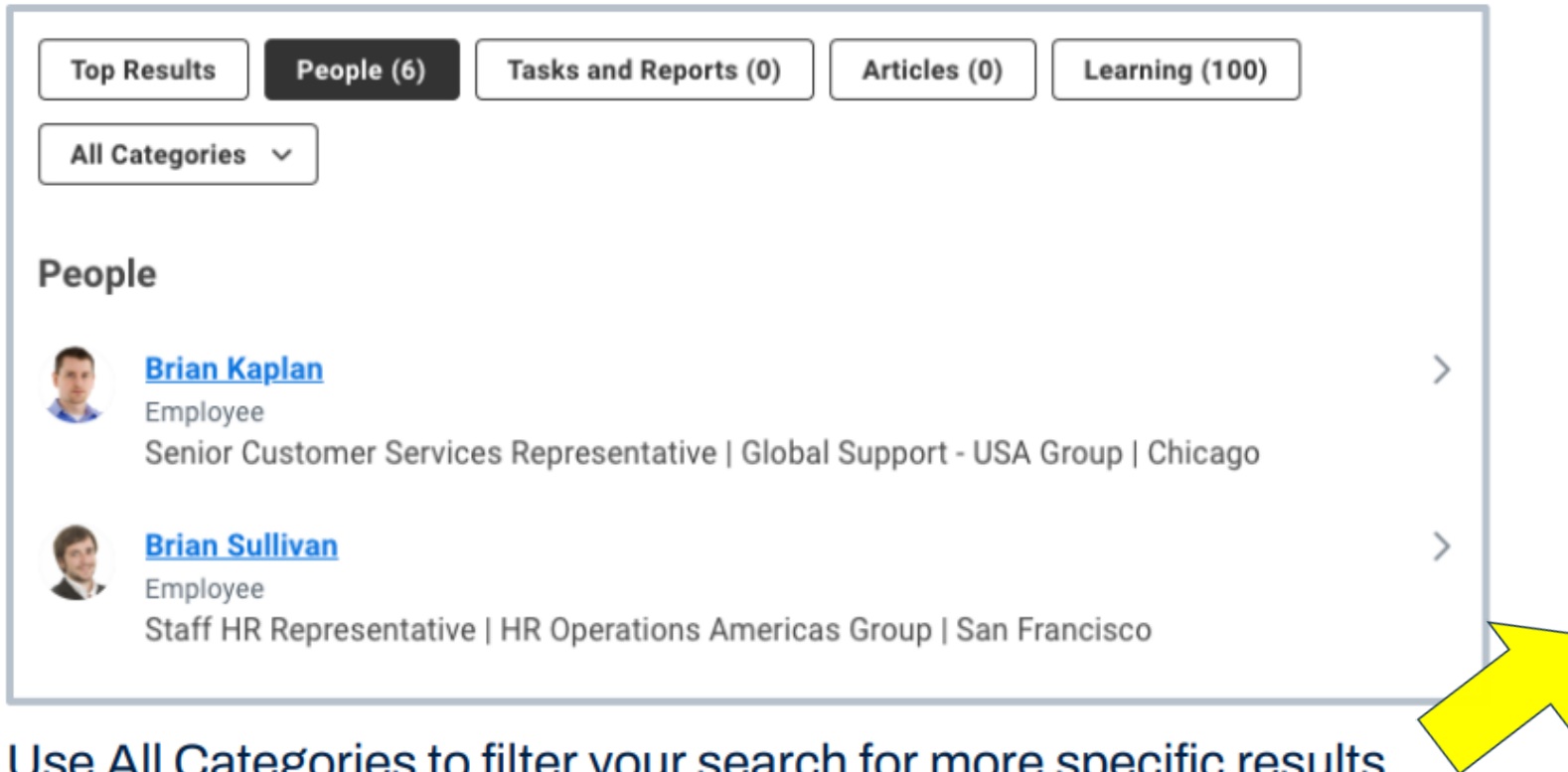
For example, to find a worker, enter their name into the Search box, and then press Enter on your keyboard.



The screenshot displays the Workday search interface. At the top, a search bar contains the text "brian" with a magnifying glass icon on the left and a clear button (an 'x' in a circle) on the right. Below the search bar, a toggle switch indicates "Simplified Search is Enabled" and is currently turned on. Underneath the toggle, there are five filter buttons: "Top Results" (highlighted in dark grey), "People (6)", "Tasks and Reports (0)", "Articles (0)", and "Learning (100)". At the bottom left, there is a button labeled "All Categories" with a downward-pointing chevron icon.

