



Workday Training for All Employees

Training Class 1

June 2025

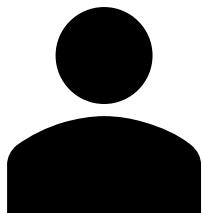


Goal

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

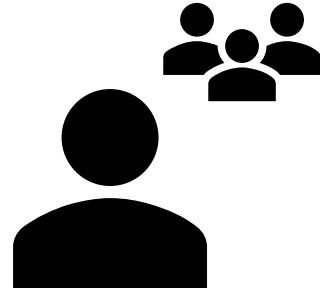
(ONLY 1 to ATTEND)



Hourly Employee

Hourly Employee Training
TBD

(ONLY 1 to ATTEND)



Manager

Manager Training #1
June 17 OR 18

(ONLY 1 to ATTEND)

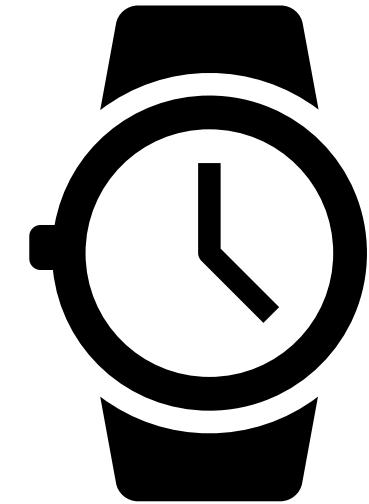
Manager Training #2
July 1, 2, OR 3

(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





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

- 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.

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

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.

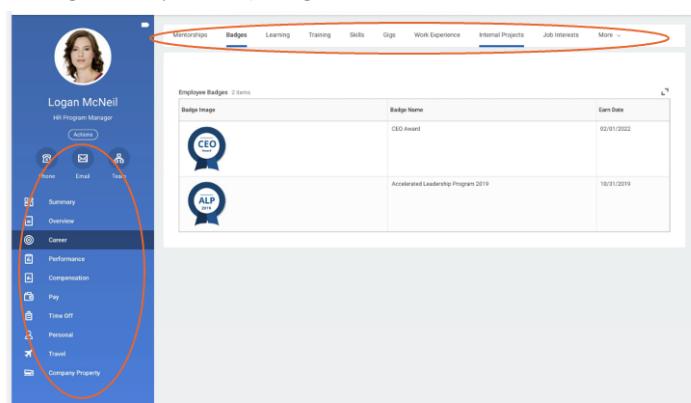
View your Worker Profile

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

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**

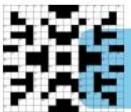


Activities Coming Up...



Workday Site Experiences Coming up June and July 2025!

June 2025



Remote Crossword



5 winners - \$25 each



Digital Raffle Wheel on July 1 Townhall



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

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



Games Coordinators

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

Mid July 2025 onwards



Jeopardy! Or Workday Feud



Across 24 sites PA, CT, DE



Teams of 3 sign up by July 9!

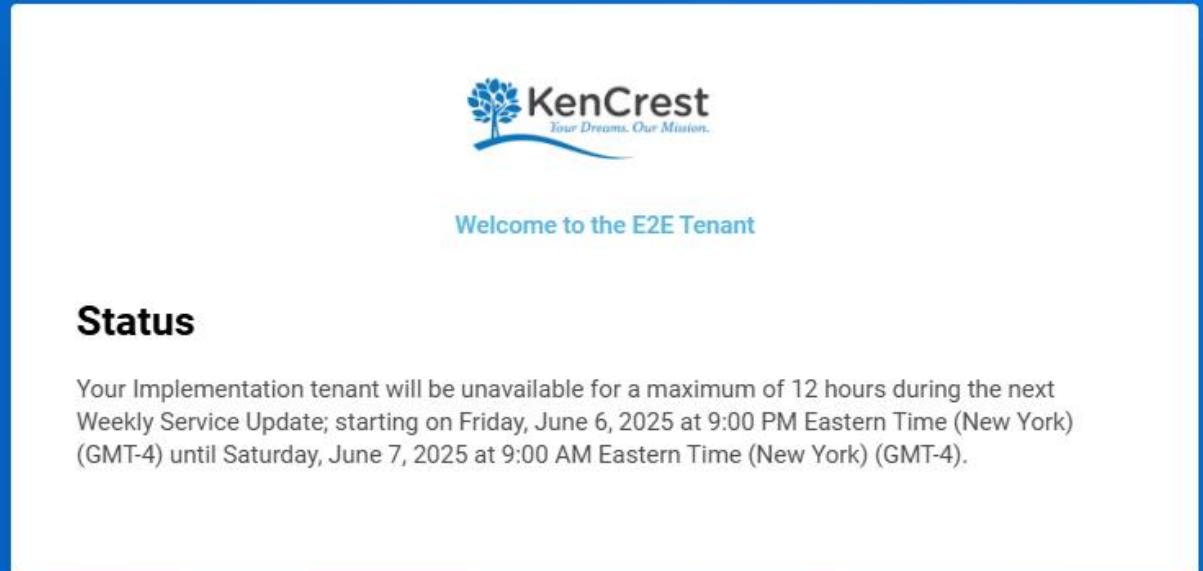
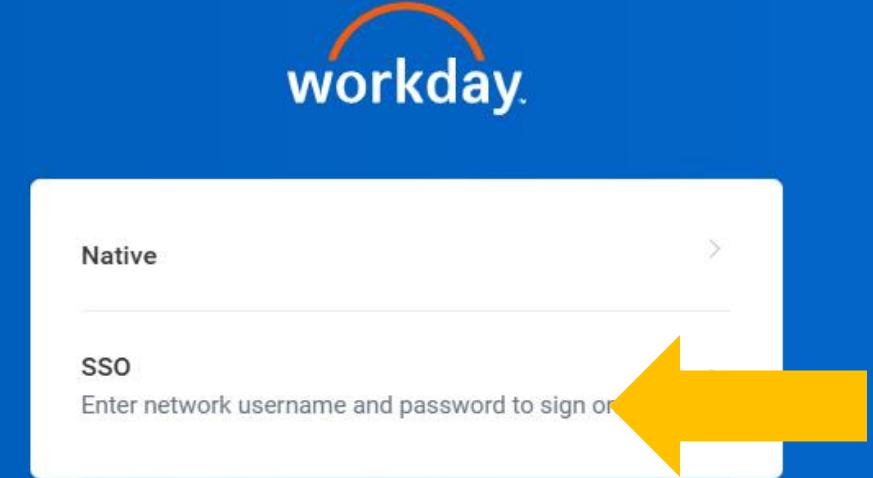


ACCESS & NAVIGATION



With Network Access

Website Link Name: TBD



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).

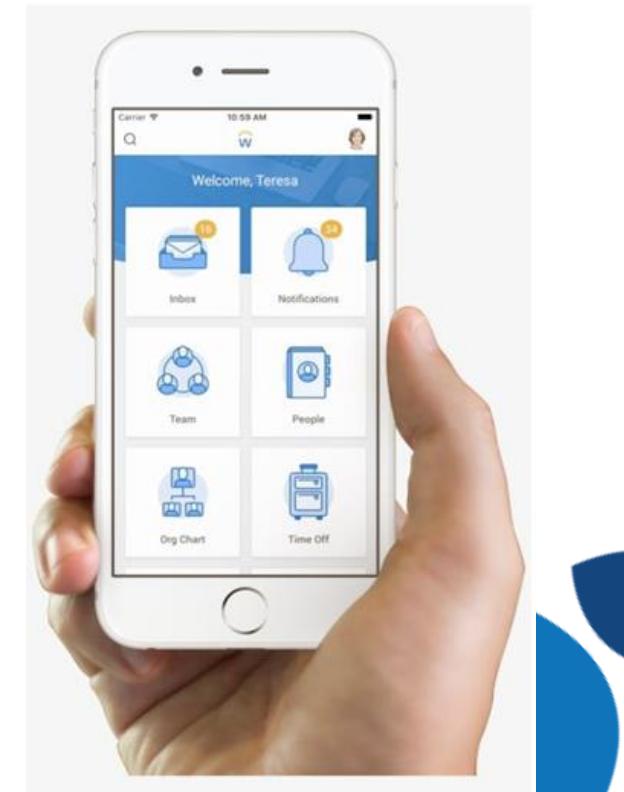


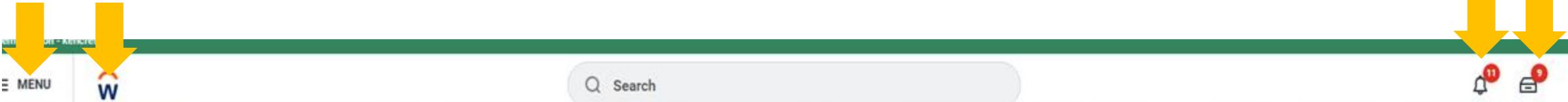
Step 1: Go to your App Store



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 \(9\)](#)

Team Highlights

...

Important Dates

JUN **Holiday**

19 Juneteenth

[Go to Team Calendar](#)

Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

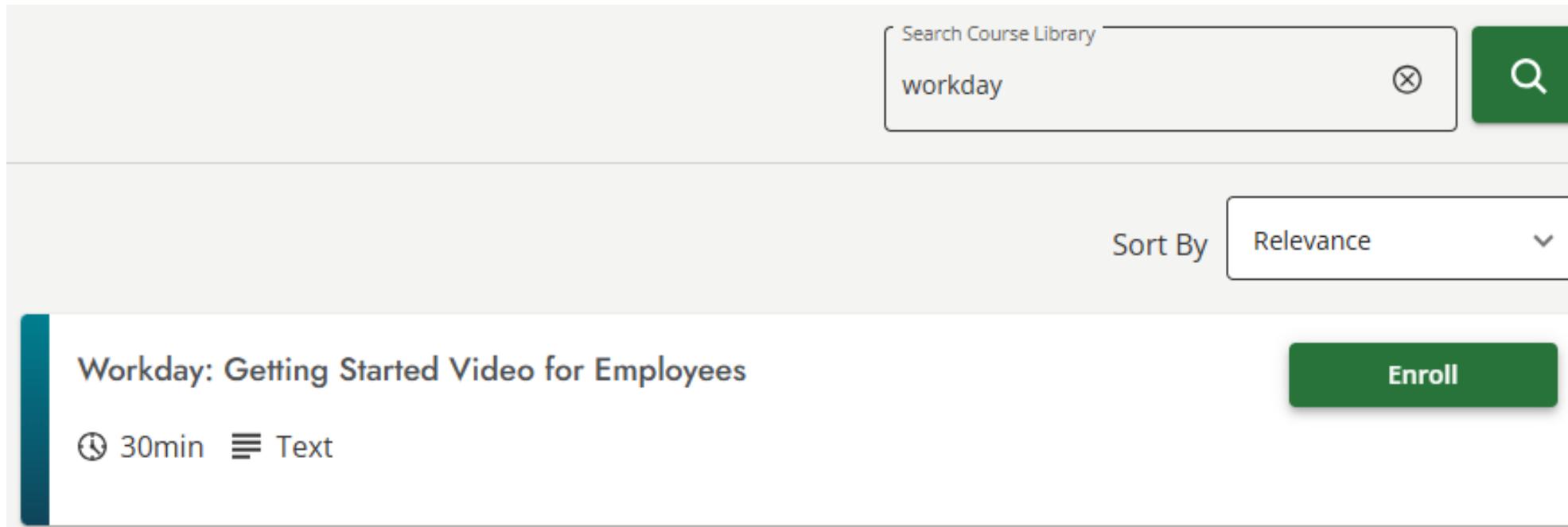


Navigation Video

- 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 Course Library interface. At the top, there is a search bar with the placeholder "Search Course Library" and a search term "workday" entered. To the right of the search bar is a green search button with a white magnifying glass icon. Below the search bar, there is a "Sort By" dropdown menu set to "Relevance". The main content area displays a list of course results. The first result is a card for a video titled "Workday: Getting Started Video for Employees". The card includes a teal vertical bar on the left, the course title, a duration of "30min", and a "Text" icon. To the right of the title is a green "Enroll" button. The background of the slide features a decorative graphic of overlapping blue leaves in the bottom right corner.

