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)

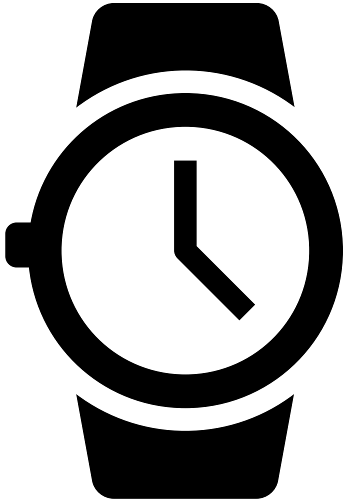
Manager Training #2
July 1, 2, OR 3

(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

www.kencrest.org/workday

YOUR LEARNING SUPPORT TOOLS

www.kencrest.org/workday

KenCrest
Your Dreams. Our Mission.

About Us | What We Do | Get Involved | Connect With Us | Donate Now | Careers

Home

Workday Essentials

HR & Workday

Payroll & Workday

Finance & Workday

Managers & Workday

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

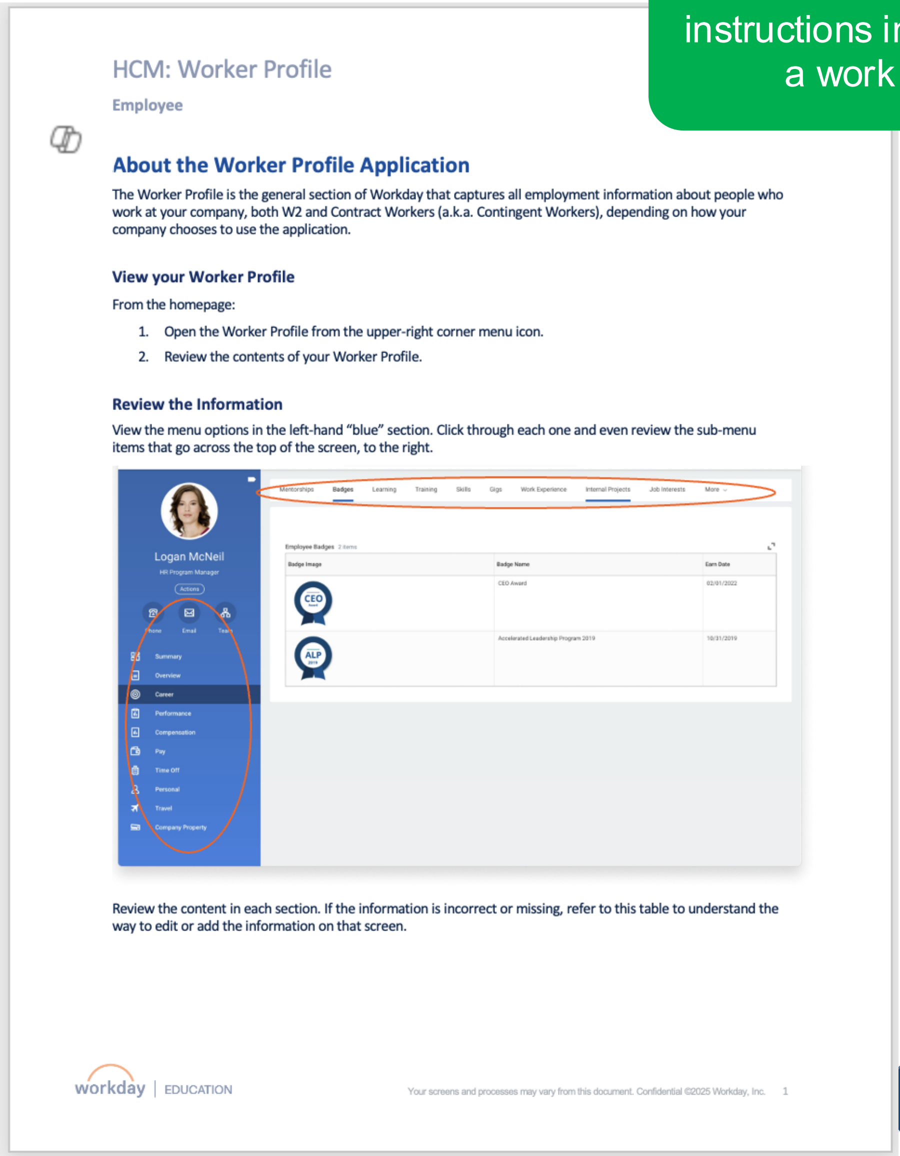
Glossary

- 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


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.

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

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.

www.kencrest.org/workday

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...

KenCrest
Your Dreams. Our Mission.

workday.

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

Mid July 2025 onwards

Jeopardy! Or Workday Feud

Across 24 sites PA, CT, DE

Teams of 3 sign up by July 9!

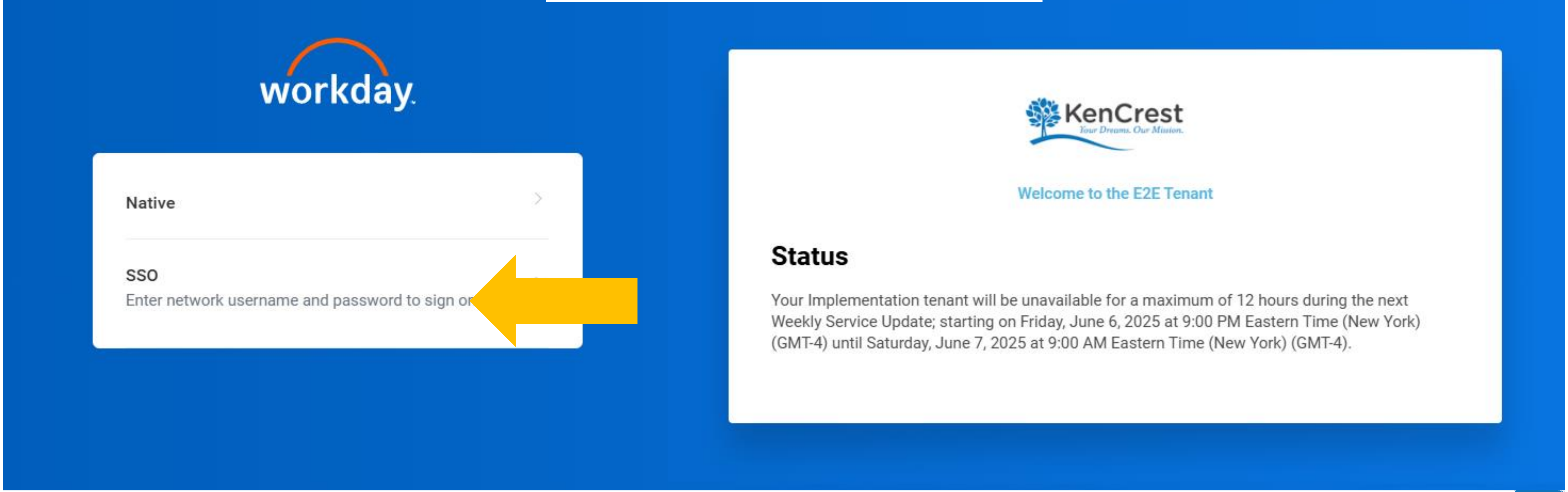
Games Coordinators

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

ACCESS & NAVIGATION

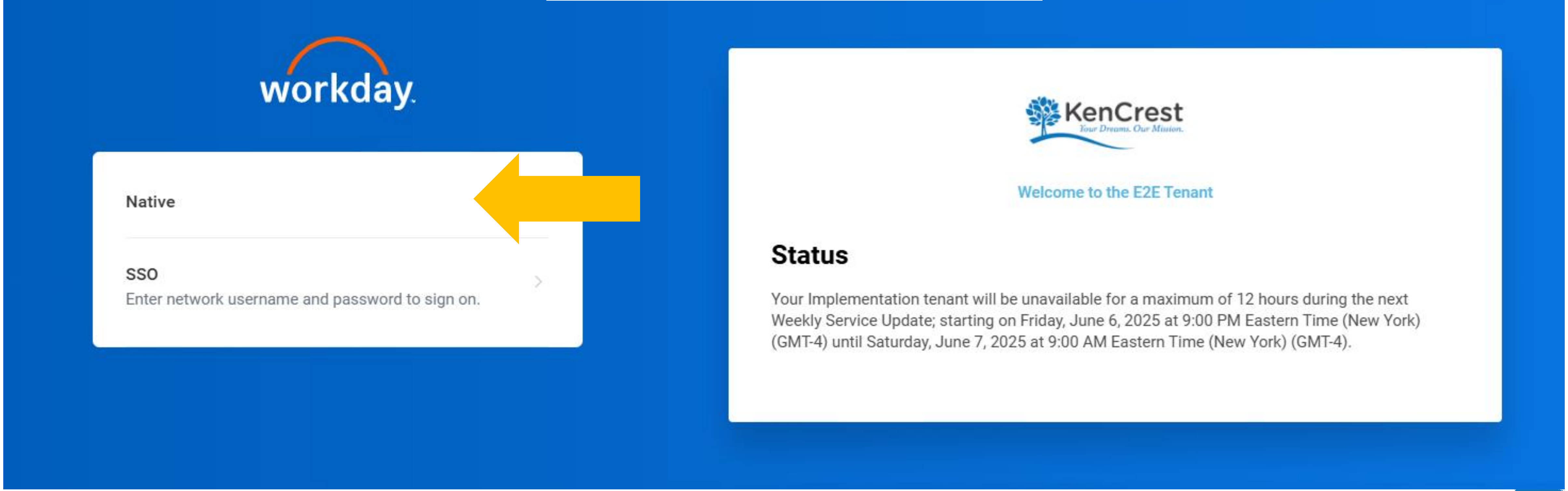
With Network Access

Website Link Name: TBD



Without Network Access

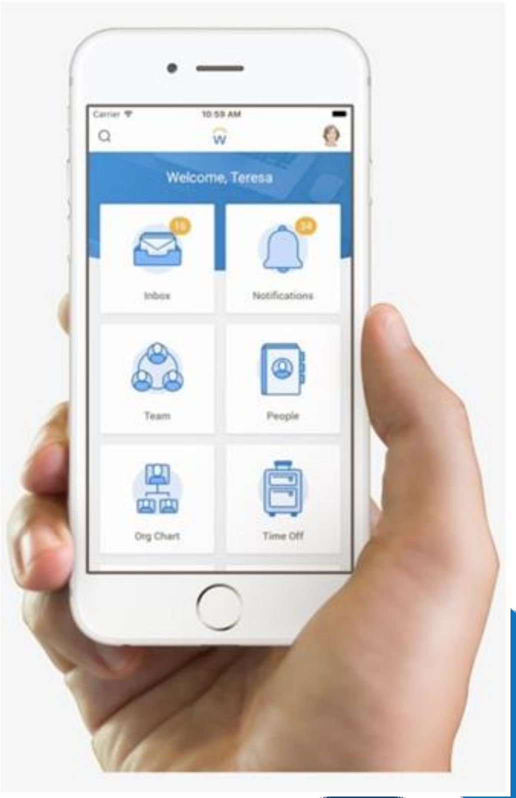
Website Link Name: TBD



Mobile Access

NOTE:

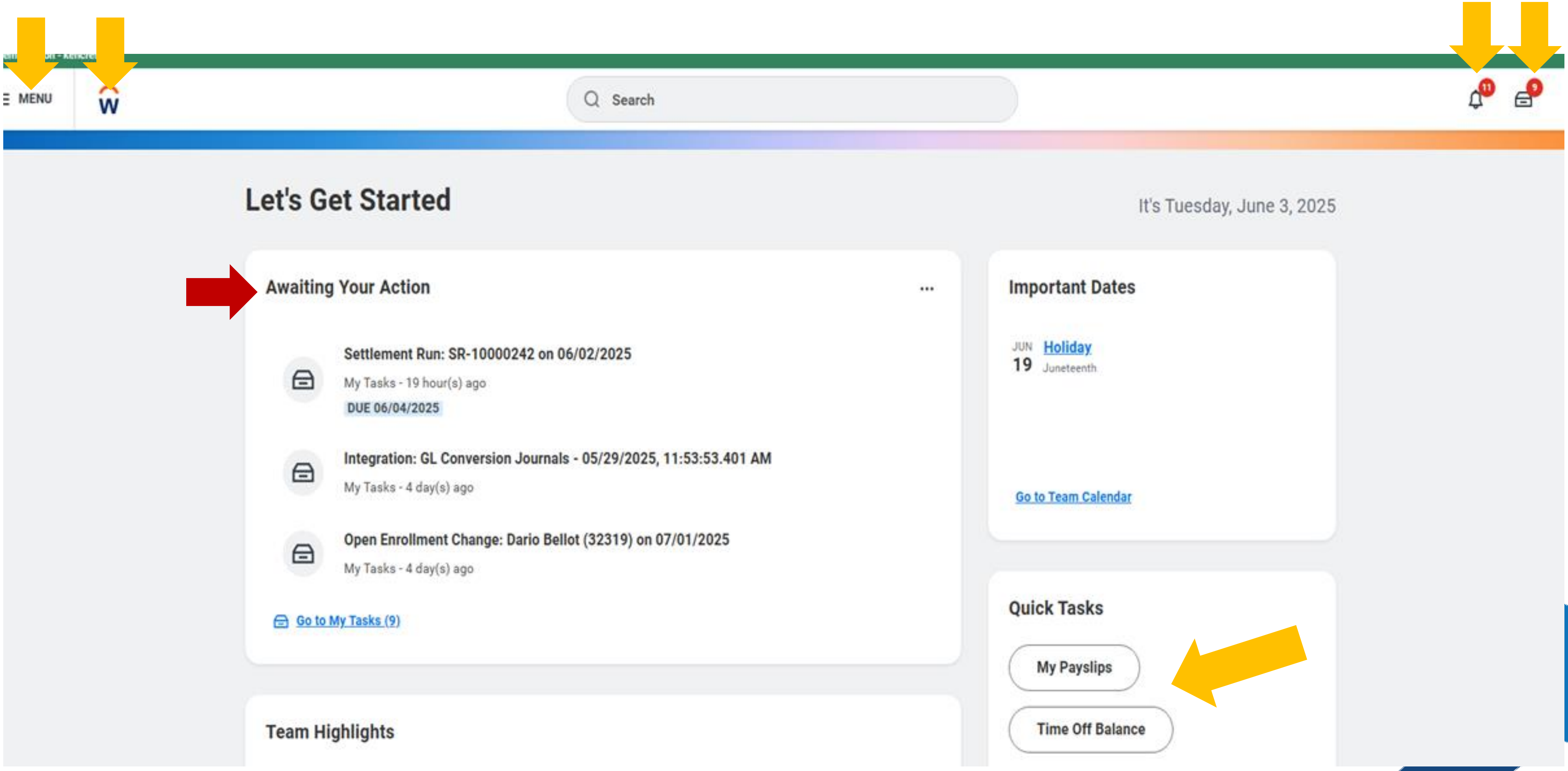
1. Existing Mobile Phone policies apply.
2. Use it to review time balances and request time off. But only specific positions will have the ability to use the mobile app to punch in and out (more to come in July).