Job Aid - Using Workday Search

Search results options display across the top of the page as a group of filter buttons. Top Results is the default data returned, personalized for you. Navigate to People to filter the results to only display workers in your organization.





The screenshot shows the top of a Workday search results page. At the top, there are five filter buttons: 'Top Results', 'People (6)', 'Tasks and Reports (0)', 'Articles (0)', and 'Learning (100)'. Below these is a dropdown menu labeled 'All Categories' with a downward arrow. The main content area is titled 'People' and displays two employee profiles. Each profile includes a small circular photo, the employee's name in blue, their title 'Employee', and their department/location. A yellow arrow points from the bottom right of the 'People' list towards the 'All Categories' dropdown.

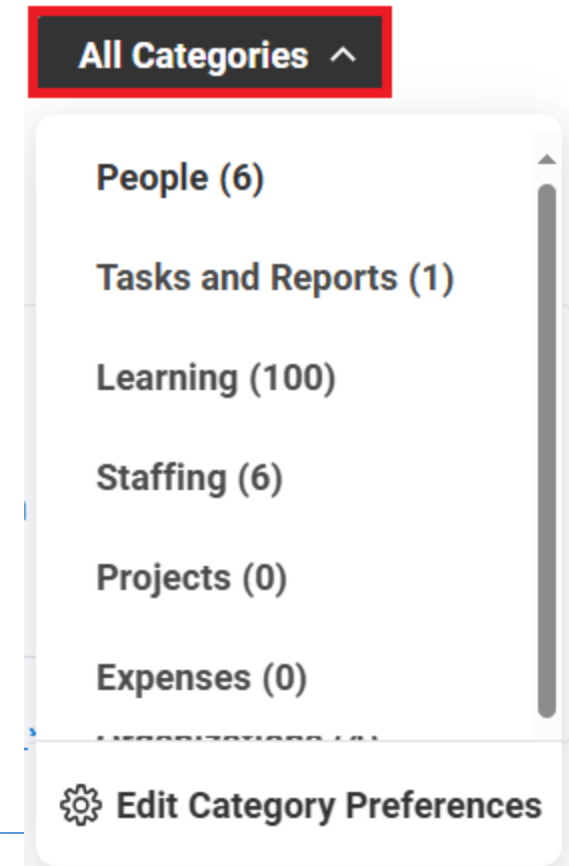
Top Results People (6) Tasks and Reports (0) Articles (0) Learning (100)

All Categories ▾

People

 [Brian Kaplan](#) >
Employee
Senior Customer Services Representative | Global Support - USA Group | Chicago

 [Brian Sullivan](#) >
Employee
Staff HR Representative | HR Operations Americas Group | San Francisco



A dropdown menu is shown, listing various search categories. The 'All Categories' button at the top is highlighted with a red border. The list includes 'People (6)', 'Tasks and Reports (1)', 'Learning (100)', 'Staffing (6)', 'Projects (0)', 'Expenses (0)', and 'Organizations (1)'. At the bottom of the menu is a link with a gear icon labeled 'Edit Category Preferences'.

All Categories ^

People (6)

Tasks and Reports (1)


Learning (100)

Staffing (6)

Projects (0)

Expenses (0)

Organizations (1)

 Edit Category Preferences

Use All Categories to filter your search for more specific results.

Job Aid - Using Workday Search

Exact Match

Keep in mind that searches find exact matches. If you misspell the search text, likely no results will return. Workday Search also favors complete word matches over partial word matches, so that search results match the term you enter more closely. If you search using partial names or terms, the results may not display partial matches, depending on data volume. For example, if you search for “Alex,” the results may not display the name “Alexander.”

Partial Search

Though complete word matches are favorable, you can also use a partial search to find your results. For example, if you want to find the Maintain Candidate List Assignment task, you can use the search string “main can lis”. Though this method is still effective, it may not be a best practice for all search types where Workday returns multiple results.