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 company intranet homepage with a green header bar. The header includes a 'MENU' icon, a 'W' logo, a search bar, and notification icons for 10 messages and 10 tasks. The main content area has a yellow banner. On the left, a 'Good Afternoon' greeting and a 'Awaiting Your Action' section are shown. The 'Awaiting Your Action' section lists three tasks: 'Federal Tax Election for Onboarding' (due 06/08/2025), 'Open Enrollment Change' (due 07/01/2025), and 'Integration: INT0005b Enroll VB Inbound Orchestrate'. A blue callout box with the text 'Click on “My Payslips”' and a blue arrow points to the 'My Payslips' button in the 'Quick Tasks' sidebar. The 'Quick Tasks' sidebar also includes 'Time Off Balance' and 'My Goals'. The bottom right corner features a 'Your Top Apps' section with a blue circular icon.

Implementation - kencrest3

Good Afternoon, [REDACTED]

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)

Search

10 10

It's Friday, June 6, 2025

Click on “My Payslips”

Quick Tasks

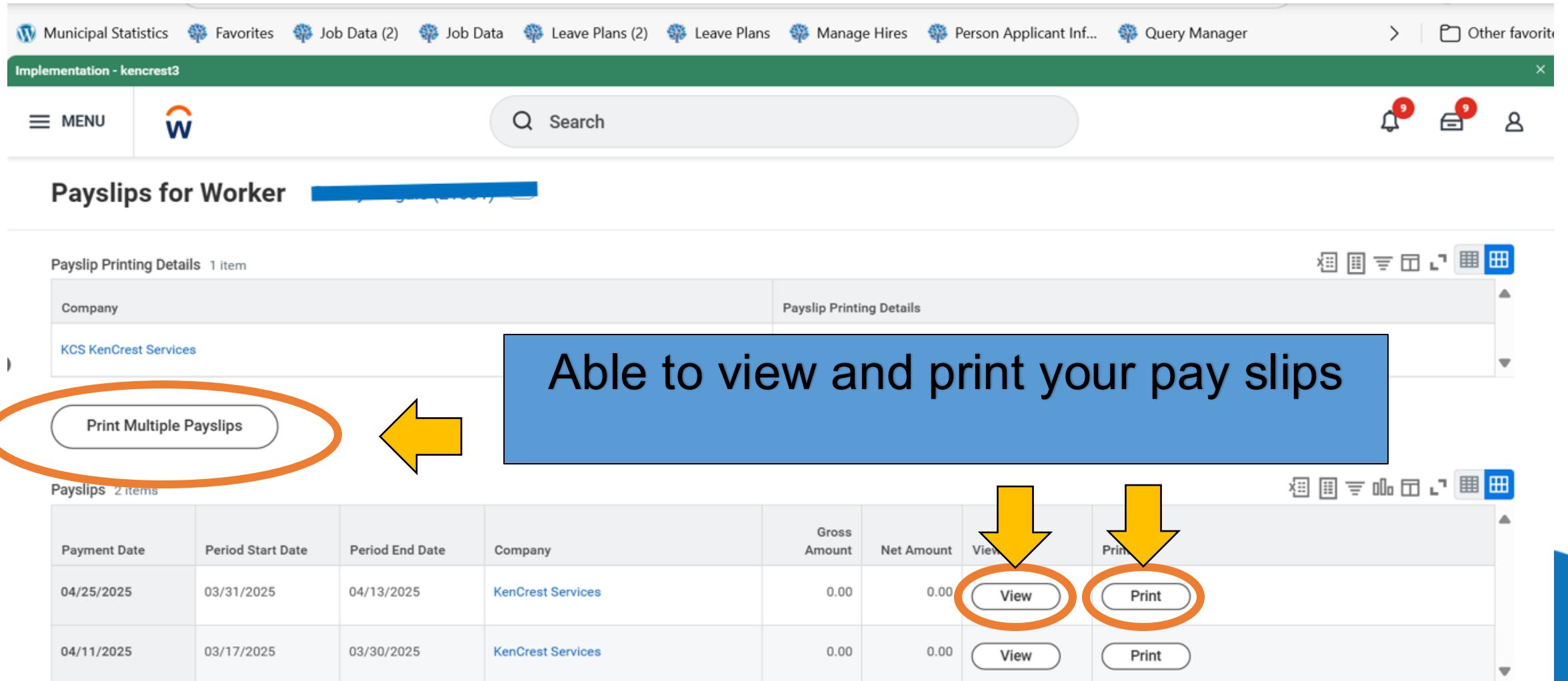
My Payslips

Time Off Balance

My Goals

Your Top Apps

View pay slips using “Quick Tasks” - Continued



The screenshot shows a web application interface for managing pay slips. At the top, there is a navigation bar with various icons and links: Municipal Statistics, Favorites, Job Data (2), Job Data, Leave Plans (2), Leave Plans, Manage Hires, Person Applicant Inf..., and Query Manager. Below the navigation bar is a green header bar with the text "Implementation - kencrest3". The main content area is titled "Payslips for Worker" and shows a table of pay slips. A large blue callout box with the text "Able to view and print your pay slips" is overlaid on the interface. A yellow arrow points from the "Print Multiple Payslips" button in the top left to the "View" and "Print" buttons in the table. Another yellow arrow points from the "Print Multiple Payslips" button to the "Print" button in the table. The table has columns for Payment Date, Period Start Date, Period End Date, Company, Gross Amount, Net Amount, View, and Print. There are two rows of data in the table.

Payslip Printing Details 1 item

Company	Payslip Printing Details
KCS KenCrest Services	

Print Multiple Payslips

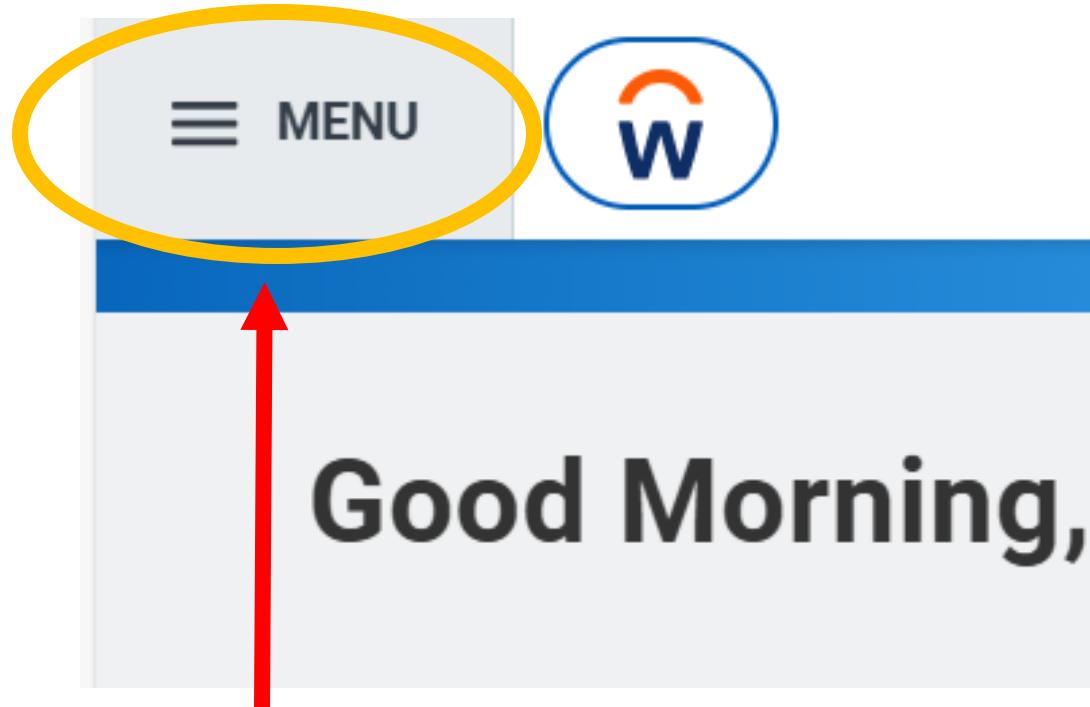
Payslips 2 items

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

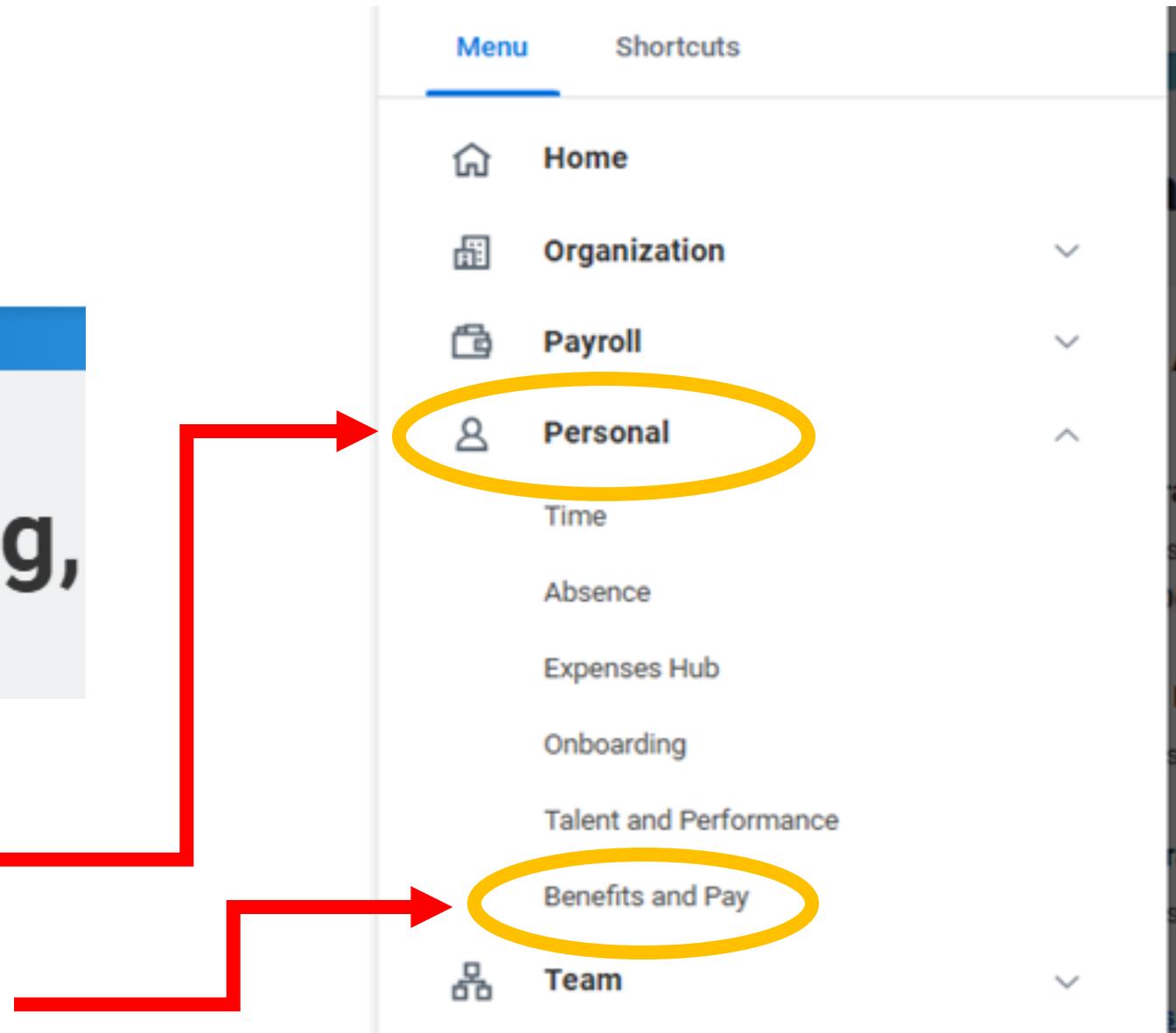
Direct deposit in Workday



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:

W

≡ MENU

Search

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](#)

≡ MENU



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 [REDACTED]

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 02/19/2025 05:04 PM

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
WELLS FARGO BANK, NA [REDACTED]	United States of America	WELLS FARGO BANK, NA	Checking	[REDACTED]	<button>Edit</button> <button>Remove</button> <button>View</button>
AMERICAN HERITAGE FEDERAL CREDIT [REDACTED]	United States of America	AMERICAN HERITAGE FEDERAL CREDIT UNION	Checking	[REDACTED]	<button>Edit</button> <button>Remove</button> <button>View</button>

Can edit or remove accounts

Add

Can add new accounts

Payment Elections 2 items

Payment Elections					Action
Pay Type	Payment Type	Account	Account Number	Distribution	
USA Payroll Payment	Direct Deposit	WELLS FARGO BANK, NA [REDACTED]	[REDACTED]	Amount	<button>Edit</button>

Account Holder Name

Account Country United States of America

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000
-123-
DATE
\$ Dollars
YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000
DO NOT INCLUDE
Check #
012345678940 00123456789010-00-23
9 Digit Routing # Between the 'I' symbols
Account # Include all zeros

Account Information

Account Type Checking Savings

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Account Nickname (optional)

OK **Cancel**

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

Payment Elections					Action
Pay Type	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

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

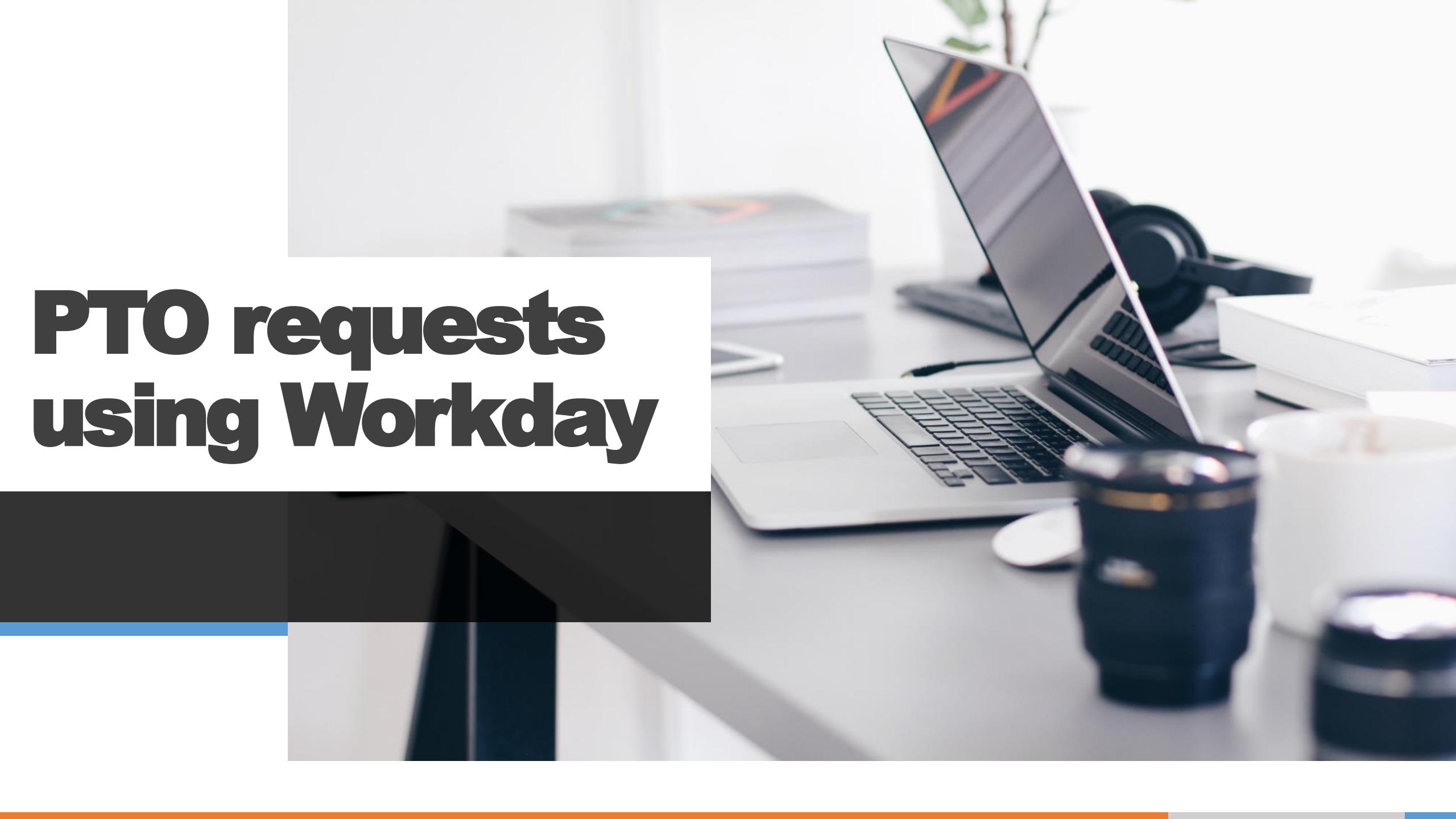
Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	AMERICAN HERITAGE FCU *****7565	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

OK

Cancel

PTO requests using Workday



PTO Requests

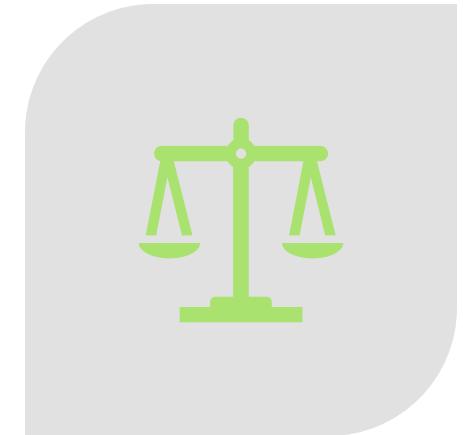
What you need to know about requesting PTO in Workday