Step 1: Go to your App Store

Step 2: Download the Workday App

Step 3: Login with the same Instructions from above

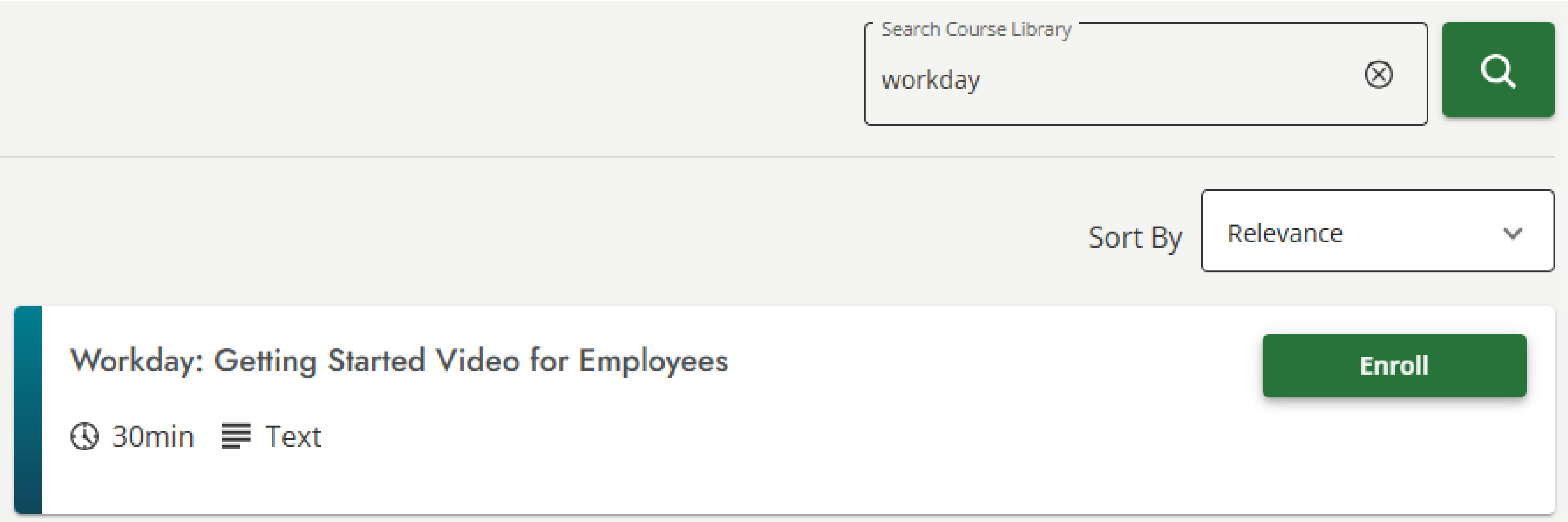

MENU
Search
11
9
Let's Get Started
It's Tuesday, June 3, 2025
Awaiting Your Action
Settlement Run: SR-10000242 on 06/02/2025
My Tasks - 19 hour(s) ago
DUE 06/04/2025
Integration: GL Conversion Journals - 05/29/2025, 11:53:53.401 AM
My Tasks - 4 day(s) ago
Open Enrollment Change: Dario Bellot (32319) on 07/01/2025
My Tasks - 4 day(s) ago
Go to My Tasks (9)
Important Dates
JUN
19
Holiday
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



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.

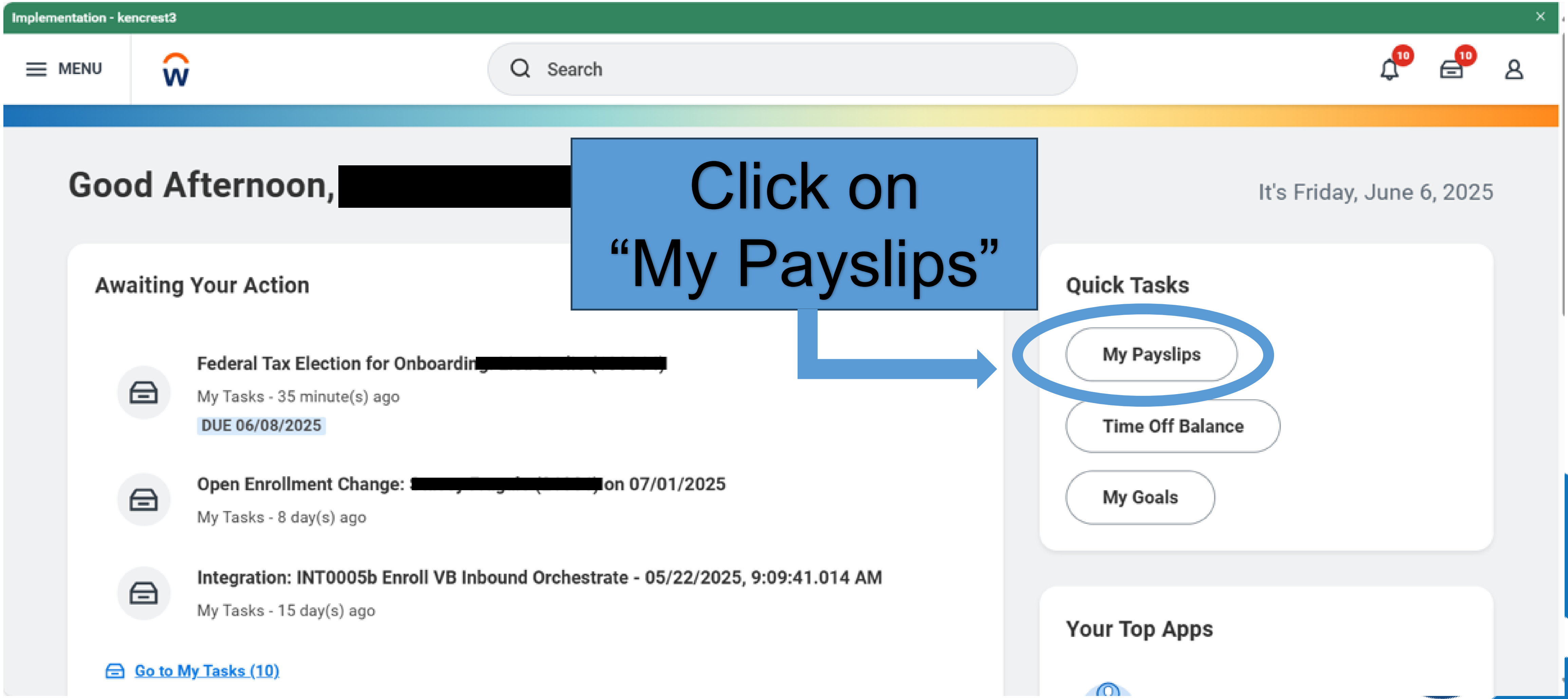
Workday and Payroll

Agenda:

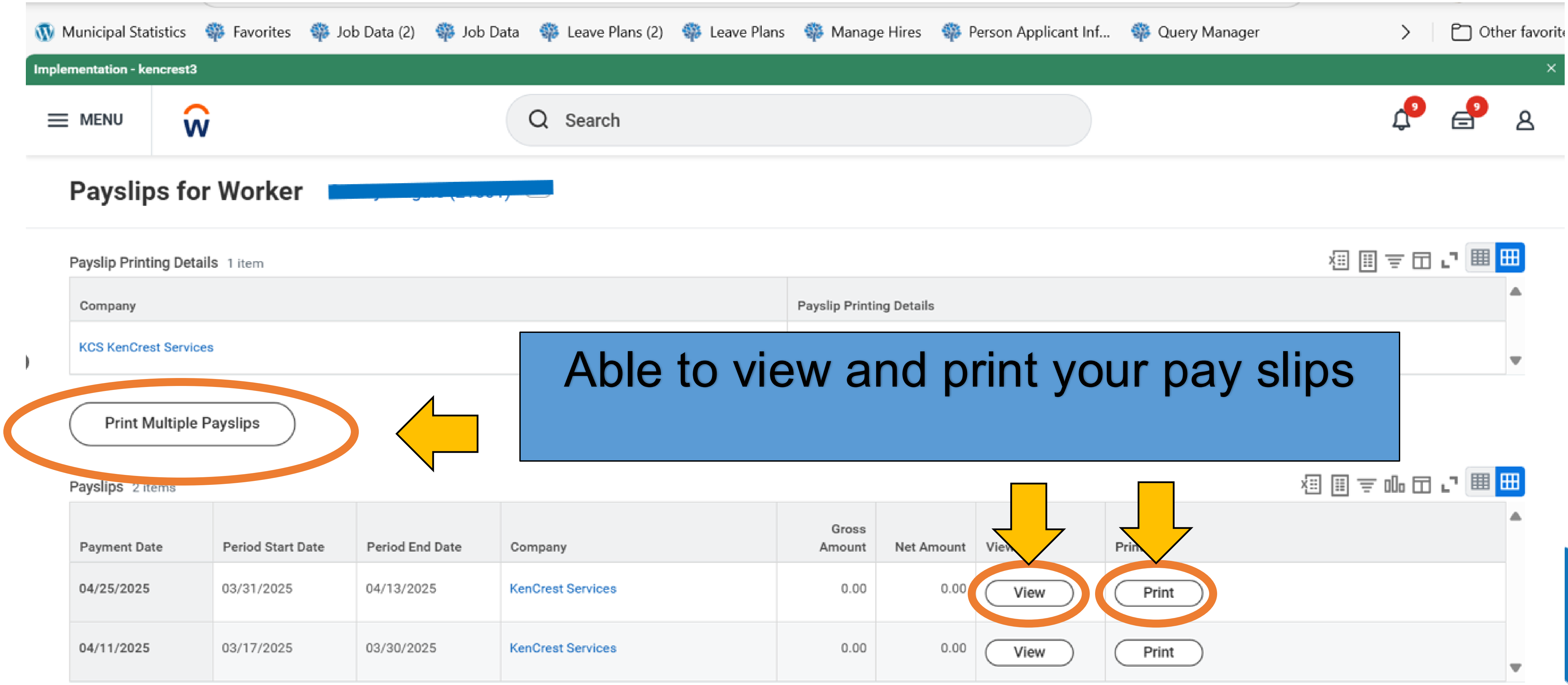
- View Pay Slips
- Setup Direct Deposits
- Requesting PTO
- Time Tracking

Viewing pay slips using Workday

View pay slips using “Quick Tasks”

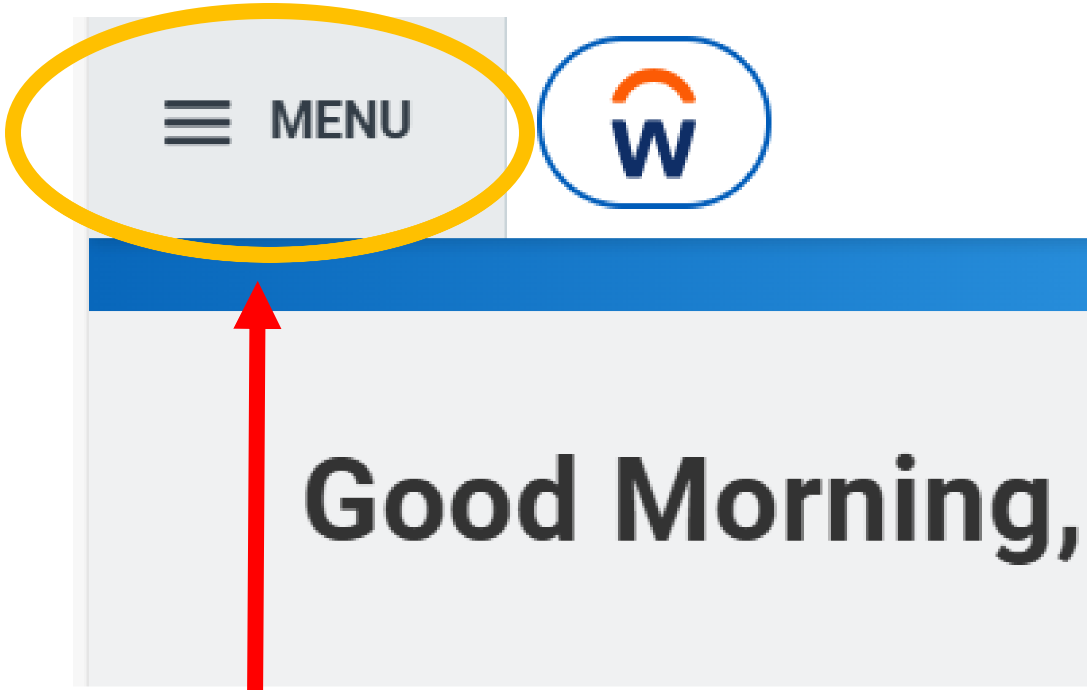


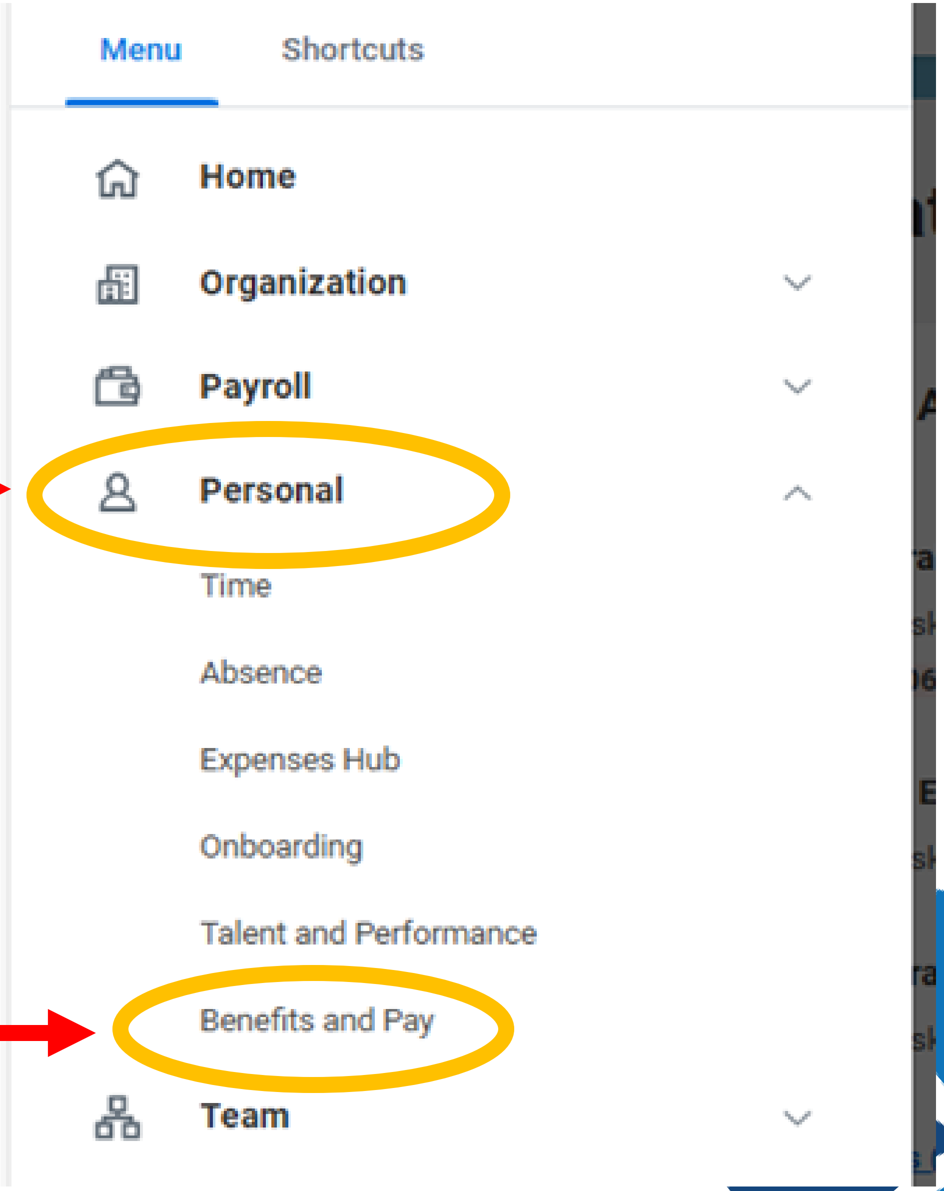
View pay slips using “Quick Tasks” - Continued



Direct deposit in Workday

Direct Deposit Setup:

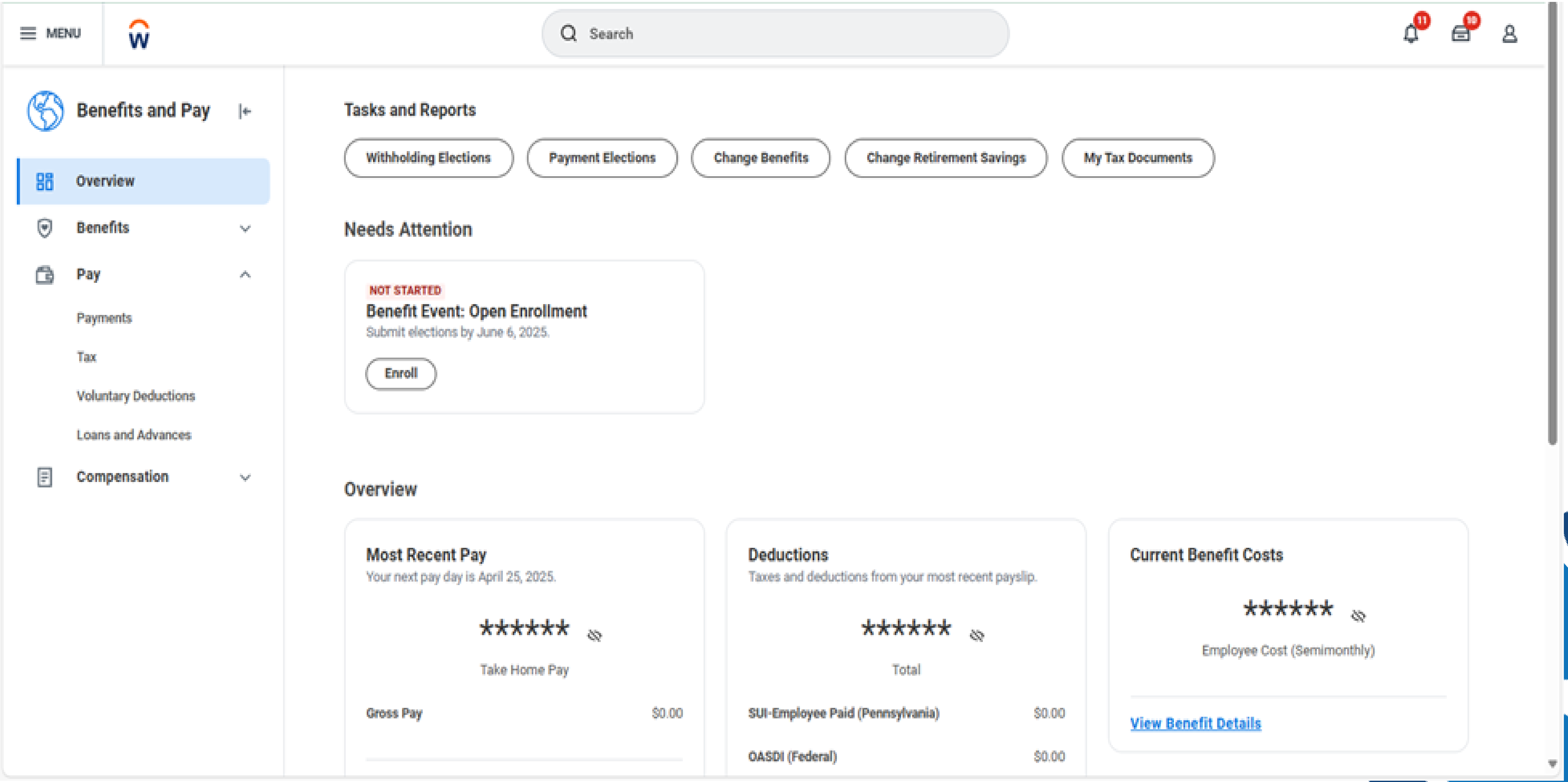


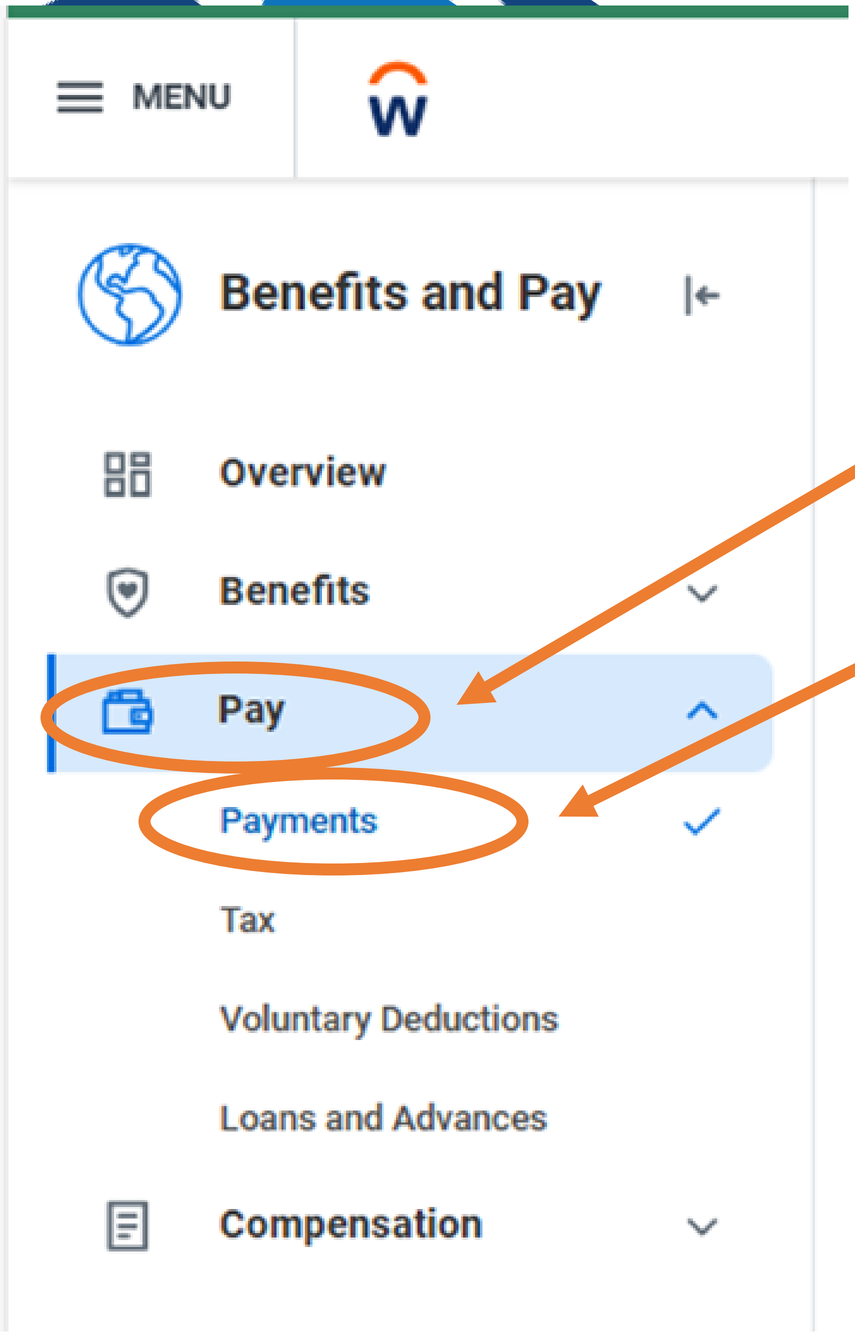


1. Click on “Menu”
2. Click on “Personal”
3. Select “Benefits and Pay”

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

"Benefits and Pay" Screen:





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

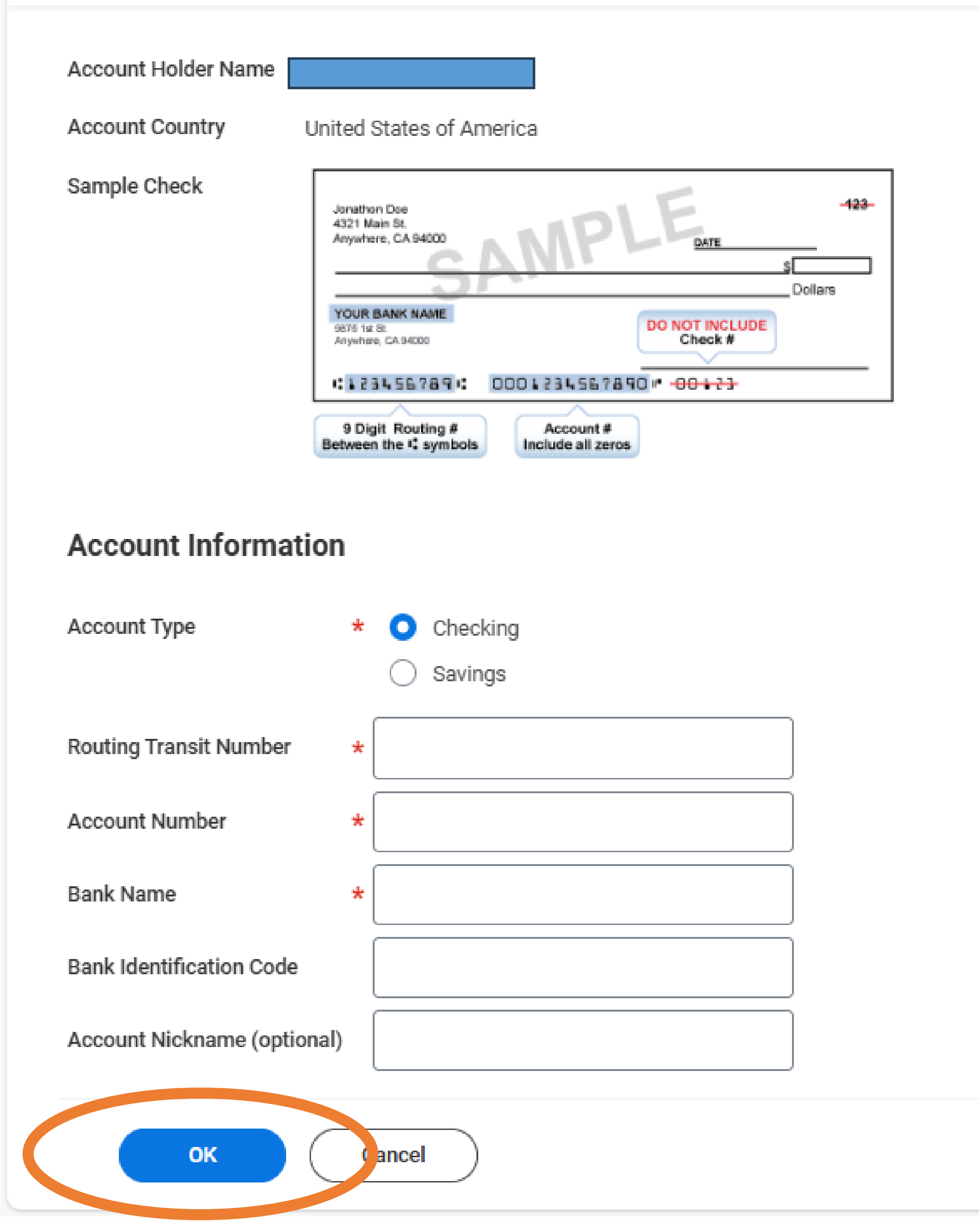
Account Nickname	Country	Bank Name	Account Type	Account Number	Action
WELLS FARGO BANK, NA	United States of America	WELLS FARGO BANK, NA	Checking		Edit Remove View
AMERICAN HERITAGE FEDERAL CREDIT	United States of America	AMERICAN HERITAGE FEDERAL CREDIT UNION	Checking		Edit Remove View

Add

Can add new accounts

Payment Elections 2 items

Pay Type	Payment Elections				Action
	Payment Type	Account	Account Number	Distribution	
USA Payroll Payment	Direct Deposit	WELLS FARGO BANK, NA		Amount	Edit



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"

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	Edit Remove View

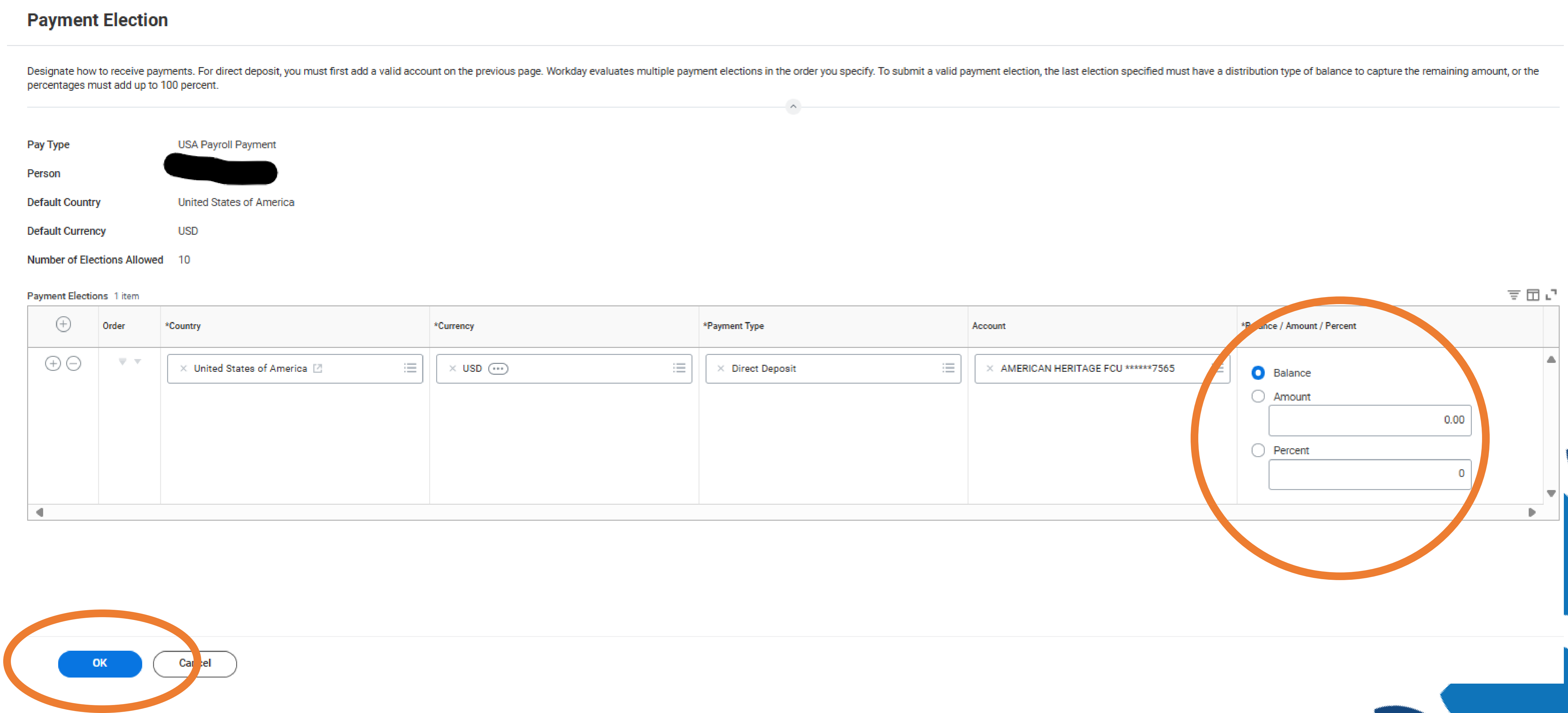
Add

Payment Elections 2 items

Pay Type	Payment Elections				Action
	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	AMERICAN HERITAGE FCU ******7565	******7565	Balance Yes	Edit
USA Payroll Payment	Direct Deposit	AMERICAN HERITAGE FCU ******7565	******7565	Balance Yes	Edit