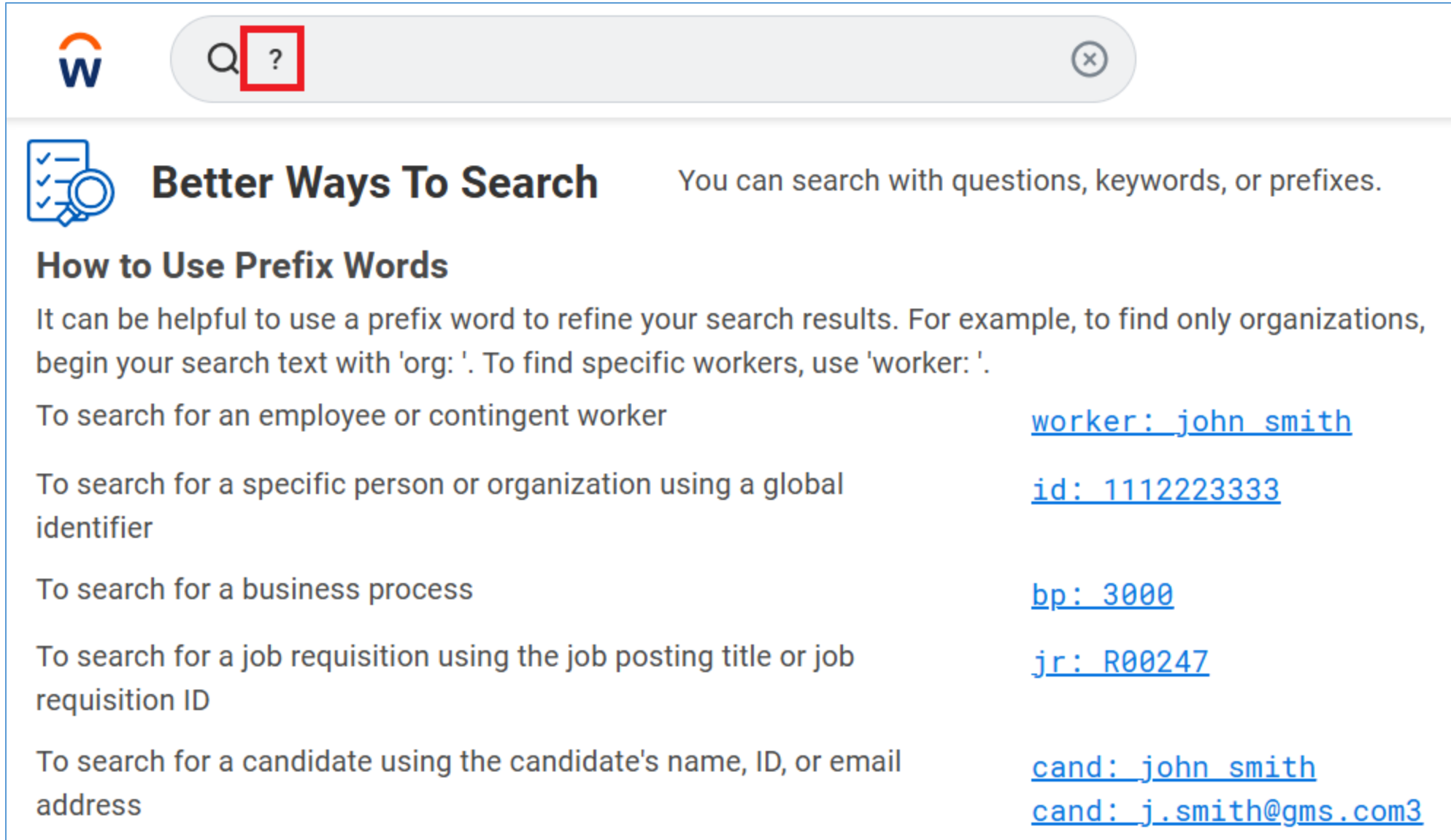
Job Aid - Using Workday Search

Prefixes

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, “bp:” returns all business process definitions. To return a list of all search prefixes available to you, enter a question mark (?) in the Search box and then press Enter.



Job Aid - Using Workday Search



The screenshot shows the Workday search interface. At the top is the Workday logo (a stylized 'W' with an orange arc) and a search bar containing a magnifying glass icon and a question mark icon. Below the search bar is a section titled "Better Ways To Search" with a magnifying glass icon and a sub-header "How to Use Prefix Words". The text explains that prefix words can refine search results, giving examples like 'org:' for organizations and 'worker:' for workers. It then lists five search scenarios with their corresponding prefix search syntaxes: searching for an employee or contingent worker, searching for a specific person or organization using a global identifier, searching for a business process, searching for a job requisition using the job posting title or job requisition ID, and searching for a candidate using the candidate's name, ID, or email address.