STAFF WILL BE ABLE TO
REQUEST PTO USING
WORKDAY

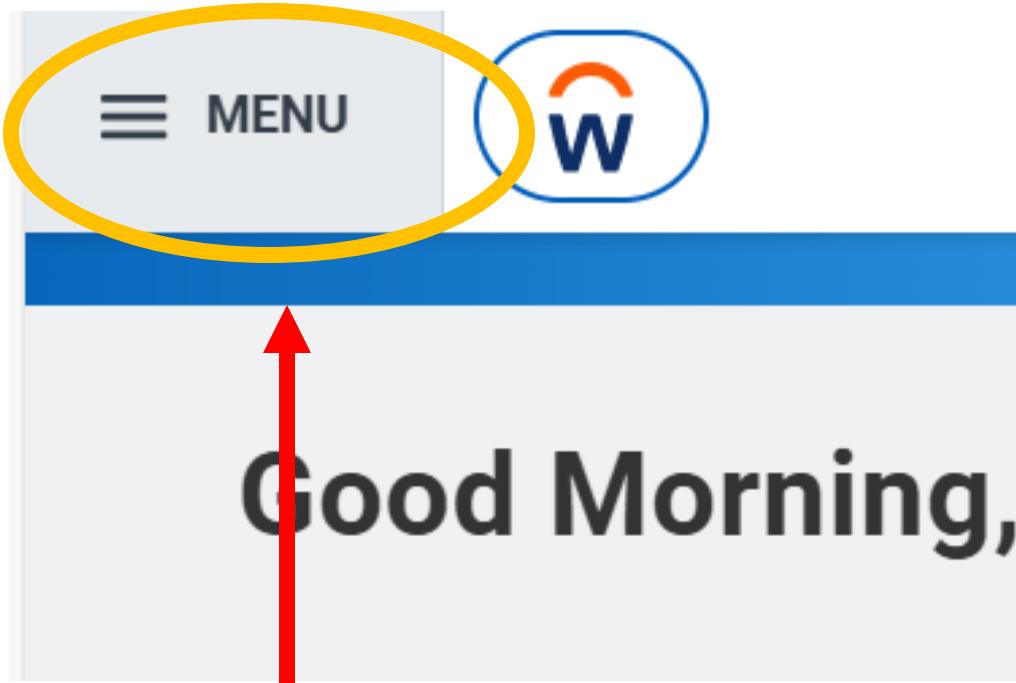


MANAGERS WILL APPROVE
PTO REQUESTS IN WORKDAY

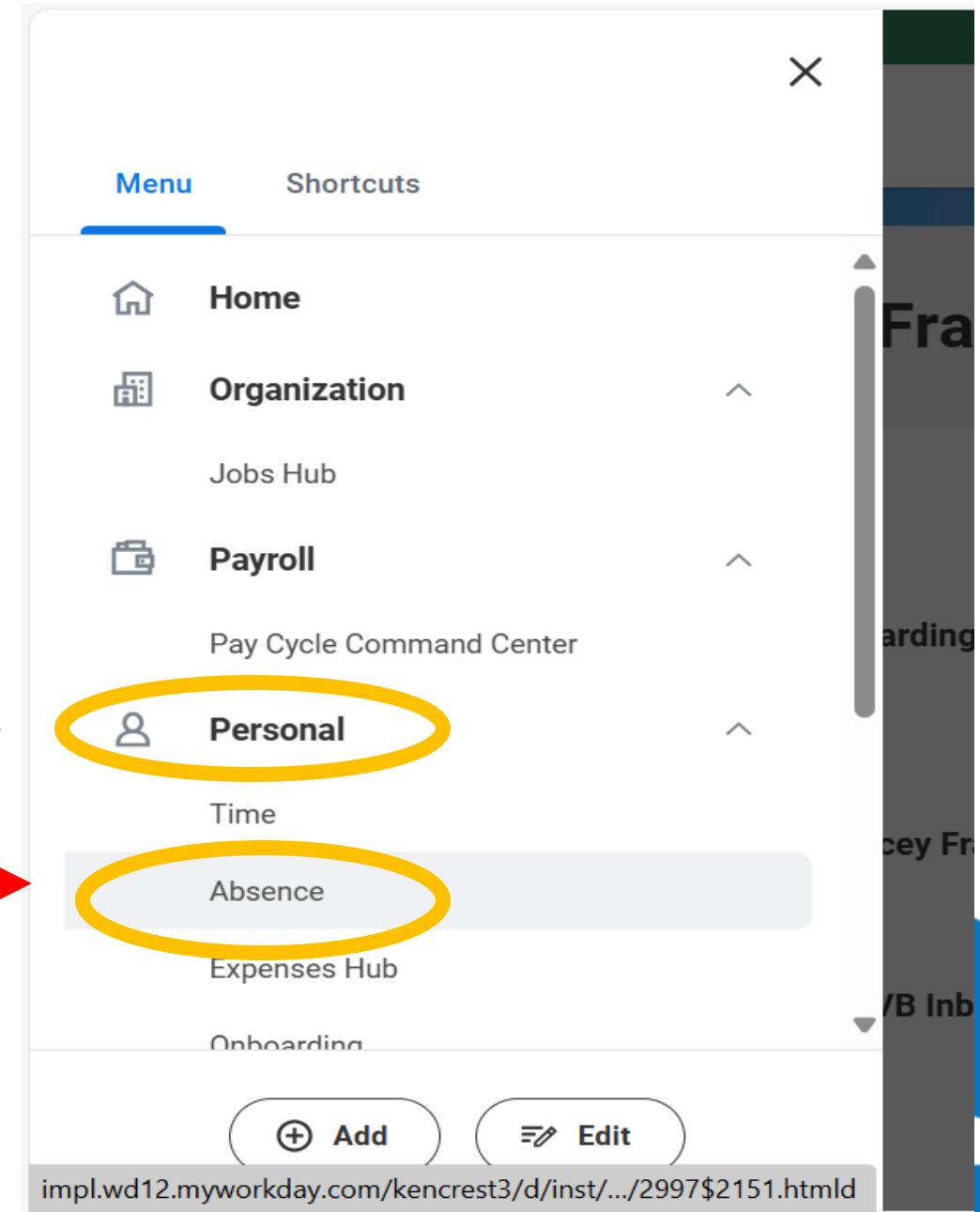


PTO BALANCES WILL BE
MIGRATED TO WORKDAY

Request PTO using the Menu



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



Request PTO using the Menu - Continued

Click on
“Request
Absence”

Request

Request Absence

Manage Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance

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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