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



PTO requests using Workday

PTO Requests

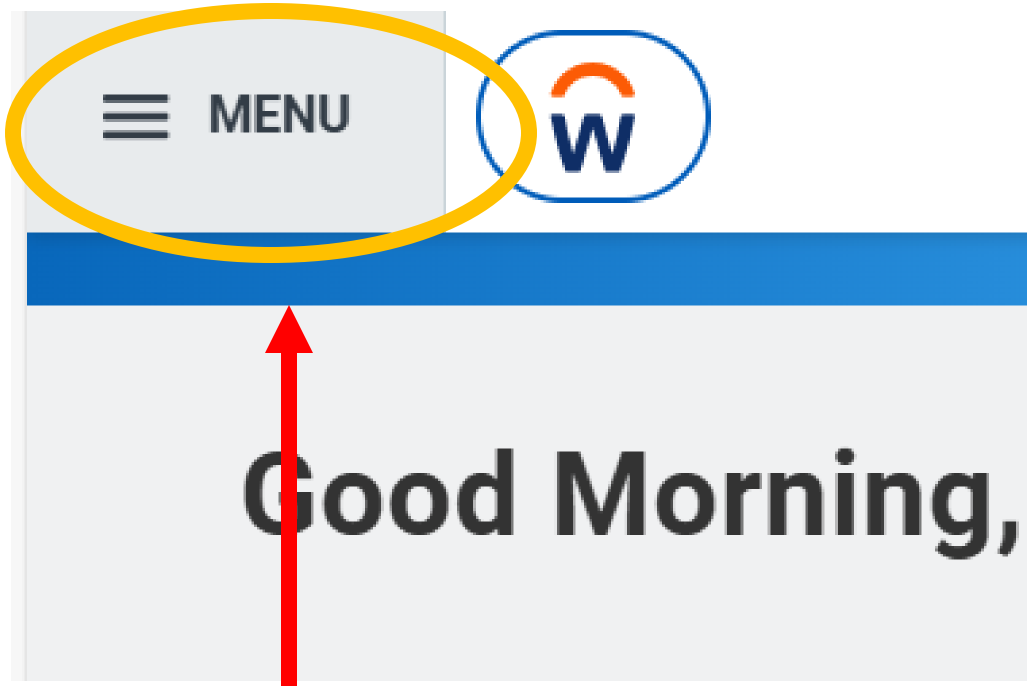
What you need to know about requesting PTO in Workday

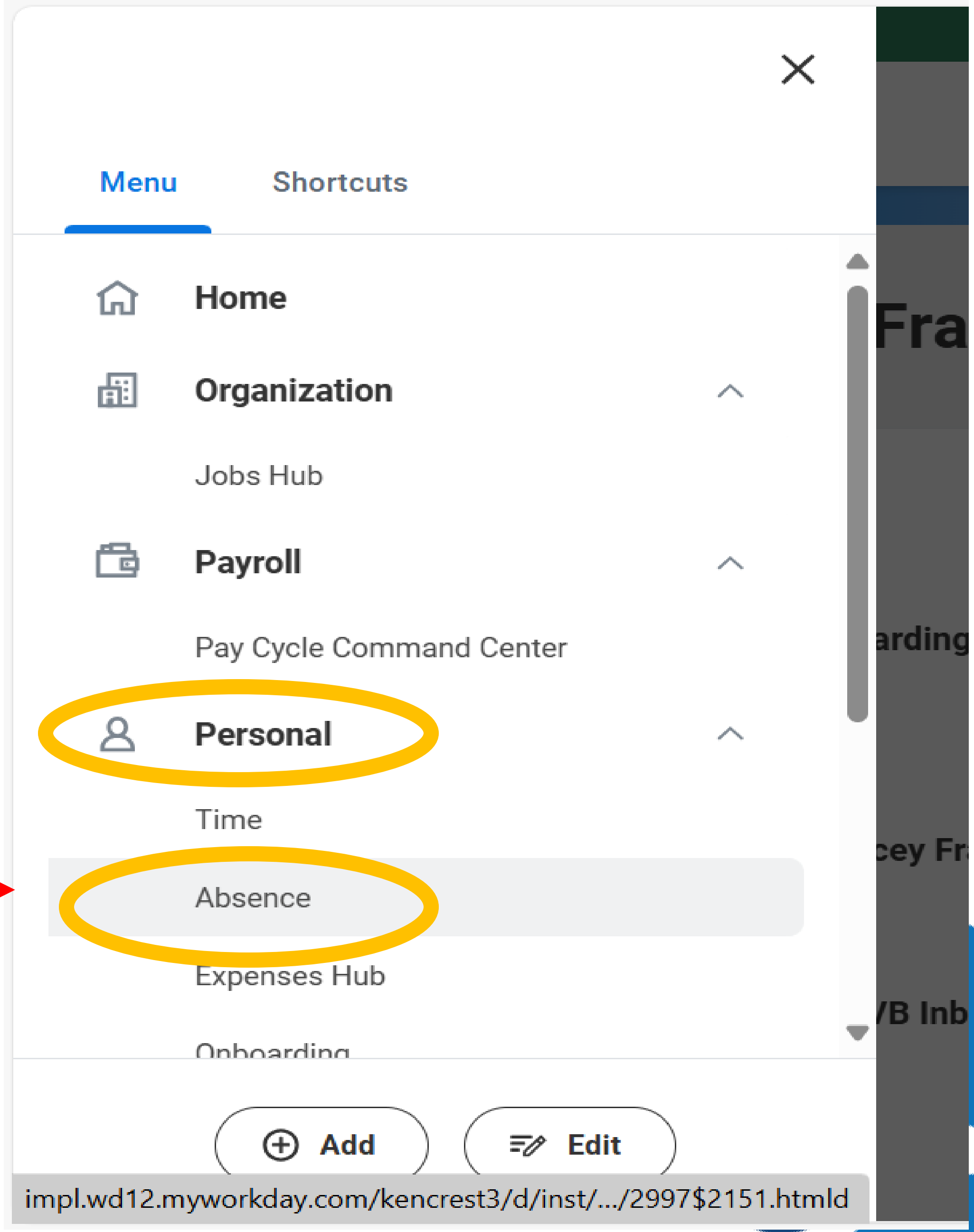
STAFF WILL BE ABLE TO REQUEST PTO USING WORKDAY

MANAGERS WILL APPROVE PTO REQUESTS IN WORKDAY

PTO BALANCES WILL BE MIGRATED TO WORKDAY

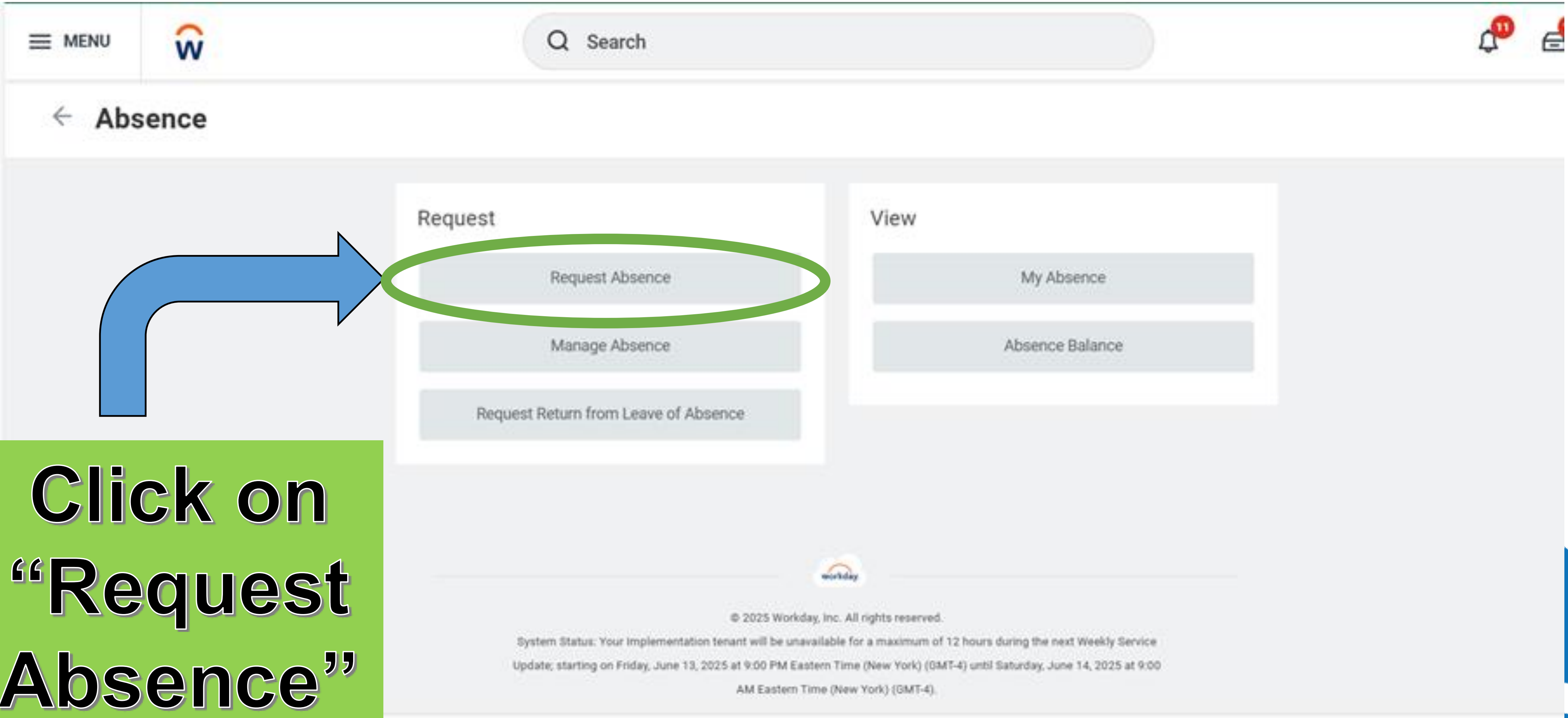
Request PTO using the Menu





1. Click on "Menu"
2. Click on "Personal"
3. Select "Absence"

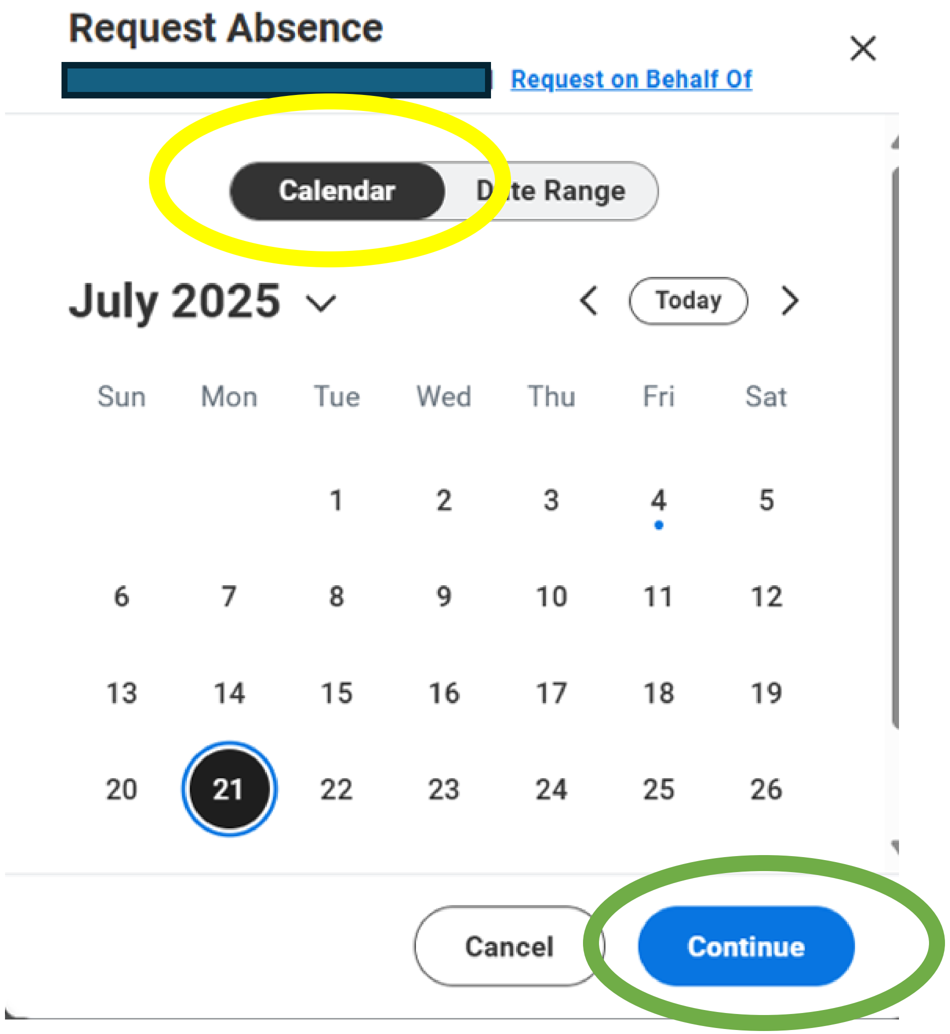
Request PTO using the Menu - Continued



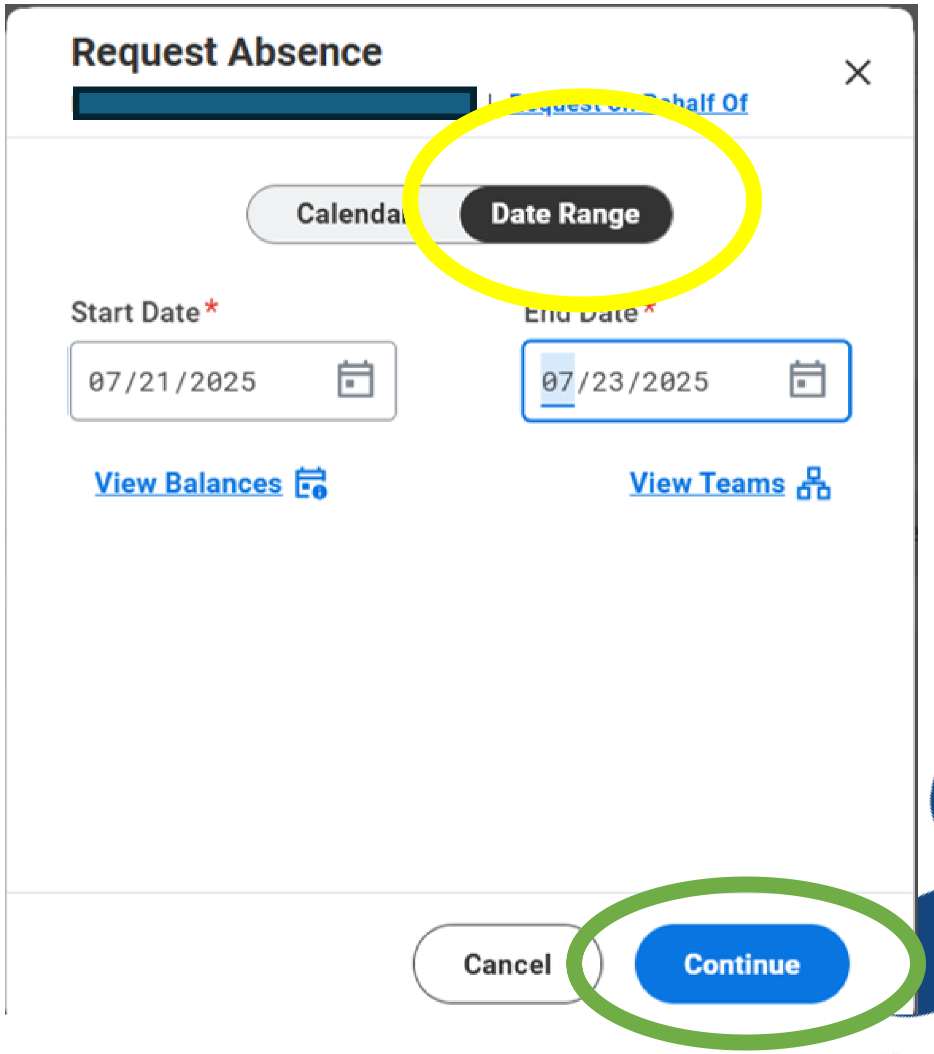
Click on "Request Absence"

