



# **Workday Training for All Managers**

**Training Class 1**

June 2025

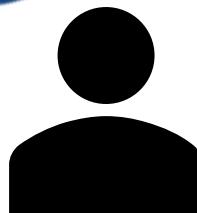


# Goal



Introduce all Managers to Workday and the importance of their role in using the system to manage their employees, maintain quality data, and facilitate the overall Employee Experience.

# Training Options



Employee

**Employee Training #1**  
June 10, 11, OR 12

*(ONLY 1 to ATTEND)*

**Employee Training #2**  
July 8, 9, OR 10

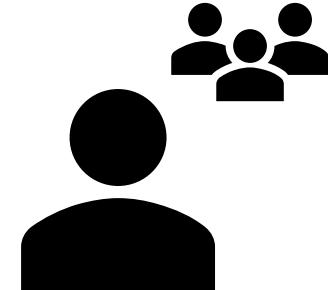
*(ONLY 1 to ATTEND)*



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**

**PAYROLL, PTO & TIME TRACKING**

**FINANCE**

**HR & WORKDAY BASICS**

**RECRUITING & ONBOARDING**

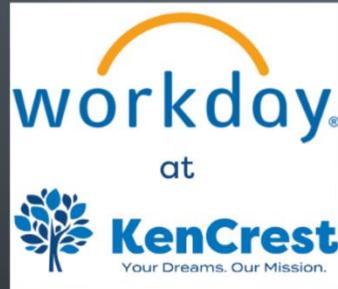
**WHAT'S NEXT?**

**90 Minutes**



# LEARNING RESOURCES





## 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](#)

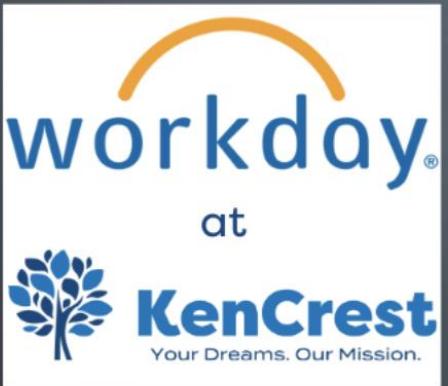
### Training Resources

- 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

# Manager Job Aids



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



**\*This page is under development\***

- Manage Employee Job Changes/Termination
- Manage Business Processes
- Using My Tasks
- Finance: Approve Expense Reports
- Payroll: Assign Work Schedule
- Payroll: Manage Team Compensation
- Payroll: Request One-Time Payment
- Recruiting: Hire an Employee
- Talent: Complete a Performance Review
- Talent: Create a Performance Review
- Talent: Manage Team Goals



# Manager Job Aids

## 11 Job Aids so far

- 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.



# 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](http://www.kencrest.org/workday)



# **WORKDAY AND YOU – THE MANAGER**



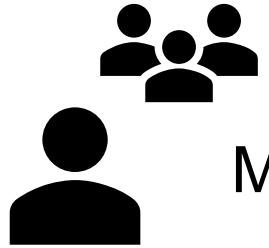
# Main Workday Role Types



Employee



HR



Manager



Finance

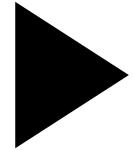


Security Admin



System Administrator(s)

# The Manager Role is Important!



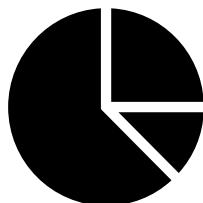
Initiate Business Processes



Review / Approve Steps



Confirm Data Accuracy (e.g. Worker Profile, Org Charts)