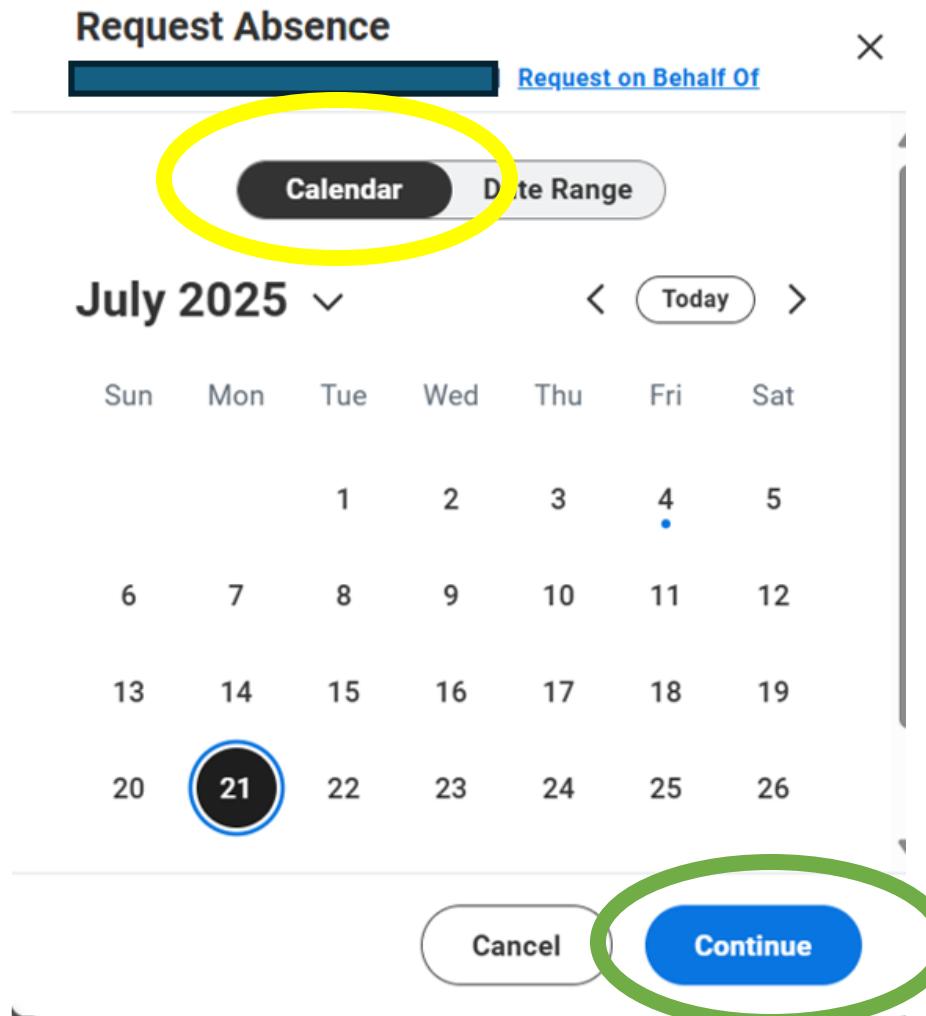
July 2025

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

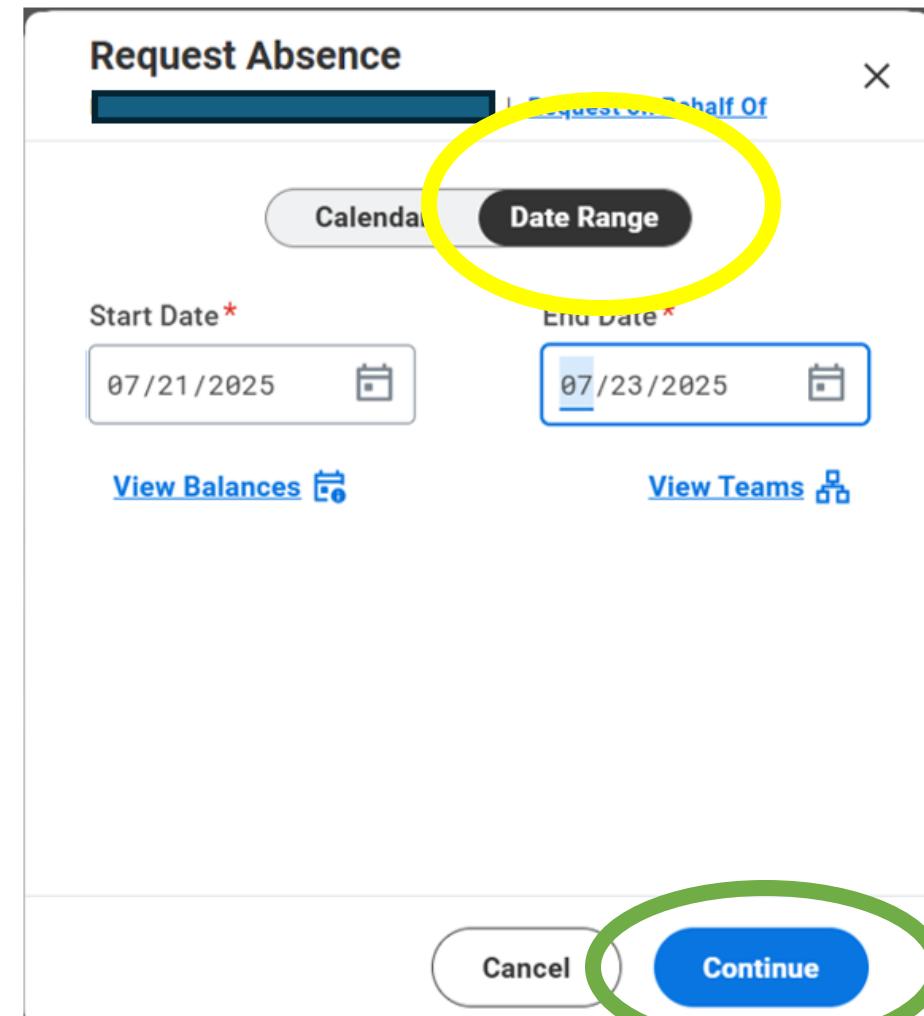
Calendar Date Range

Start Date* 07/21/2025

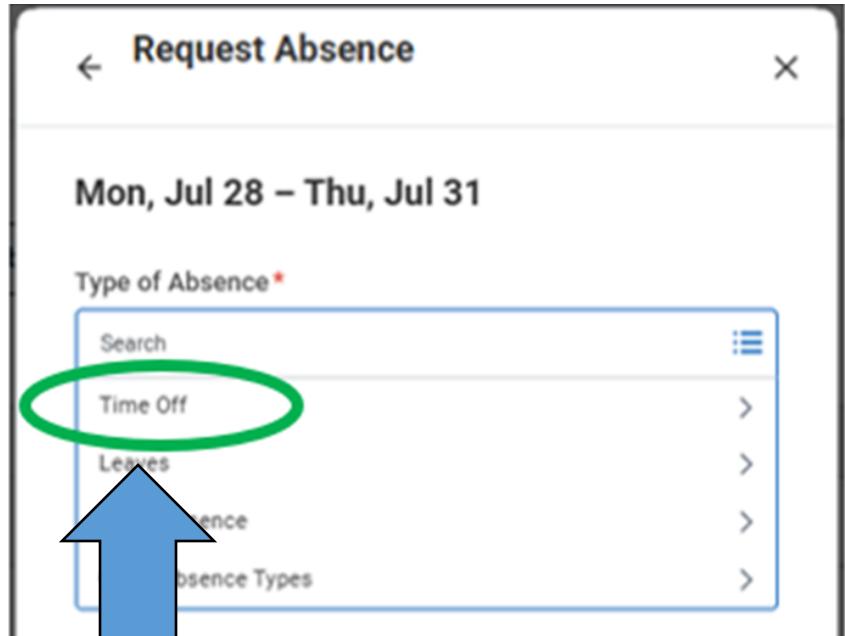
End Date* 07/23/2025

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

Cancel Continue



How to submit PTO requests - continued



Request Absence

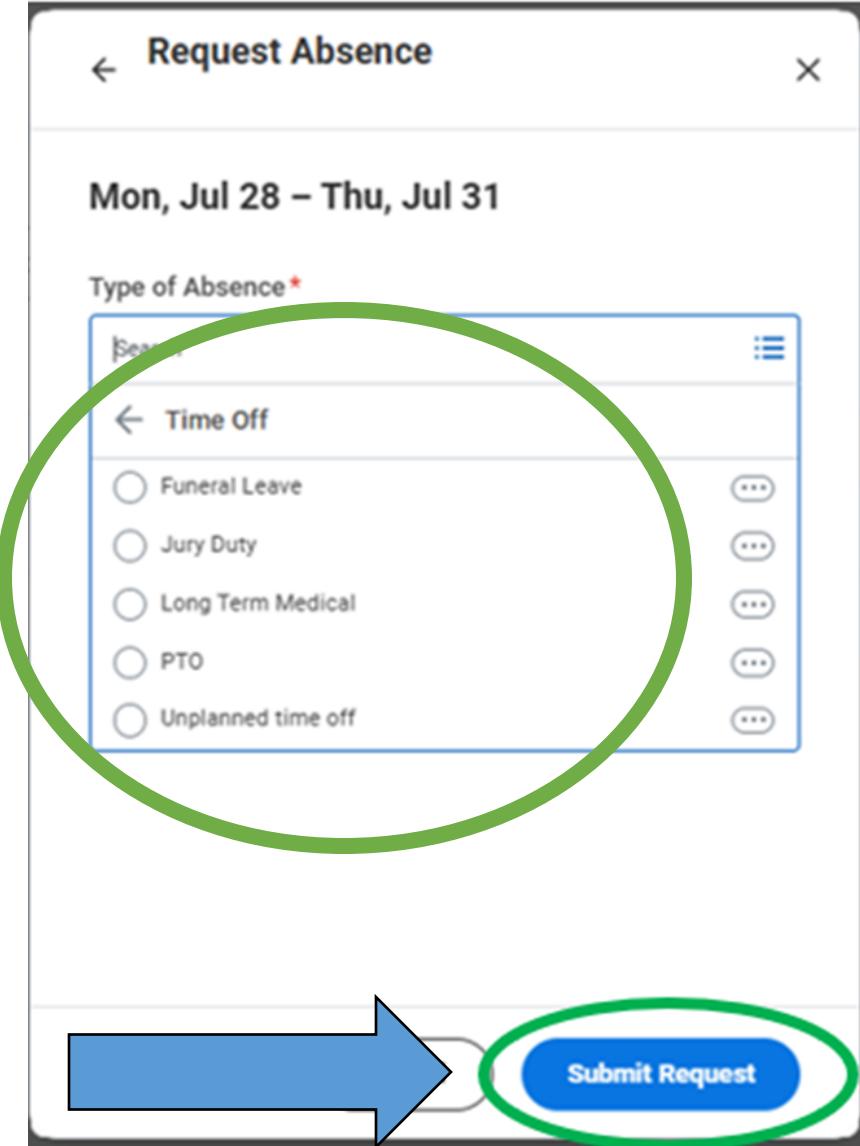
Mon, Jul 28 – Thu, Jul 31

Type of Absence *

- Search
- Time Off
- Leaves
- Sick
- Absence Types

Select
“Time Off”

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



Request Absence

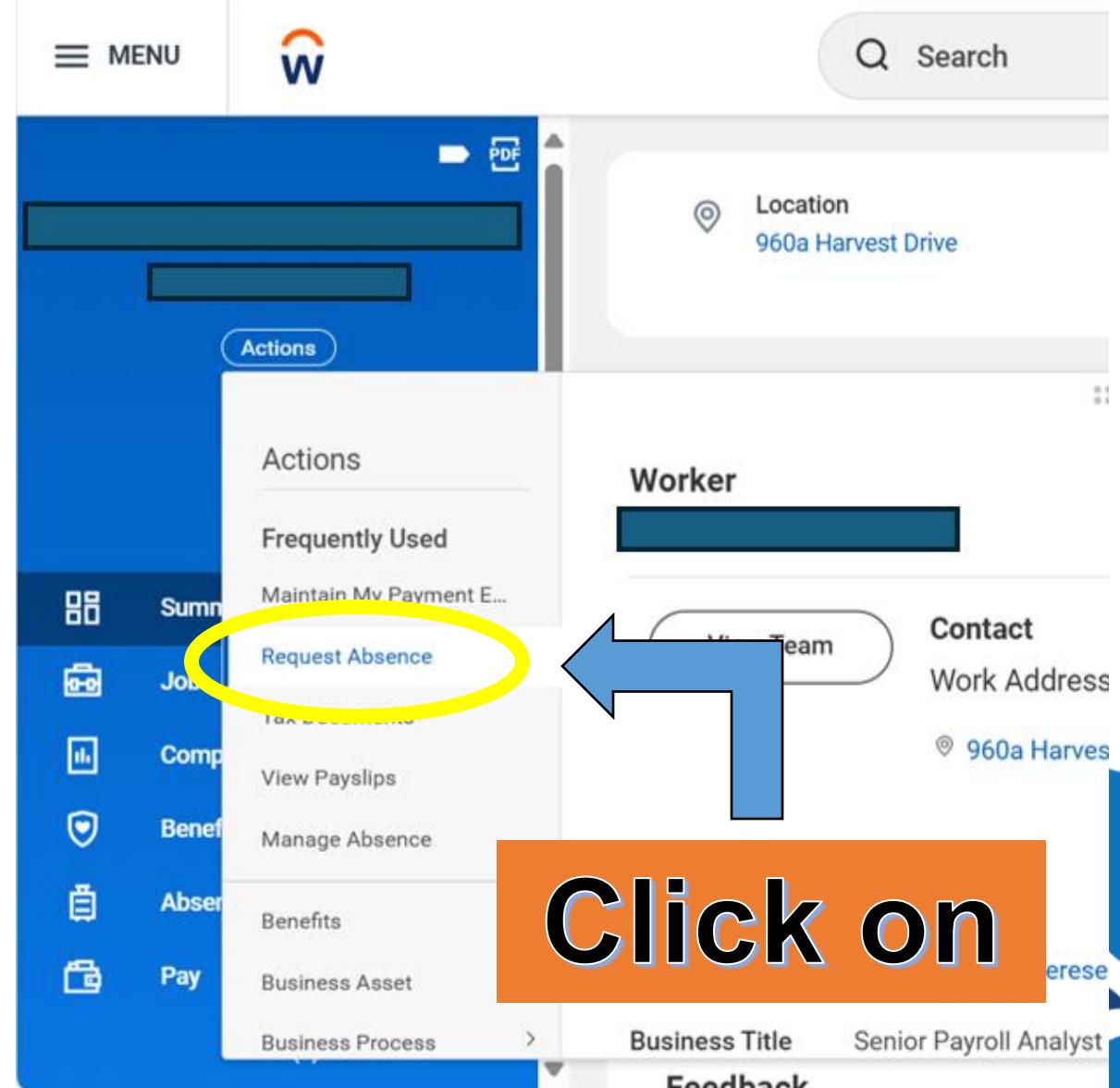
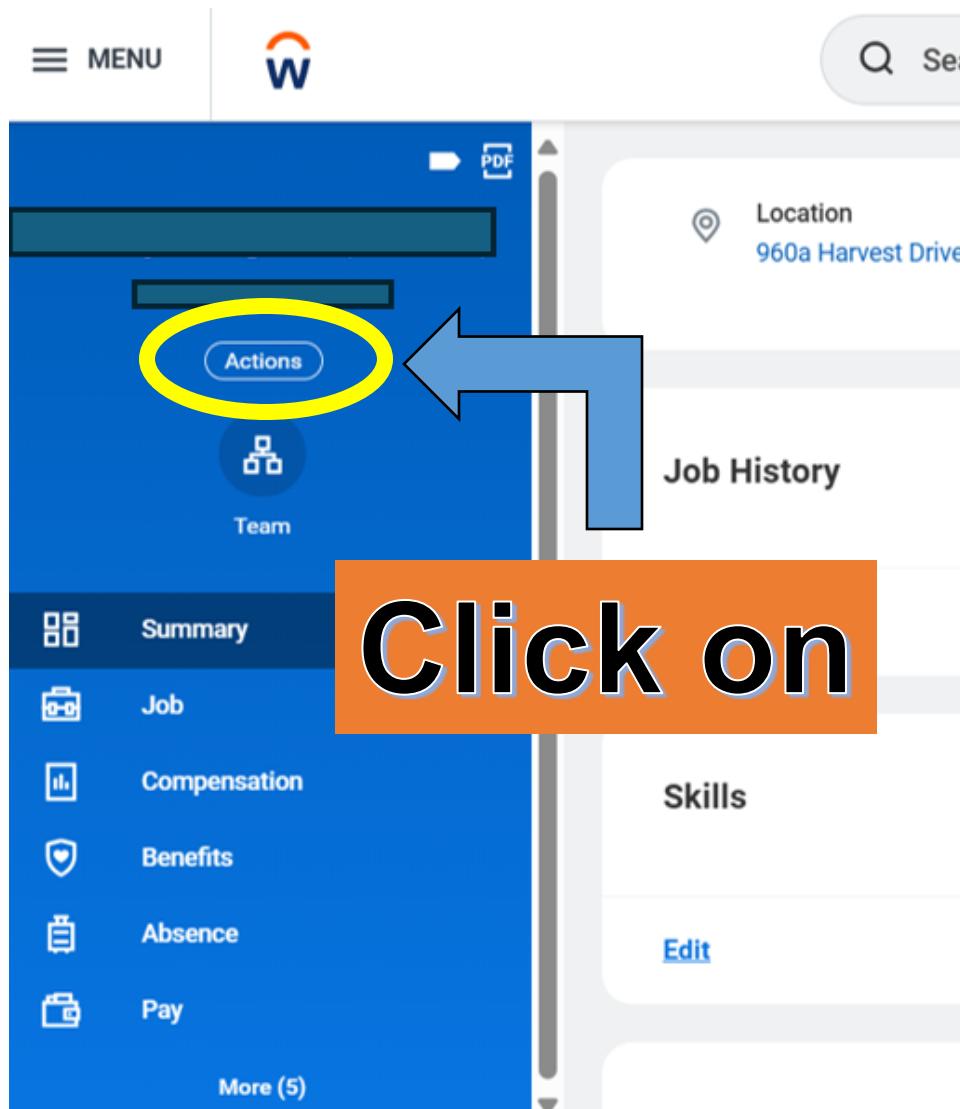
Mon, Jul 28 – Thu, Jul 31

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.





Do you have any questions?

FINANCE – EXPENSE REPORTING



Overview



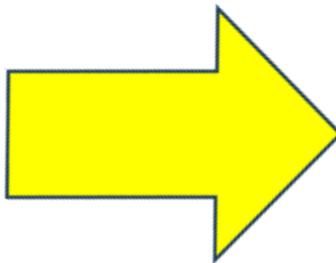
FROM

- Complete/Submit Credit Card Expense Reports

Travel & Reimbursement

FROM

Paper Forms



TO

Completing and Submitting



"Out-Of-Pocket"

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 * ... ≡

Description →

Total Amount *

Currency * ... ≡

Memo *

Company ... ≡

Department →

Cost Center ... ≡

Client Code →

Additional Worktags ≡

Client →

← Individual Recipient

Individual Recipient: Adams, Landon

Individual Recipient: Adkins, Lyndon

Individual Recipient: Alfonse, Jeanne

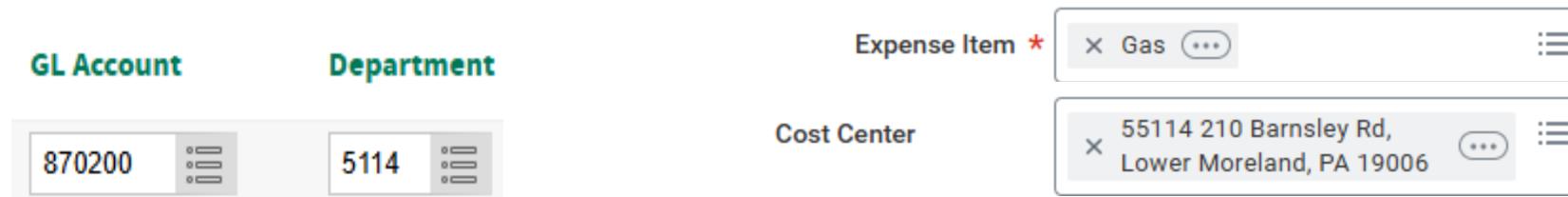
Individual Recipient: Allen, Tiffany

Individual Recipient: Alston, Emma

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 * X Mileage Reimbursement

Rates Used 0.7  Cents per mile

Total Amount 18.27

Currency * USD

Memo

Company X KCS KenCrest Services

Cost Center X 99104 Accounting

Additional Worktags

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 * X 960a Harvest Drive, Blue Bell, PA, USA

Destination Address * X 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

For Each Stop

Add

4 items		Sort By: 
Fri, Jun 6		
Housekeeping and Supplies	25.00 USD	
House Supplies while card was inac...		
Mileage Reimbursement	5.11 USD	
Take Dan to Best Buy		
Mileage Reimbursement	10.15 USD	
Supply delivery at Kencrest Home		
Mileage Reimbursement	666.47 USD	
Dropping off food the office		

1st Stop

2nd Stop

3rd Stop

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.