How to submit PTO requests – 2 options

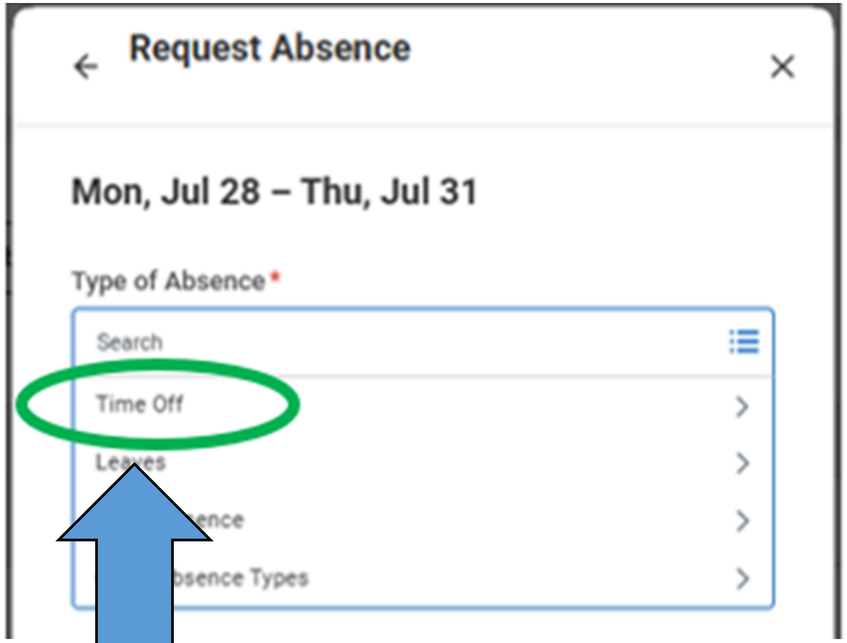
Calendar – 1 day



Date Range – 2 or more days

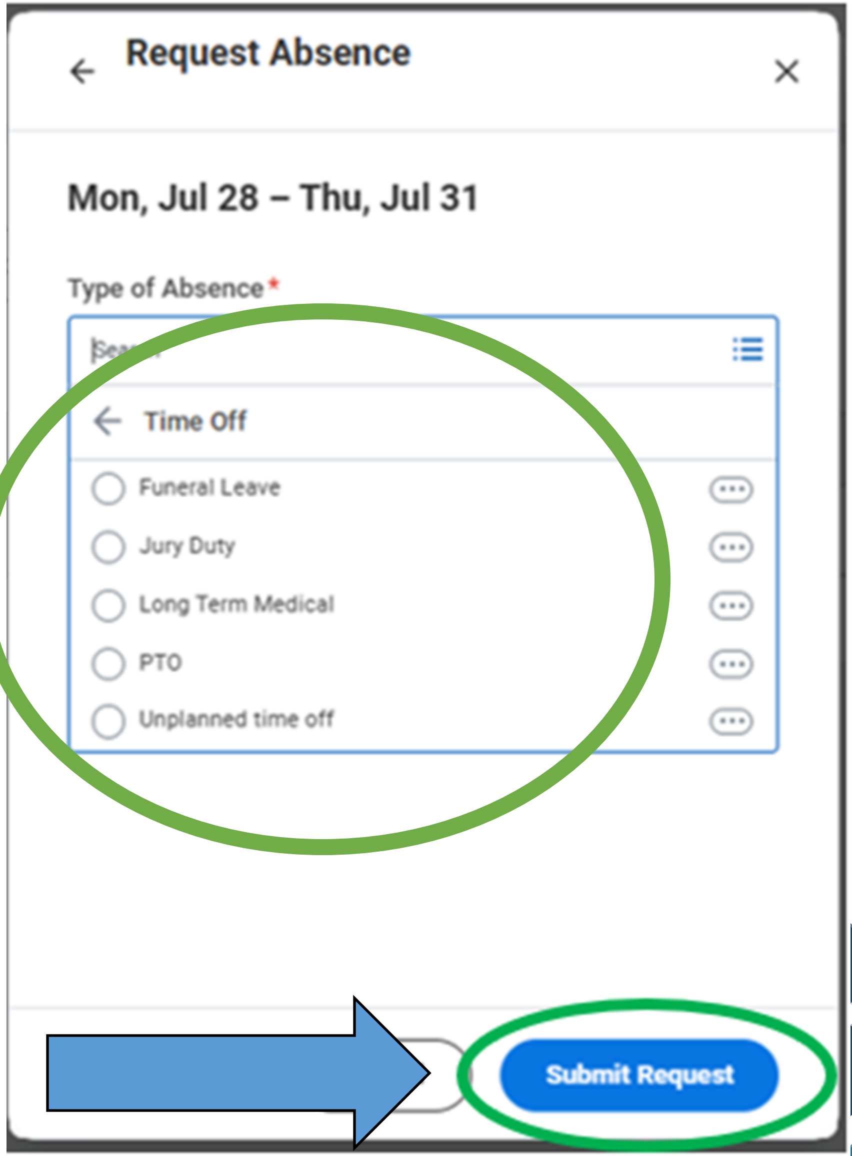


How to submit PTO requests - continued

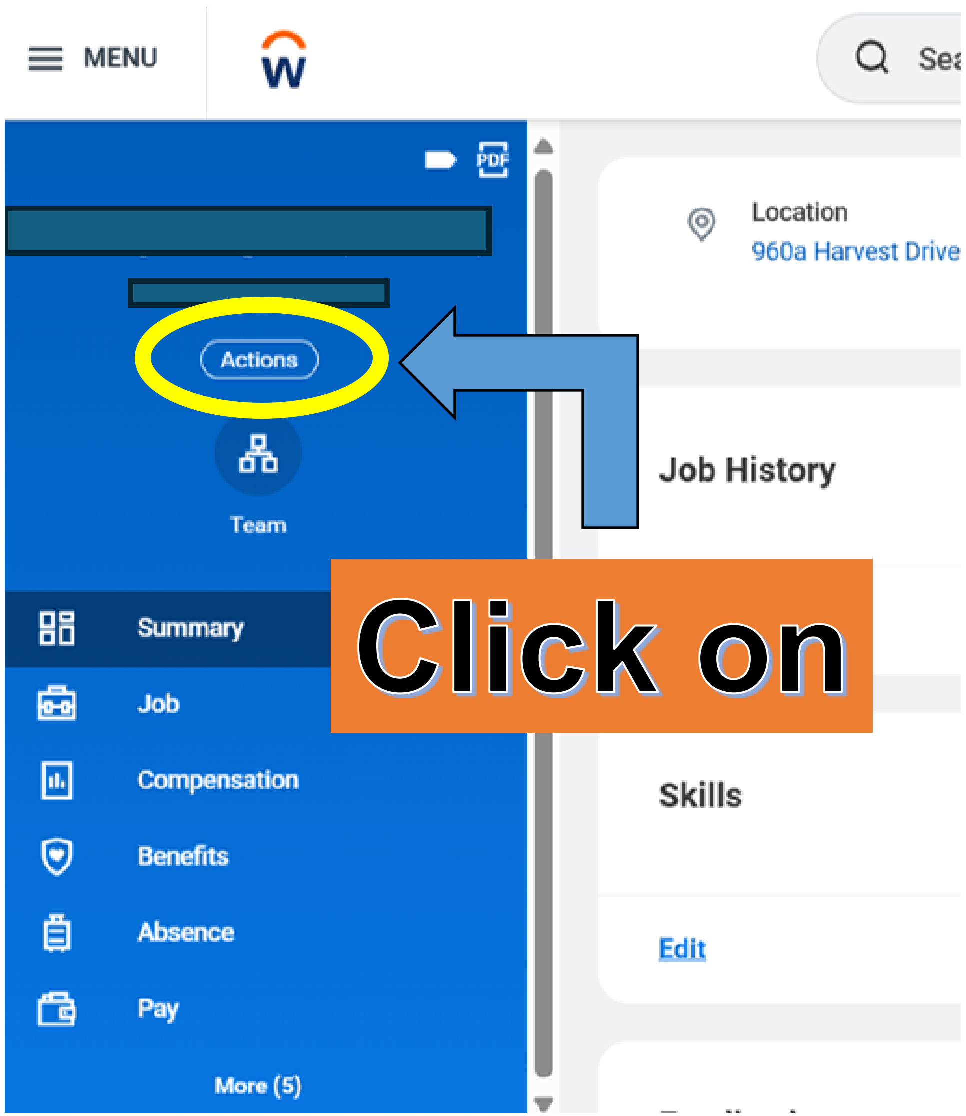


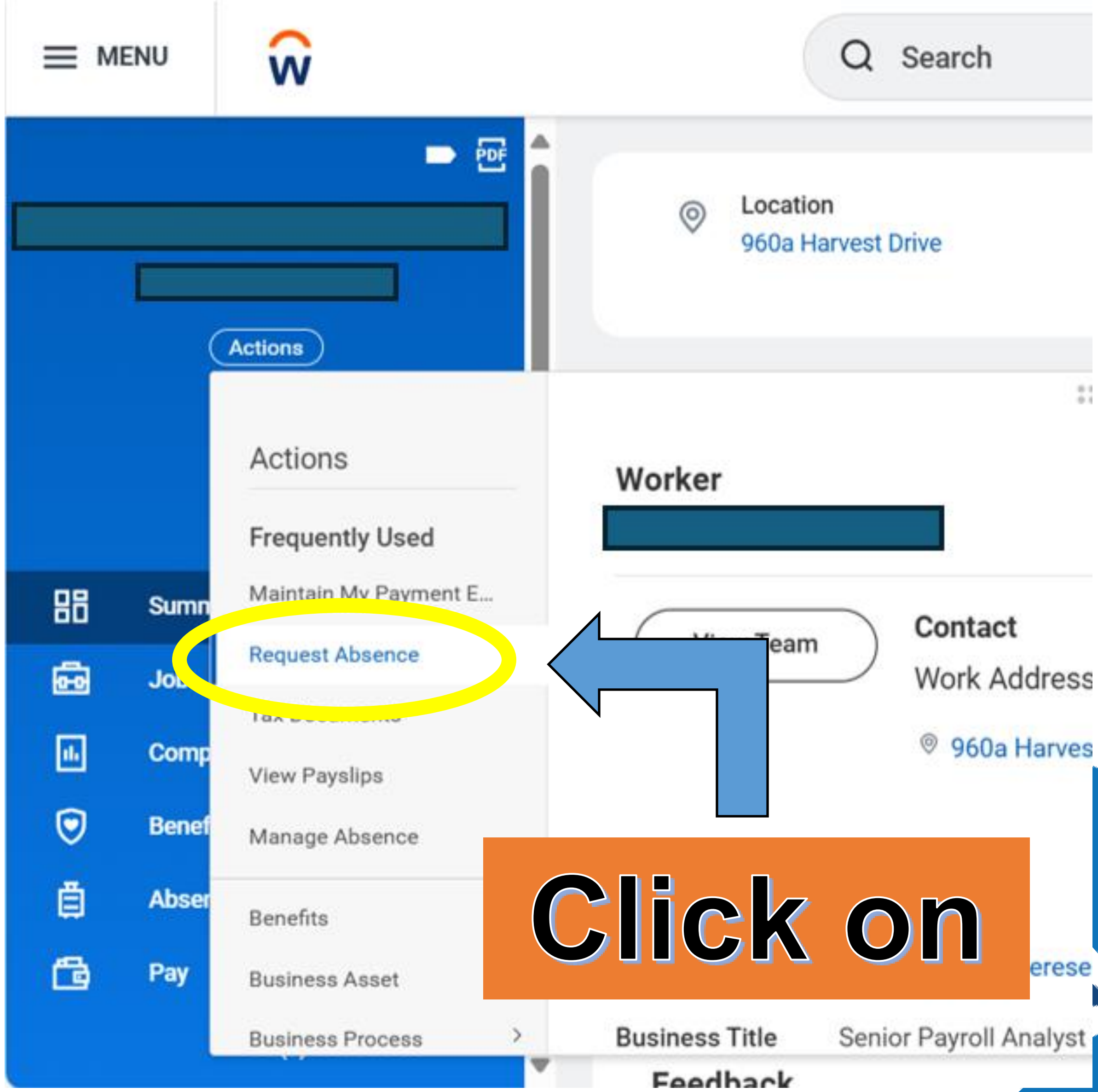
Select “Time Off

Pick type of “Time Off” and click “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

www.kencrest.org/workday

Overview

M&T
CENTRESUITE

FROM

- Complete/Submit Credit Card Expense Reports

workday.

TO

Completing and Submitting

Travel & Reimbursement

FROM

Paper Forms

workday.

"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

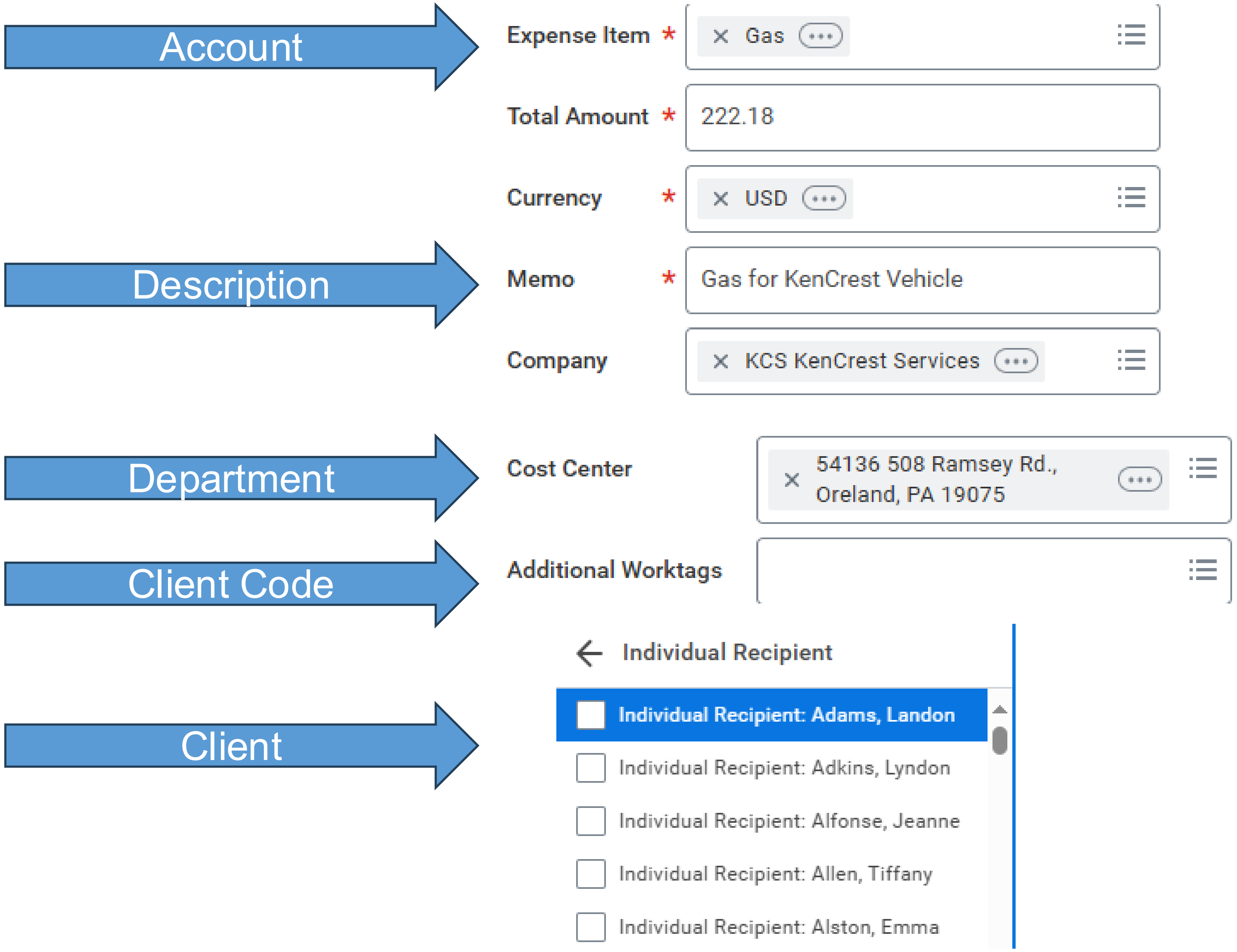
05/05/2025 - Costco
Credit Card Transaction: $250.00