Better Ways To Search You can search with questions, keywords, or prefixes.

How to Use Prefix Words

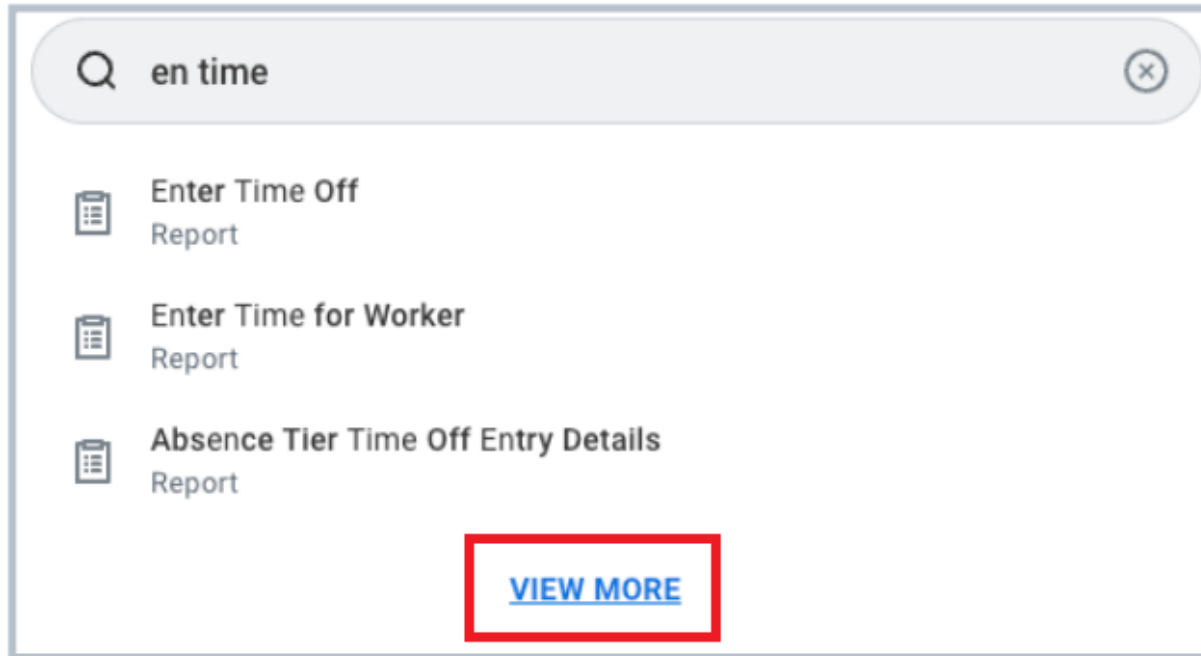
It can be helpful to use a prefix word to refine your search results. For example, to find only organizations, begin your search text with 'org: '. To find specific workers, use 'worker: '.

| | |
|---|--|
| To search for an employee or contingent worker | <u>worker: john smith</u> |
| To search for a specific person or organization using a global identifier | <u>id: 1112223333</u> |
| To search for a business process | <u>bp: 3000</u> |
| To search for a job requisition using the job posting title or job requisition ID | <u>jr: R00247</u> |
| To search for a candidate using the candidate's name, ID, or email address | <u>cand: john smith</u> <u>cand: j.smith@gms.com3</u> |

Job Aid - Using Workday Search

Auto-Suggest

Global Search Auto-Suggest displays suggested results as the first type-ahead result. It also displays loading animations when type-ahead is fetching results. To view all results, select the View More button on the search results page, as shown in the image below.