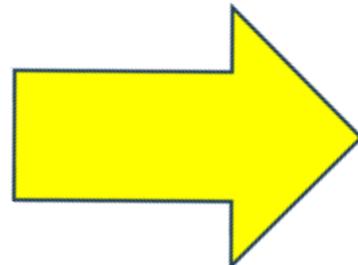
HR



HR - Overview

dayforce

FROM



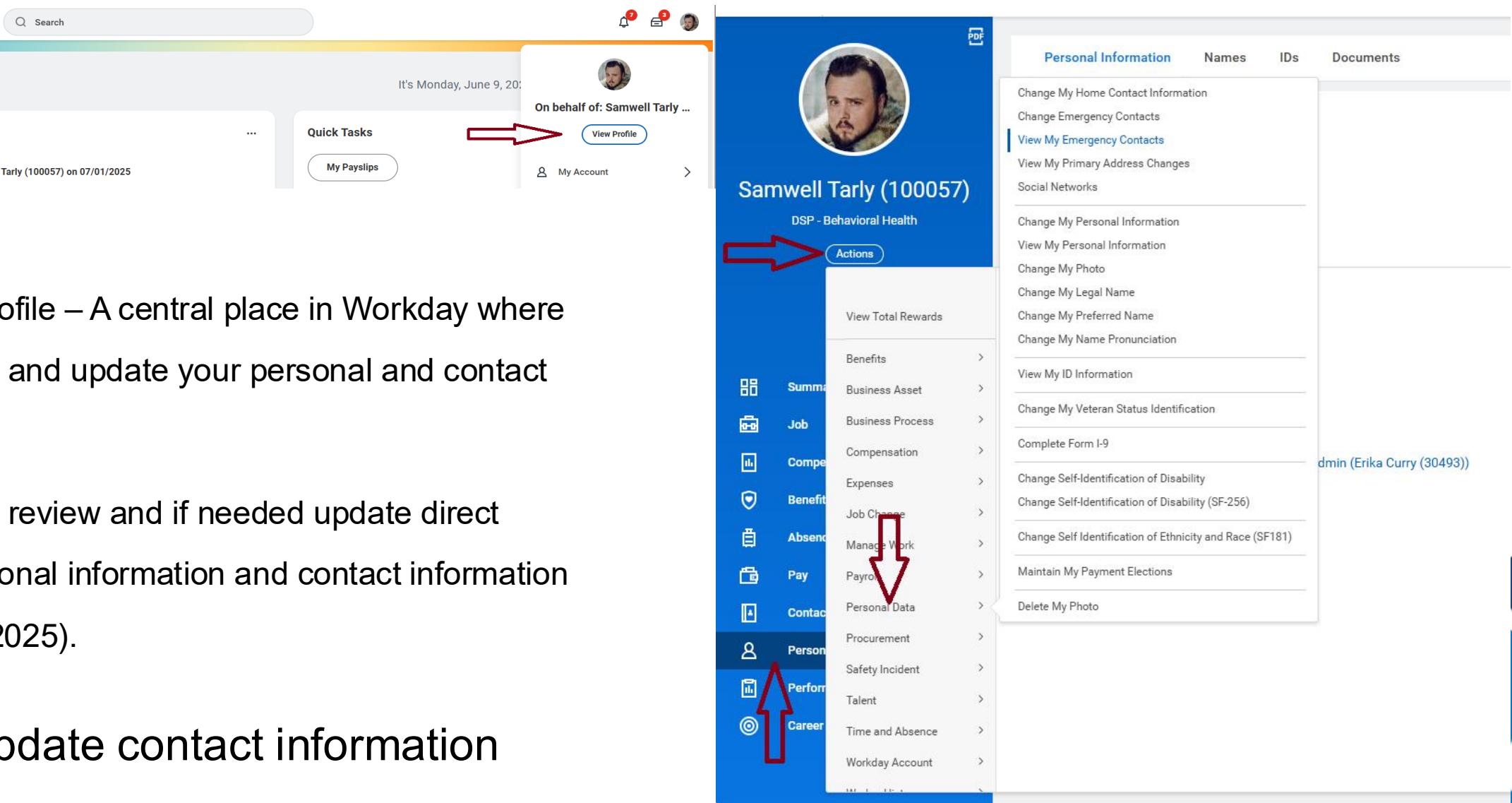
workday®

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

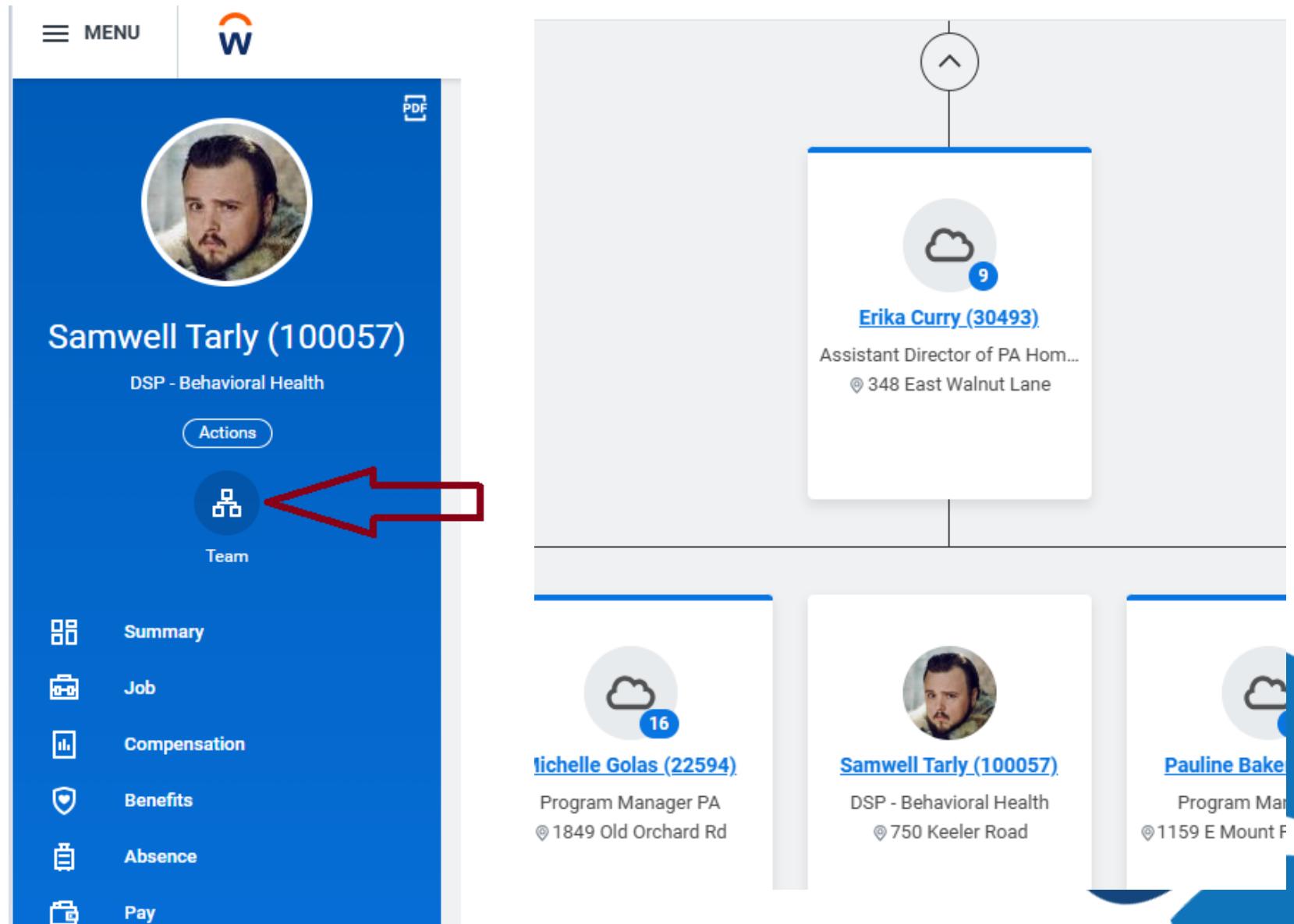


The image shows the Workday HR Profile interface. At the top, there is a search bar and a notification bar with three items. Below this is the 'Here's What's Happening' section, which includes an 'Awaiting Your Action' box for an 'Open Enrollment Change' for Samwell Tarly (100057) on 07/01/2025. The main navigation bar has 'Quick Tasks' (My Payslips) and 'My Account' options. A red arrow points to the 'View Profile' button. The profile card for Samwell Tarly (100057) shows his photo and title 'DSP - Behavioral Health'. A red arrow points to the 'Actions' button. A vertical sidebar on the right lists various HR functions: Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, and Performance. A red arrow points to the 'Personal' section. A red arrow also points to the 'Personal Data' menu item in the 'Actions' dropdown. The right sidebar contains sections for Personal Information, Names, IDs, and Documents, with links to change contact information, emergency contacts, and view primary address changes. The bottom right corner shows a user profile for 'dmin (Erika Curry (30493))'.