05/04/2025 - Walmart
Credit Card Transaction: $200.00

More (6)

View My Expense Transactions

Workday Credit Card Expenses

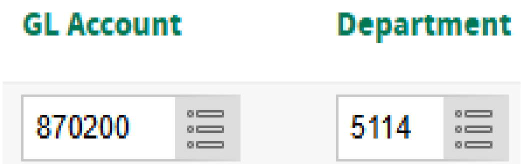


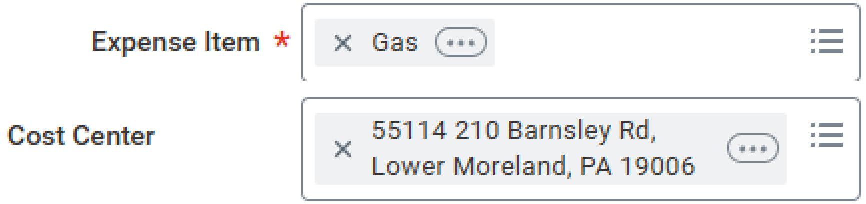
Workday Credit Card Expenses

Attaching receipts-

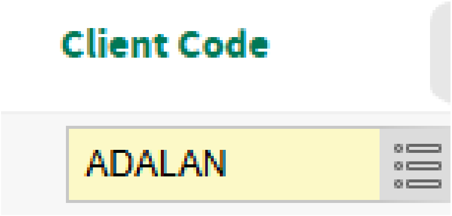
- Phone or Scanning
  - *Workday app does NOT use camera feature*
- Ability to attach more than 1 receipt per transaction

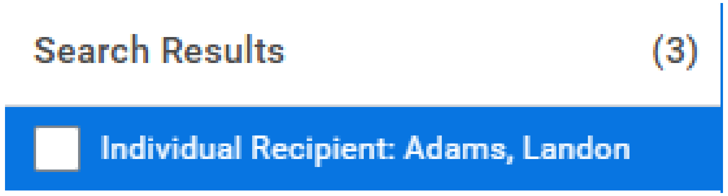
- Cost Center and Expense Items are found using names of locations and expenses, not by numbers





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





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 *	06/05/2025
Expense Item *	Mileage Reimbursement
Rates Used	0.7
Total Amount	18.27
Currency *	USD
Memo	
Company	KCS KenCrest Services
Cost Center	99104 Accounting
Additional Worktags	

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

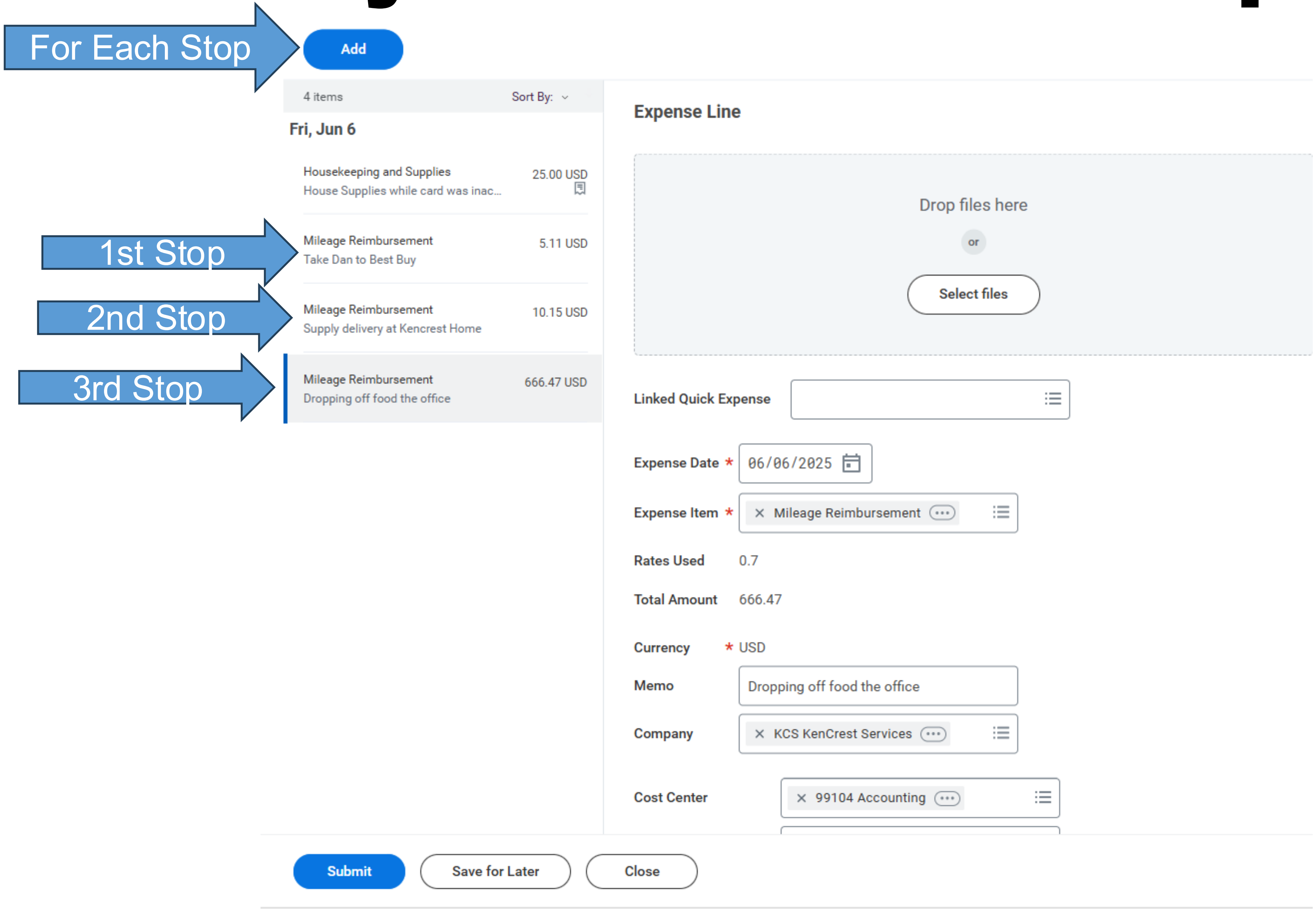
(3) Google Privacy Policy

powered by Google

Item Details

Origin Address *	960a Harvest Drive, Blue Bell, PA, USA
Destination Address *	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 *	26.1
One-Way Daily Commute Distance	0
Round Trip	☐
Distance to Expense *	26.1
Receipt Included	☐

Workday Out-Of-Pocket Expenses



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

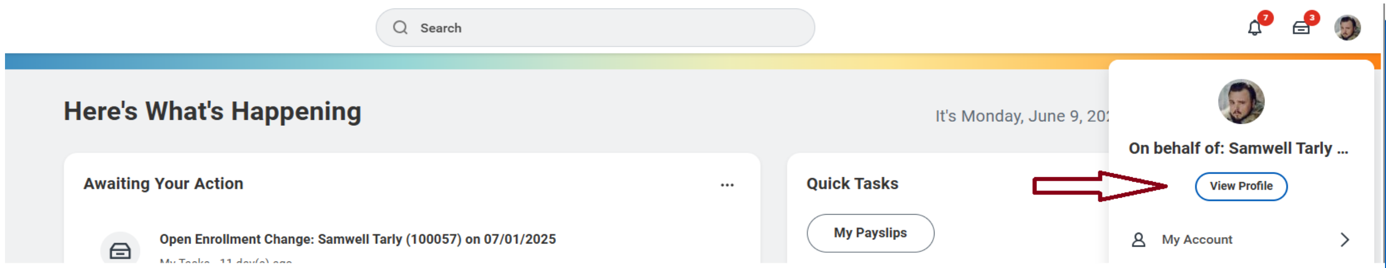
workday

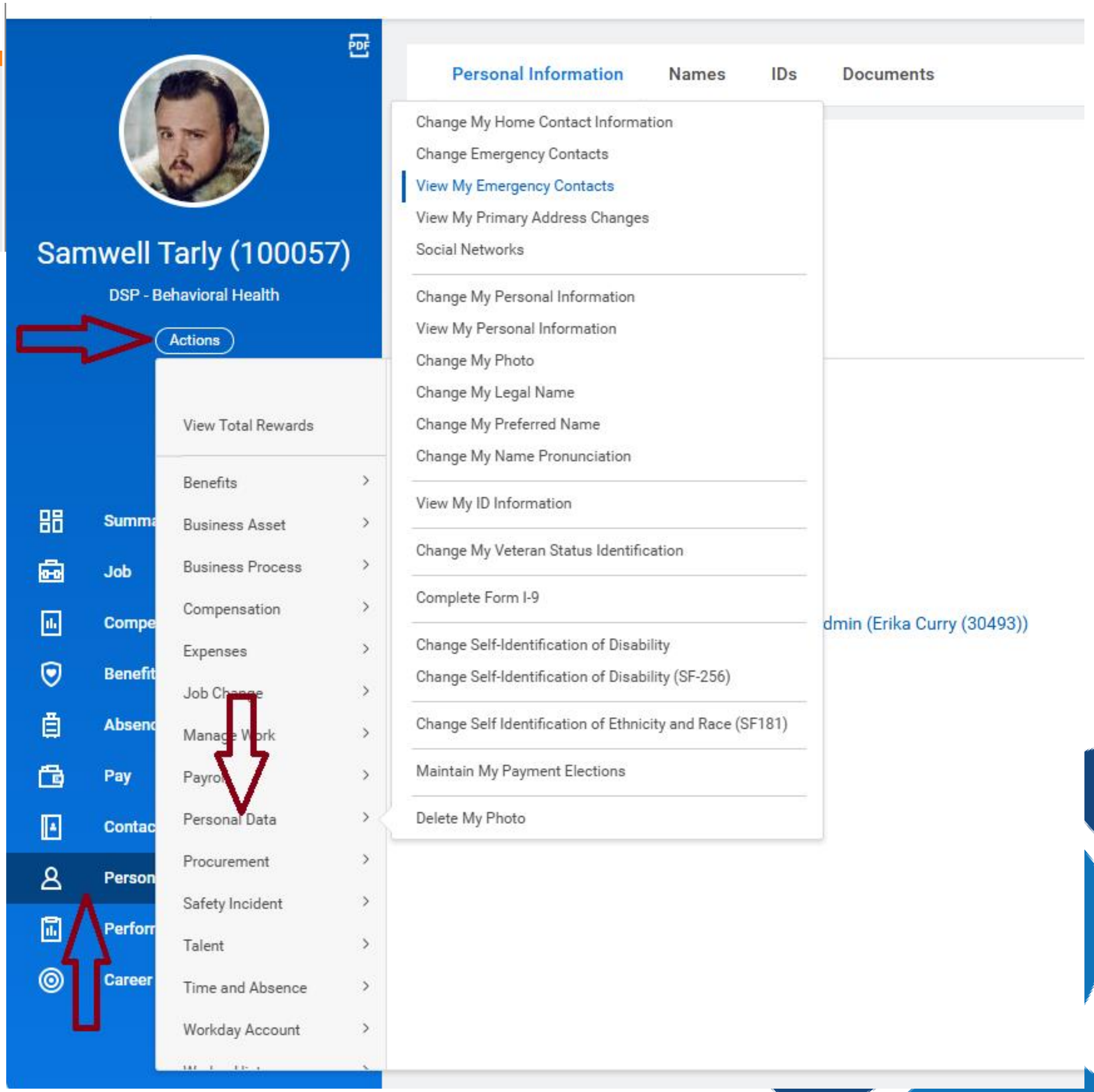
TO

- “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



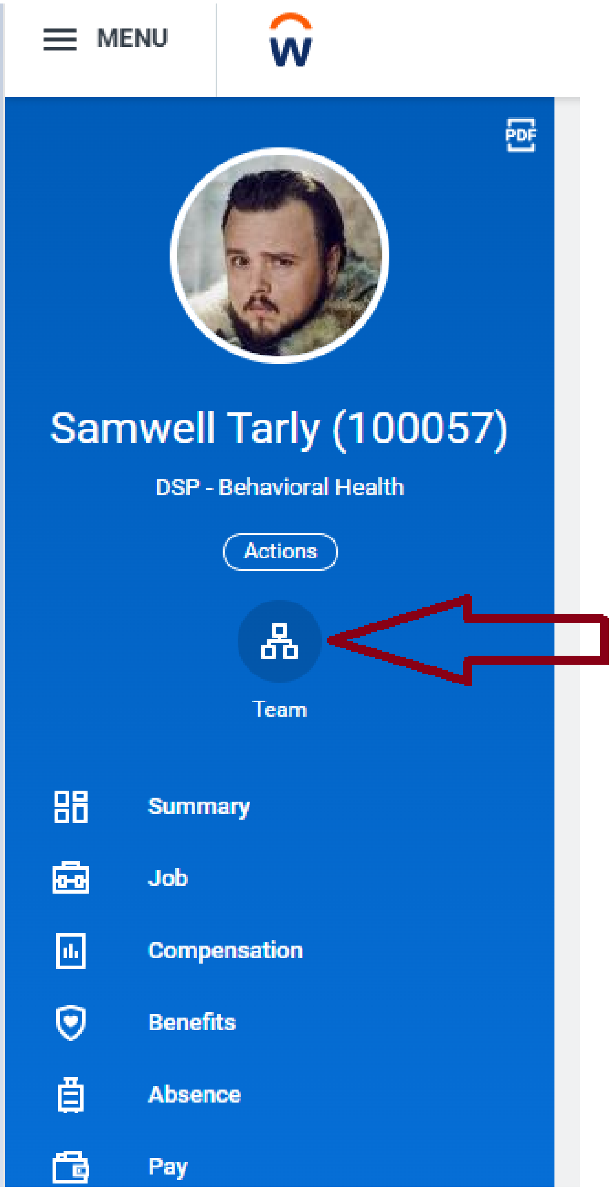


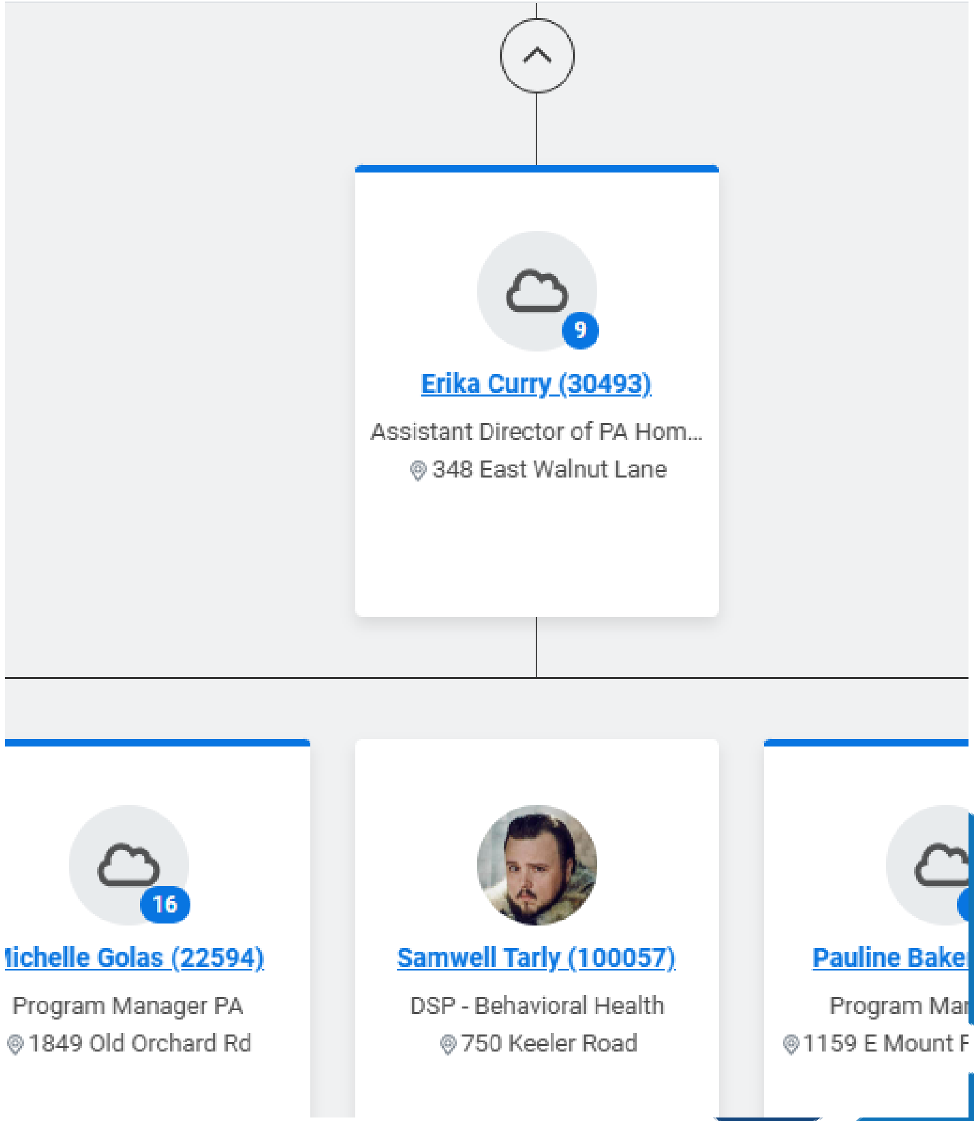
- Employee Profile – A central place in Workday where you can view and update your personal and contact information;
- Make sure to review and if needed update direct deposit, personal information and contact information (on July 1st 2025).
- Demo: Update contact information