Job Aid - Using Workday Search

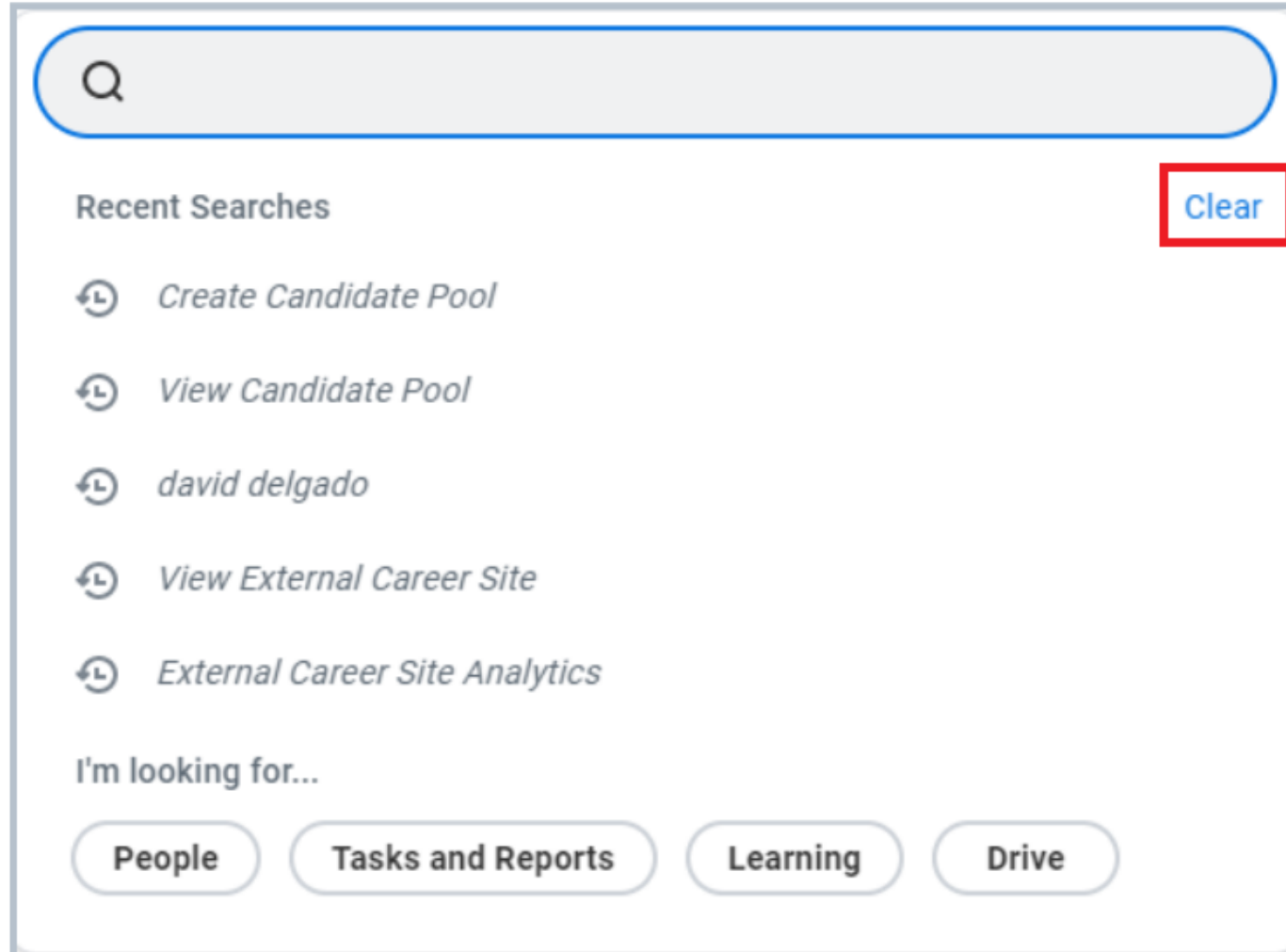
Recent Searches

Workday saves your recent search results and queries for convenience, as shown in the image below. The five most recent searches display, helping you access these items faster. You can clear the results by selecting Clear in the Search box pull-down.



Job Aid - Using Workday Search

How to clear results



The screenshot displays the Workday search interface. At the top is a search bar with a magnifying glass icon. Below it, the 'Recent Searches' section lists five items, each preceded by a circular arrow icon: 'Create Candidate Pool', 'View Candidate Pool', 'david delgado', 'View External Career Site', and 'External Career Site Analytics'. A red rectangular box highlights the 'Clear' button in the top right corner of the 'Recent Searches' section. At the bottom, the text 'I'm looking for...' is followed by four buttons: 'People', 'Tasks and Reports', 'Learning', and 'Drive'.

Search bar

Recent Searches

Clear

- Create Candidate Pool
- View Candidate Pool
- david delgado
- View External Career Site
- External Career Site Analytics

I'm looking for...

People Tasks and Reports Learning Drive