- 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

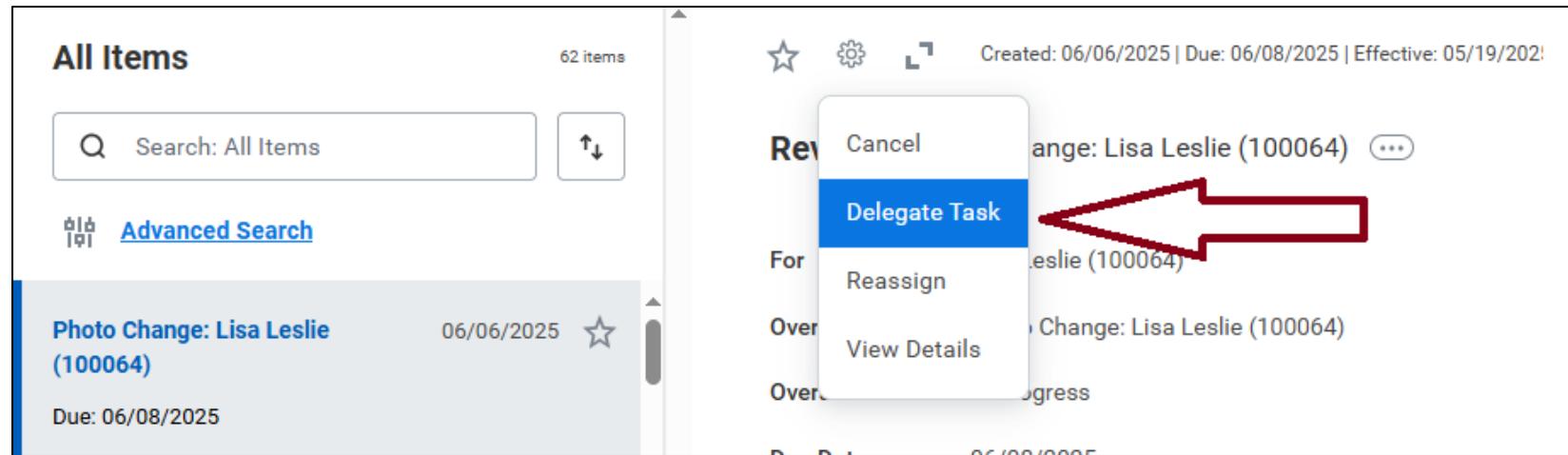
- A visual map in the Workday that shows reporting relationships – who you report to, your team and other roles in your company
- Demo



HR – Delegation and feedback

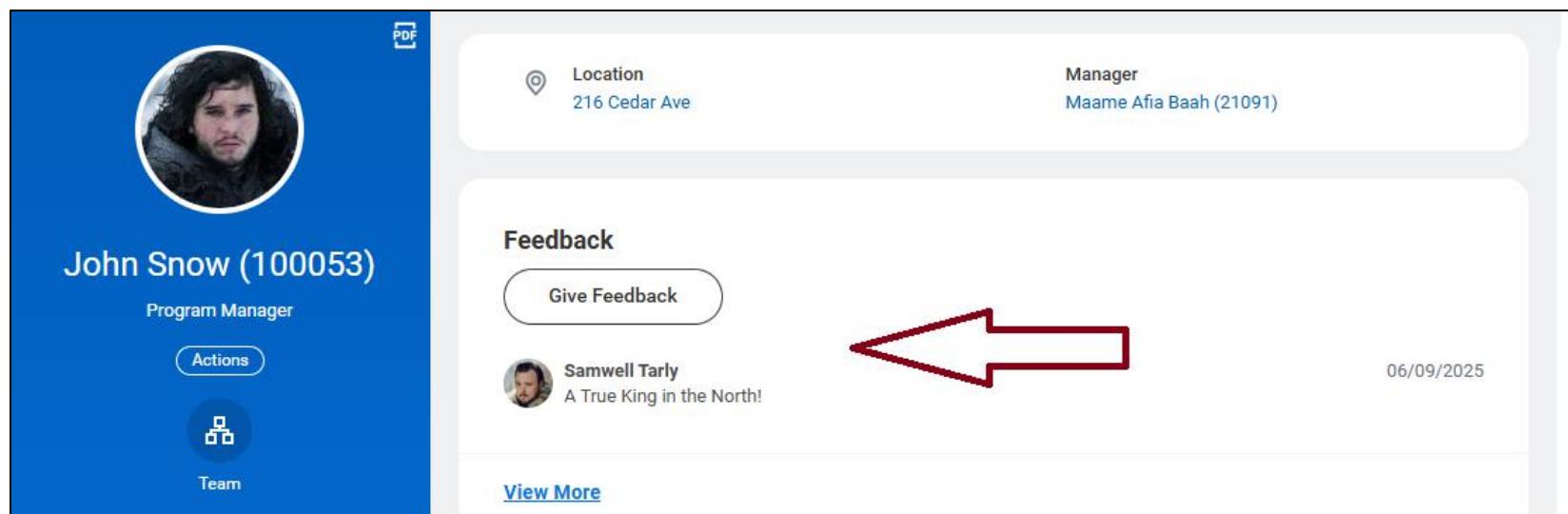
Delegation:

- 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



FROM

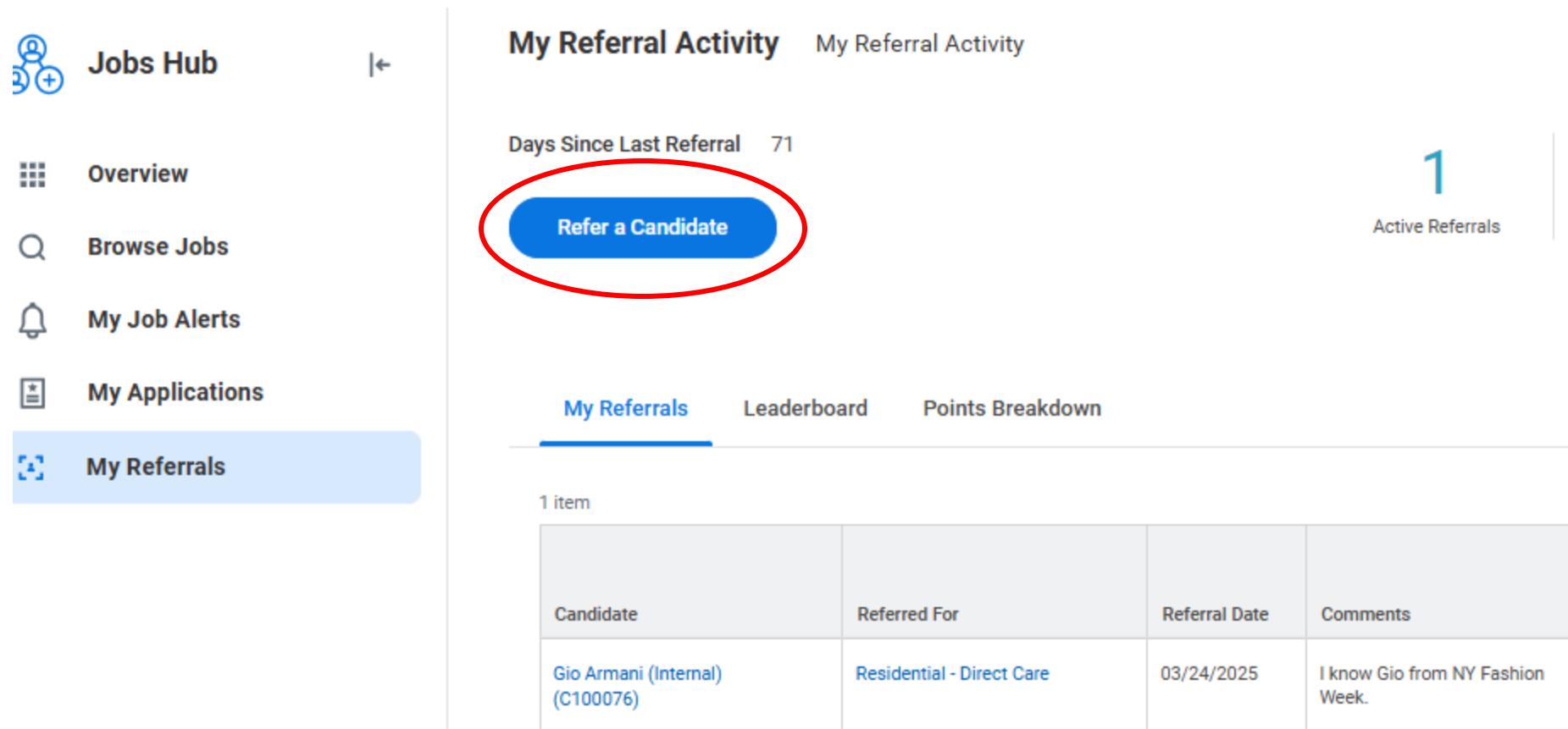
- Basic Internal Job Search
- Referral Process - Manual



TO

- Advanced Internal Job Search
- Referral Process via System

How Do I Refer Someone to KenCrest?



The image shows the KenCrest Workday interface. On the left, a sidebar lists navigation options: Jobs Hub, Overview, Browse Jobs, My Job Alerts, My Applications, and My Referrals. The 'My Referrals' option is highlighted with a blue background. The main content area is titled 'My Referral Activity' and shows 'My Referrals' is selected. It displays 'Days Since Last Referral' (71) and a large blue button labeled 'Refer a Candidate' which is circled in red. To the right, it shows '1 Active Referrals'. Below this, a table titled 'My Referrals' lists one item: Gio Armani (Internal) (C100076) referred for Residential - Direct Care on 03/24/2025 with the comment 'I know Gio from NY Fashion Week.'

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

→ Search Results 1 item

endorse

[Advanced Search](#)

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.

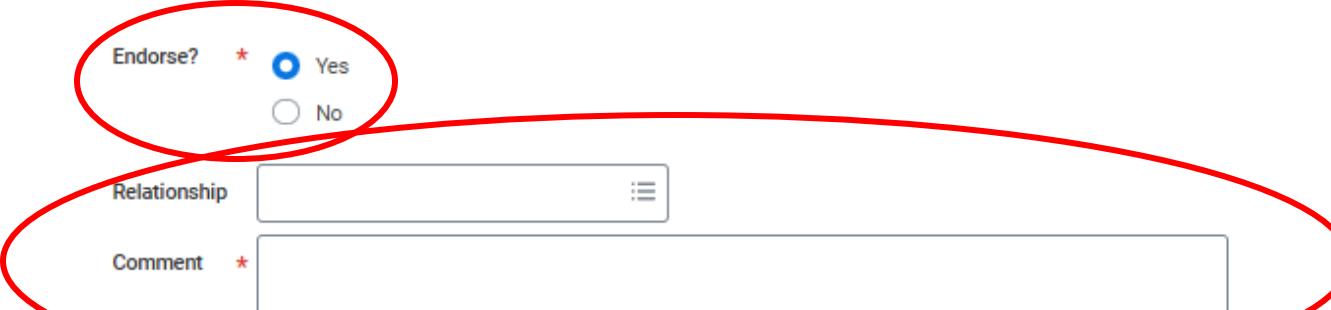
Candidate Name Gio Armani

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

Endorse? Yes No

Relationship

Comment

Submit

Cancel

How Do I Refer Someone to KenCrest Part 2!

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	Martaya 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!!

Mid July 2025 onwards



Games Coordinators
Erika Curry Sisa Ncube
Katie White Tia Gibbs
Melissa Bailey-Raison



Jeopardy! Or Workday Feud



Across 24 sites PA, CT, DE



Teams of 3 sign up by July 9!



More Details
end of June

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

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.