www.kencrest.org/workday

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





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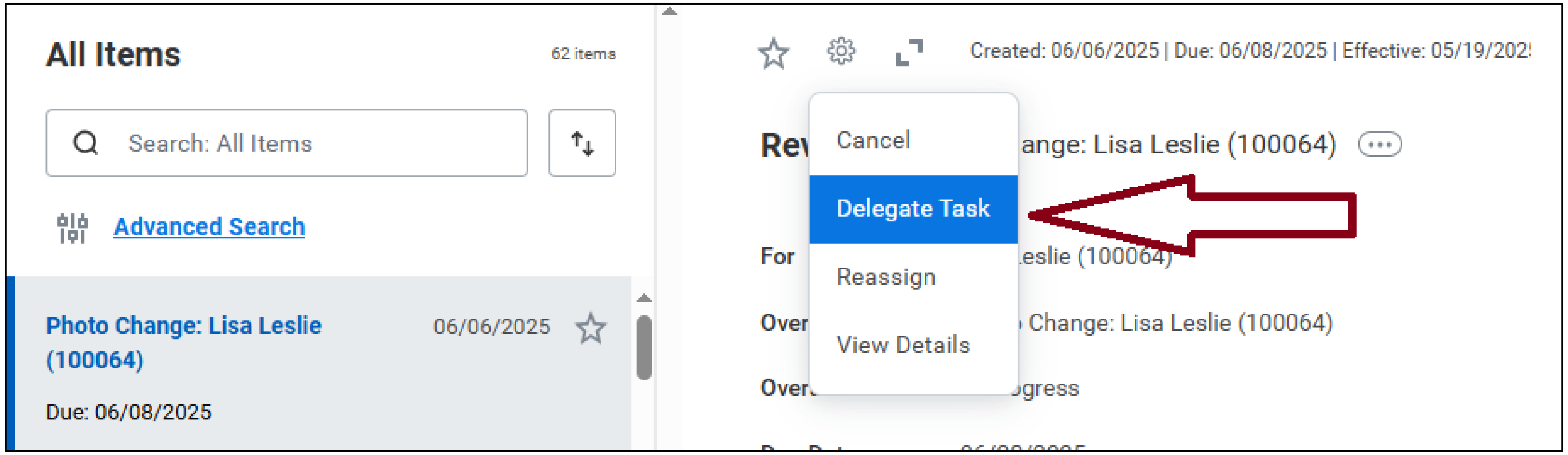
HR – Delegation and feedback

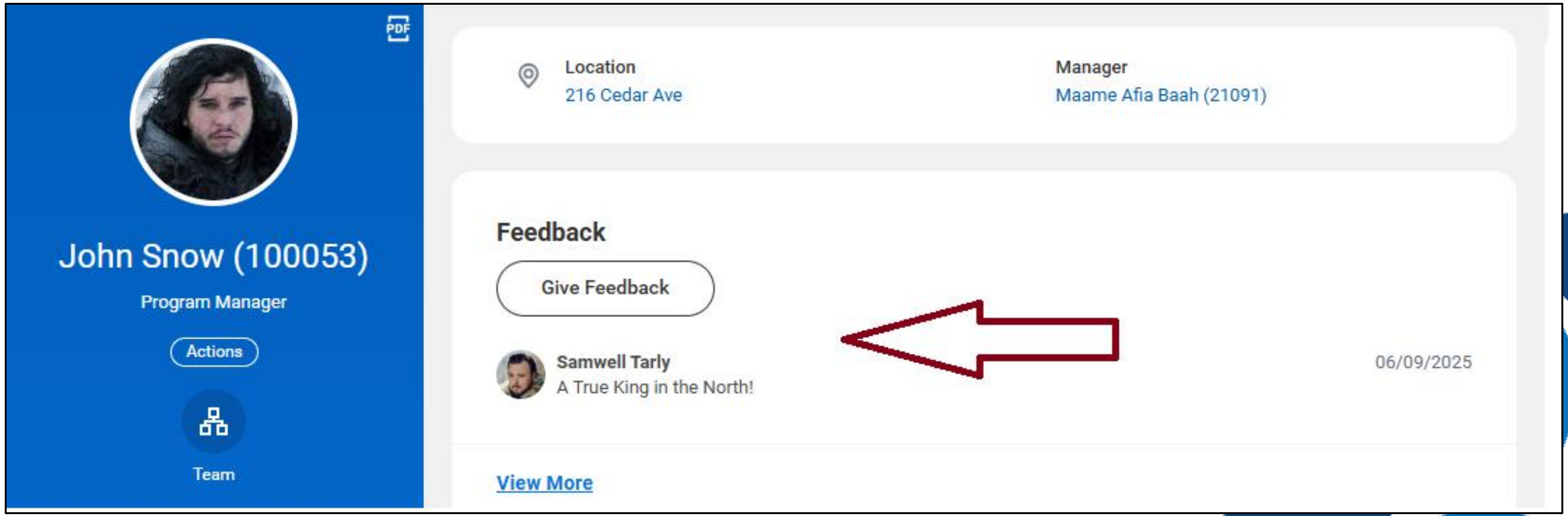
Delegation:

- Lets you assign someone else to complete Workday tasks on your behalf. List of delegatees 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

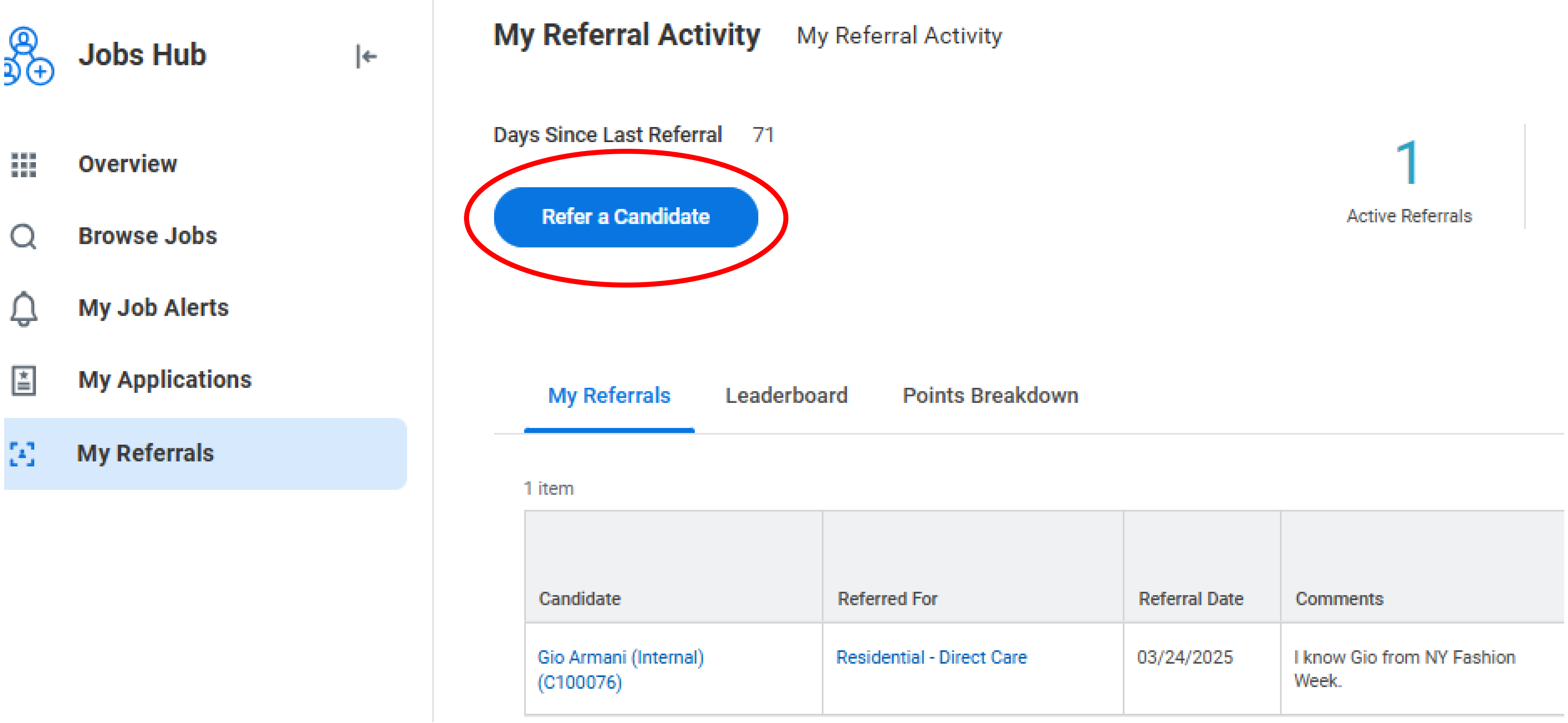
- Basic Internal Job Search
- Referral Process - Manual

workday

TO

- Advanced Internal Job Search
- Referral Process via System

How Do I Refer Someone to KenCrest?



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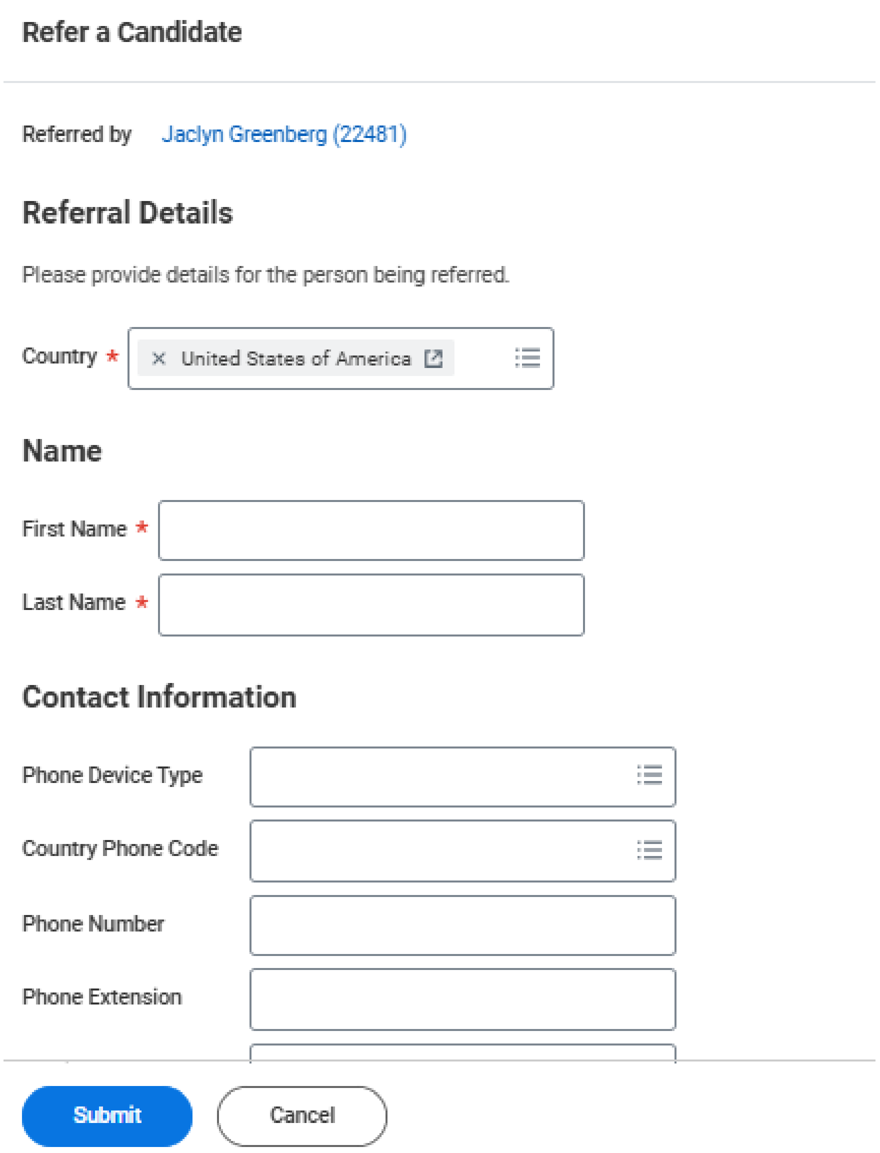
What Info Do I Need to Give?