Join by QR code

Scan with your camera app



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

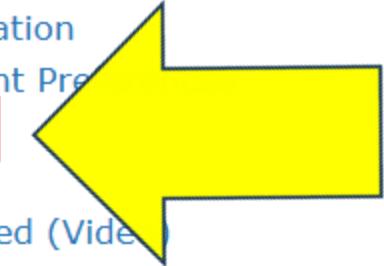
HR & Workday

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 (Video)
- Workday Navigation & Tools



Job Aid - Using Workday Search

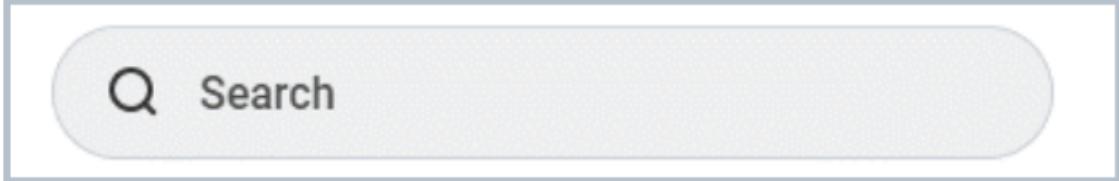
Getting Started: Workday Search

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

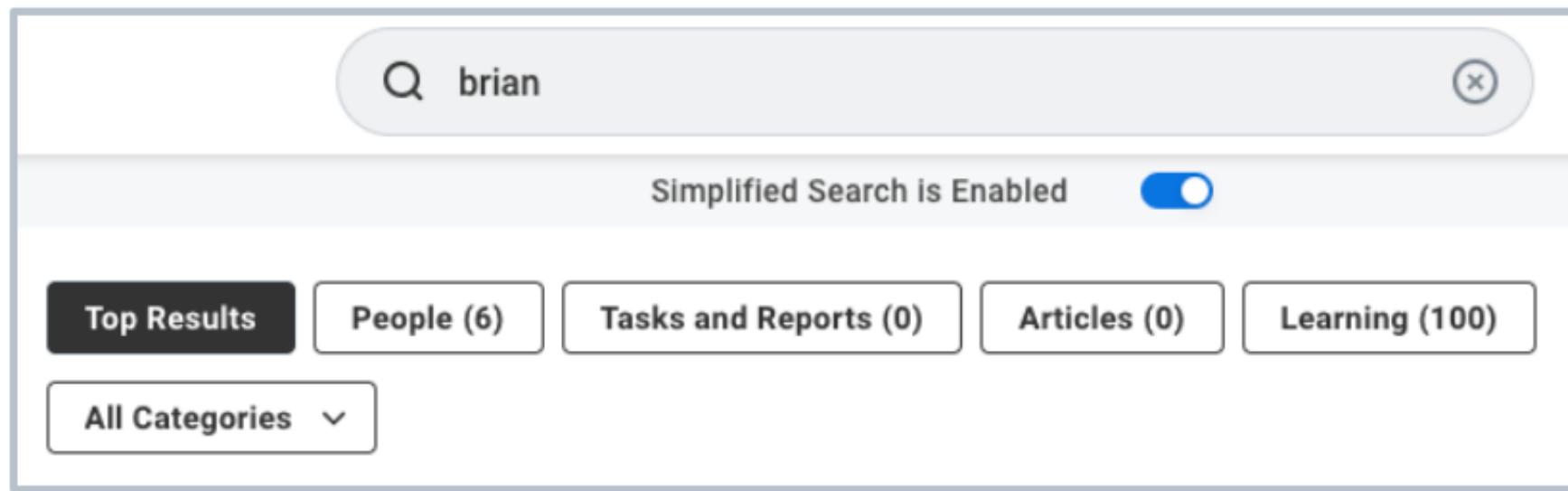
Workday makes it easy to search for people, tasks, reports, and business data using the Search box.

A graphic of a search bar with a magnifying glass icon and the word "Search".

Q Search

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.



The screenshot shows the Workday search interface. At the top, there are five filter buttons: Top Results, People (6), Tasks and Reports (0), Articles (0), and Learning (100). The 'People (6)' button is highlighted with a red box. Below these, a dropdown menu labeled 'All Categories' is open, showing a list of categories with their counts: People (6), Tasks and Reports (1), Learning (100), Staffing (6), Projects (0), and Expenses (0). A yellow arrow points from the text 'Use All Categories to filter your search for more specific results.' to the 'All Categories' dropdown. The main search results area is titled 'People' and lists two entries: Brian Kaplan (Employee, Senior Customer Services Representative) and Brian Sullivan (Employee, Staff HR Representative).

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

All Categories ^

People (6)

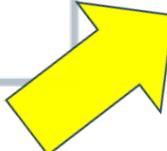
Tasks and Reports (1)

Learning (100)

Staffing (6)

Projects (0)

Expenses (0)

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

 [Edit Category Preferences](#)

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: 1112223333](#)

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](#)

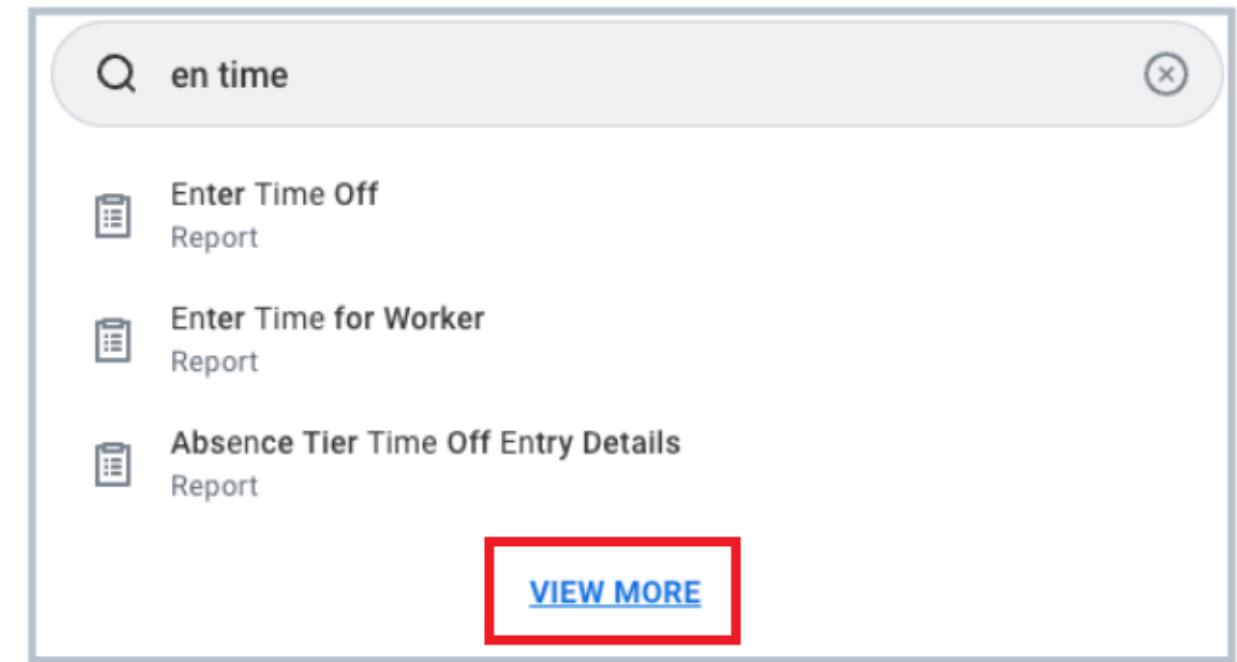
To search for a candidate using the candidate's name, ID, or email address

[cand: john smith](#)
[cand: j.smith@gms.com3](#)

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

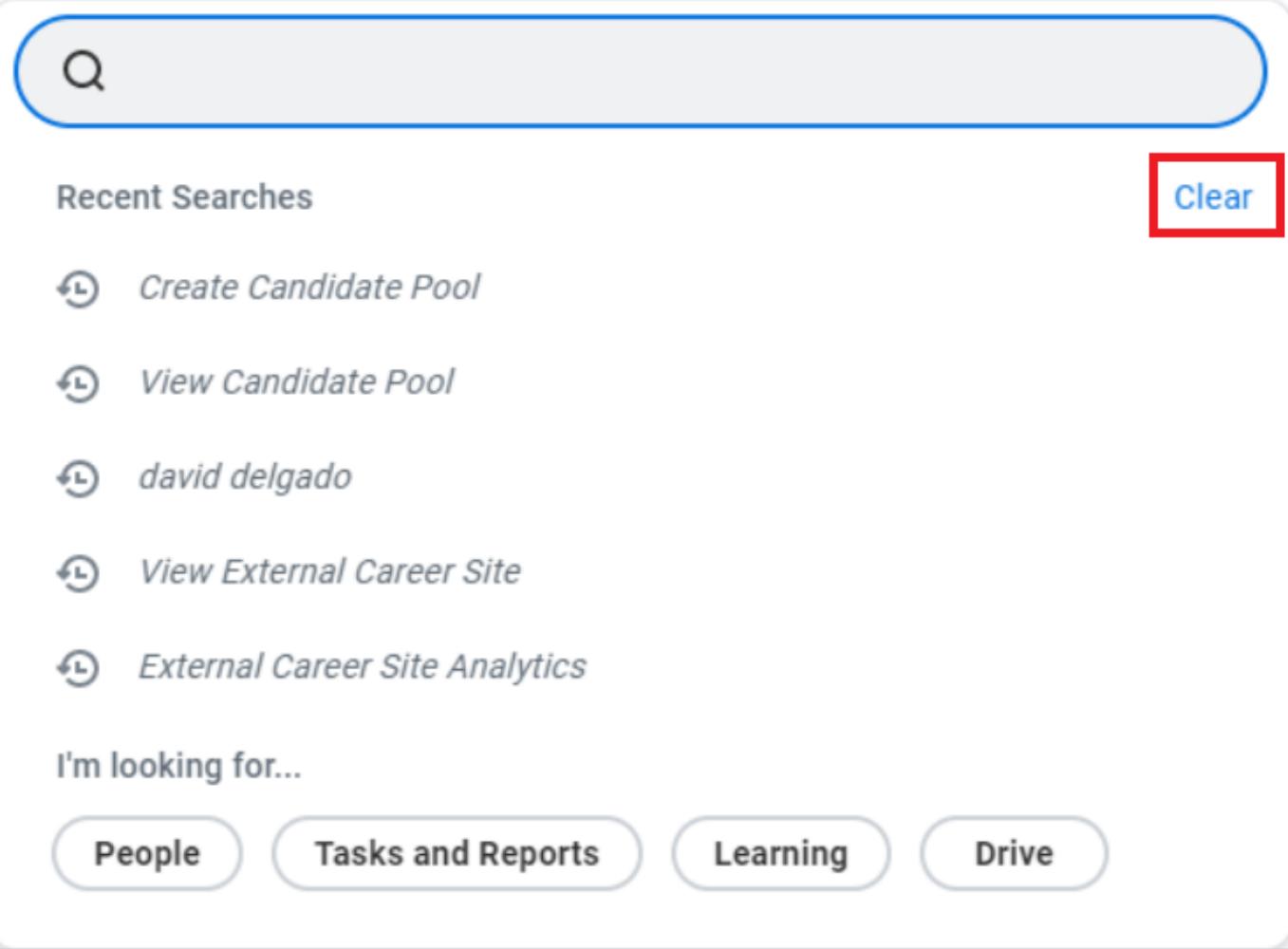
Recent Searches

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 image shows a screenshot of the Workday search interface. At the top is a search bar with a magnifying glass icon. Below it is a section titled "Recent Searches" containing five entries, each with a small profile icon and a link: "Create Candidate Pool", "View Candidate Pool", "david delgado", "View External Career Site", and "External Career Site Analytics". To the right of this list is a "Clear" button, which is highlighted with a red rectangular box. At the bottom of the interface is a text input field with the placeholder "I'm looking for..." and four category buttons: "People", "Tasks and Reports", "Learning", and "Drive".