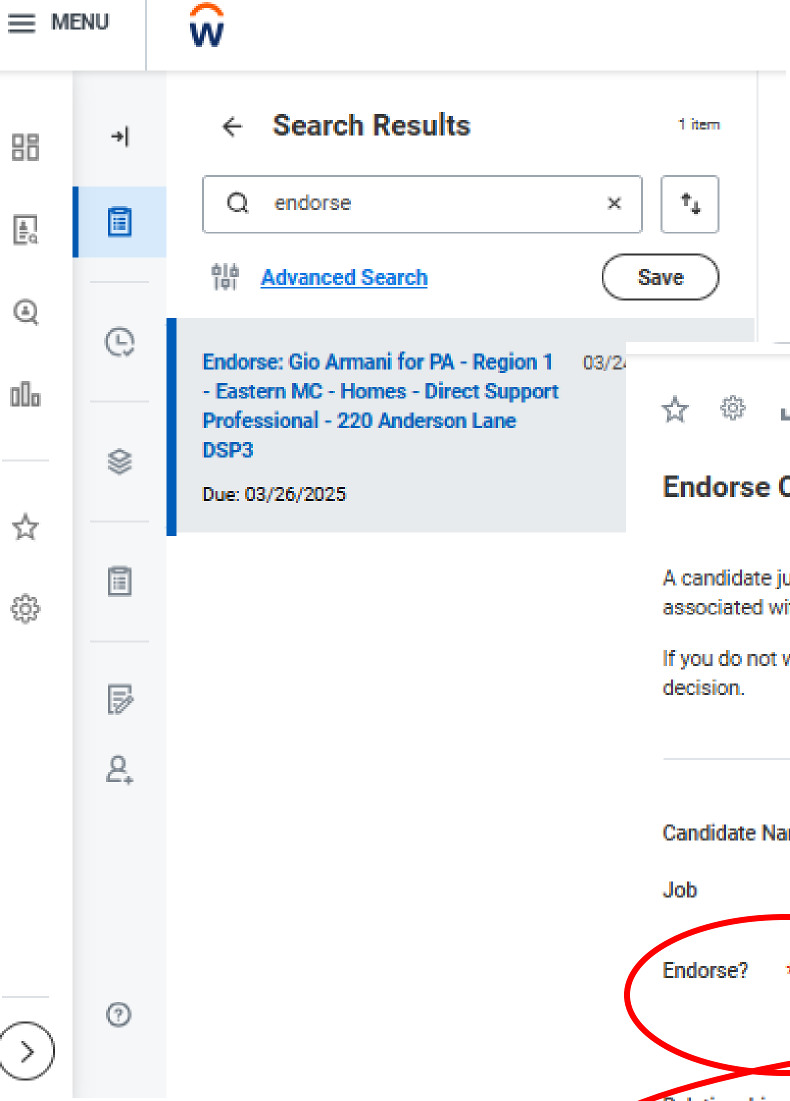
The more information the better but anything with a Red Asterisk (*) is mandatory

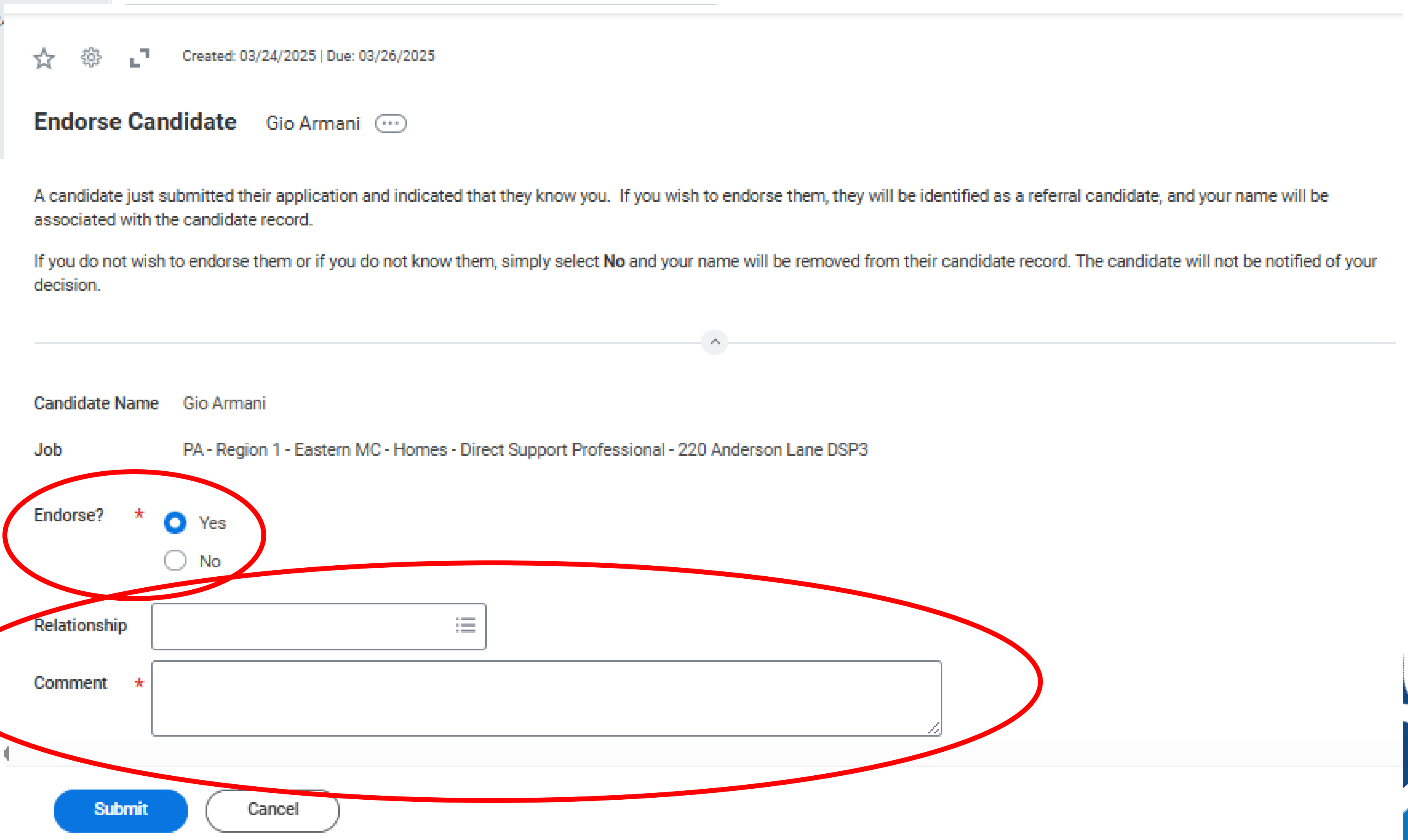
These include:

- *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

www.kencrest.org/workday

How Do I Refer Someone to KenCrest Part 2!





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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

- 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 Bailey-Raison, Karen Latimer, Beth Tavenner

Virtually attend a Live Event!!

More Details end of June

Mid July 2025 onwards

- 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 Manglani

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

Home

Workday Essentials

HR & Workday

Payroll & Workday

Finance & Workday

Managers & Workday

- 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

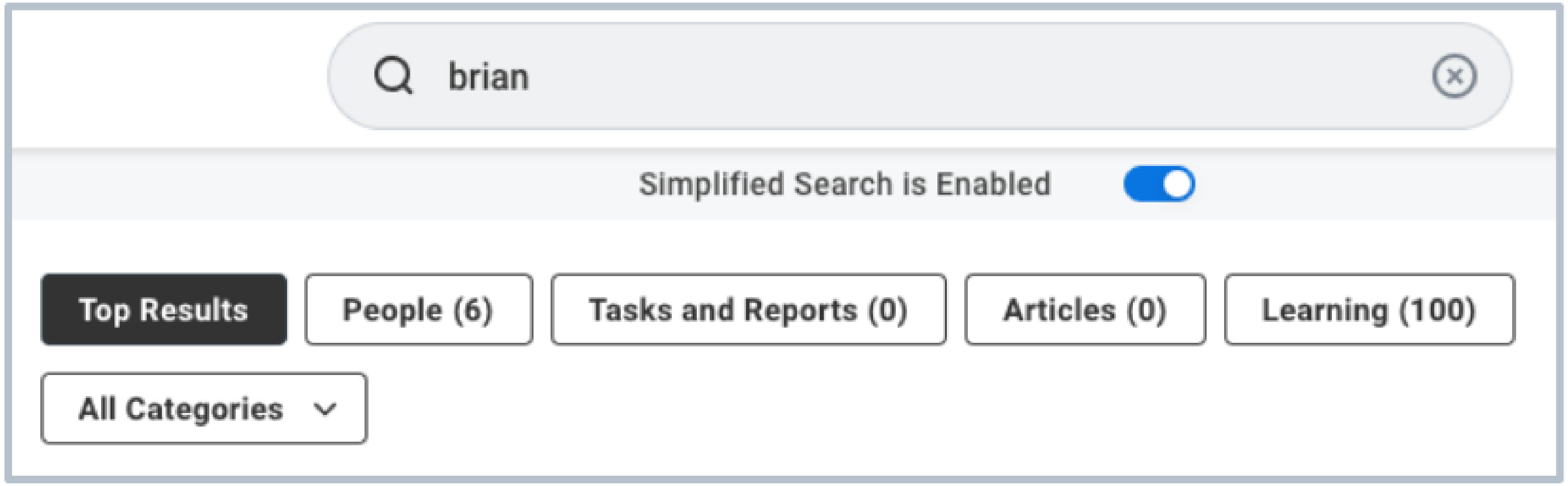
This job aid outlines the various ways that you can search in Workday. It also provides some tips and tricks to get the most out of Workday Search.

Global Search

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

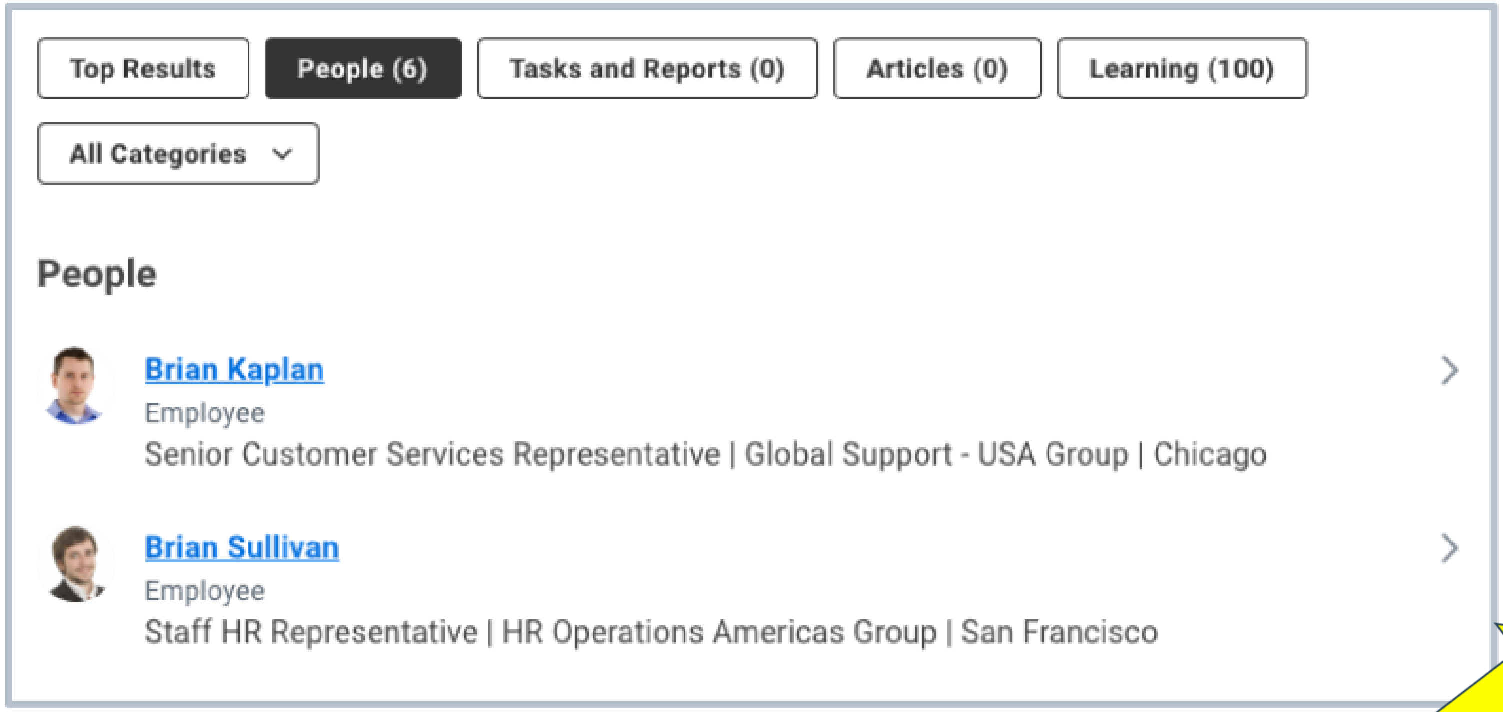
Job Aid - Using Workday Search

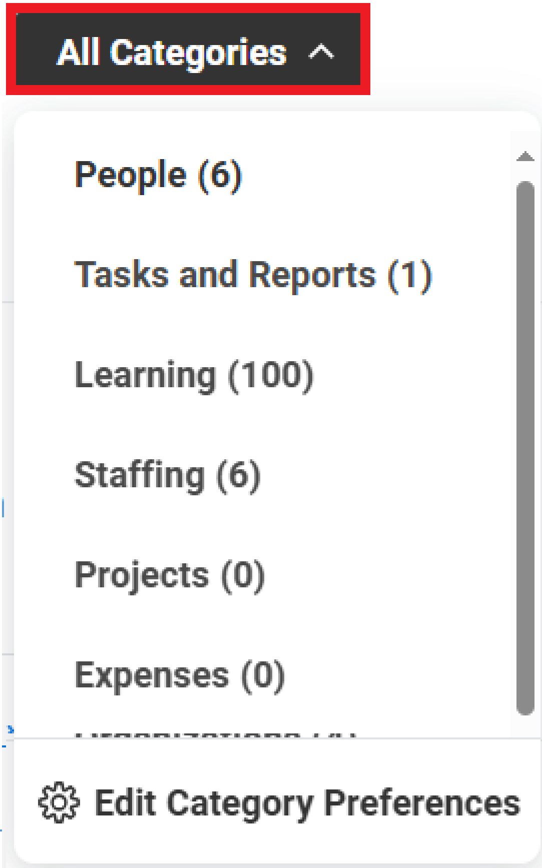
For example, to find a worker, enter their name into the Search box, and then press Enter on your keyboard.



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.





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

?

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	worker: john smith
To search for a specific person or organization using a global identifier	id: 111223333
To search for a business process	bp: 3000
To search for a job requisition using the job posting title or job requisition ID	jr: R00247
To search for a candidate using the candidate's name, ID, or email address	cand: john smith cand: j.smith@gms.com3

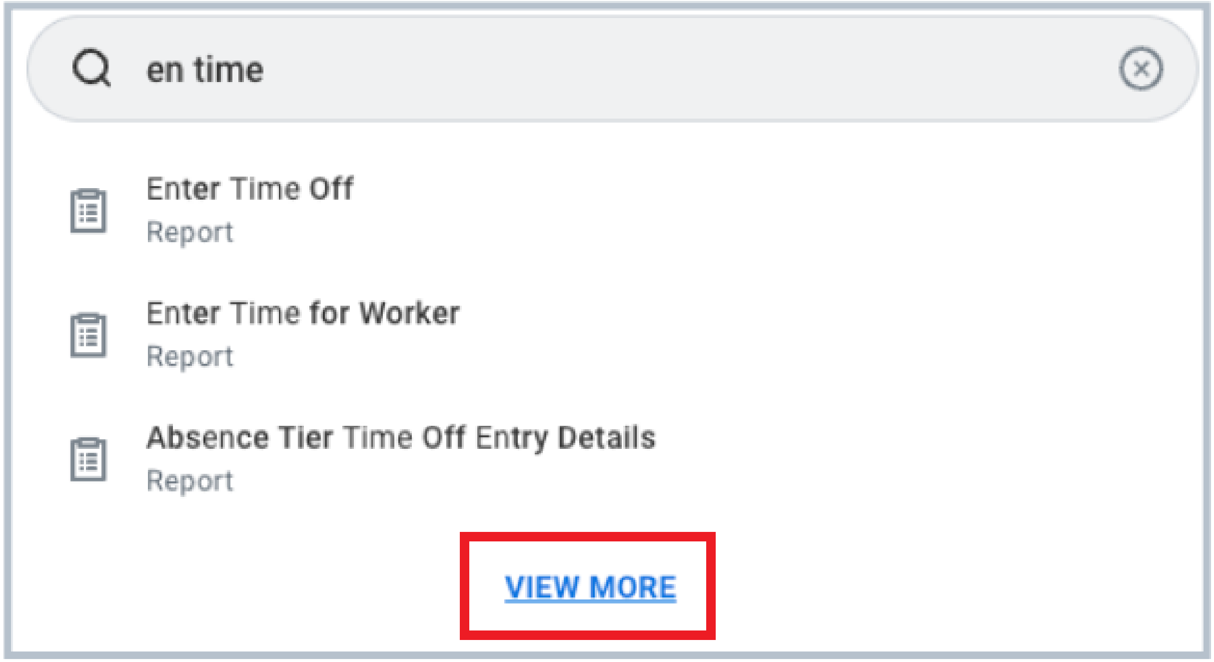
www.kencrest.org/workday

Hint: You will only see results for items that you have permission to view!

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