Run Reports



# Check In >3x per Week



Set-up Notifications



Take Timely Action



Seek Information  
Ask for Help

# Data Accuracy is KEY!

## Options for Manager

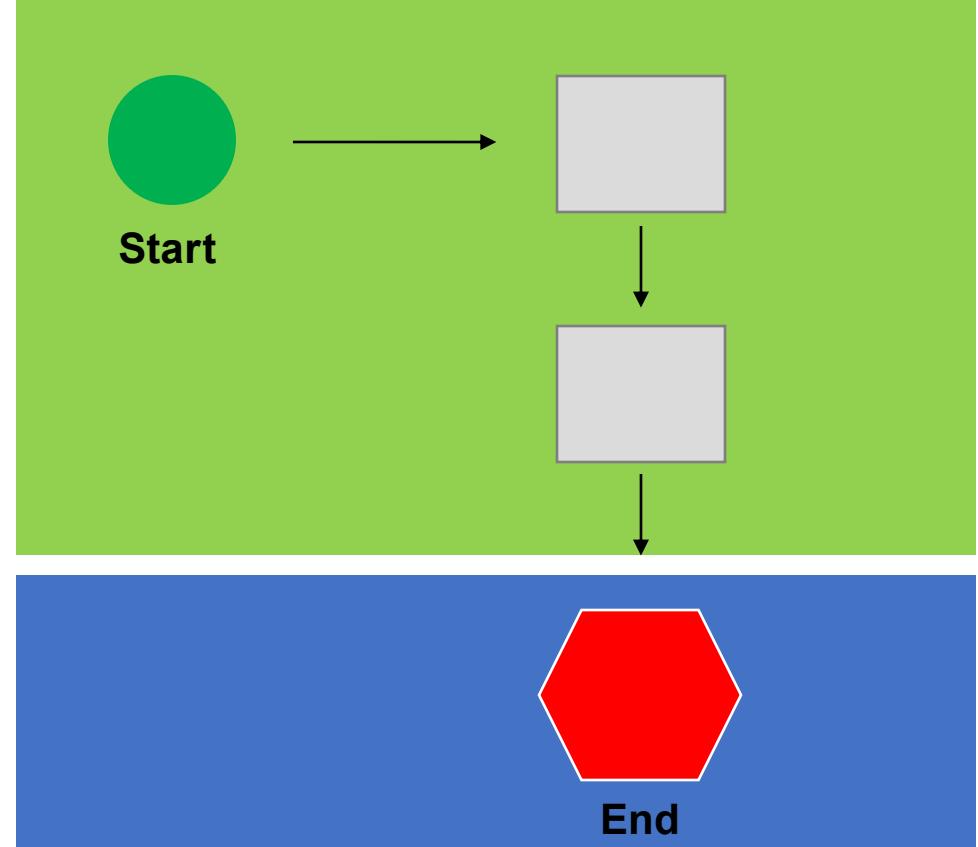
1. Initiate the BP when you have ALL the info
2. Save for Later
3. Review Step
4. Cancel

5. Correct
6. Rescind

## Actions by System Administrator

## Business Process



# **PAYROLL, PTO & TIME TRACKING**





# Workday and Payroll



# Agenda:

- Time Tracking
- PTO Request

# 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**



# PTO Requests and Approvals



# Workday Absence!

Starting July 1<sup>st</sup>, your Kronos access will change. You will no longer be required to approve timecards for Salaried staff and your access to enter pay codes for time off in Kronos will be disabled.

All workers, both Salaried and Hourly will be required to enter Time Off request in Workday. As a manager you are required to review , edit and approve workers Absence request. Once a request has been submitted, you will receive a notification on your Workday home page via the inbox icon of pending task to complete.

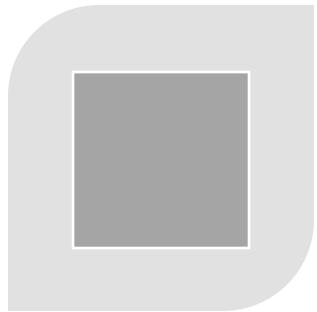


# PTO Requests

What you need to know about requesting PTO in Workday



STAFF WILL BE ABLE TO  
REQUEST PTO USING  
WORKDAY.



**MANAGER WILL BE ABLE  
TO ENTER TIME OFF FOR  
WORKERS**



MANAGERS WILL APPROVE  
PTO REQUESTS IN WORKDAY



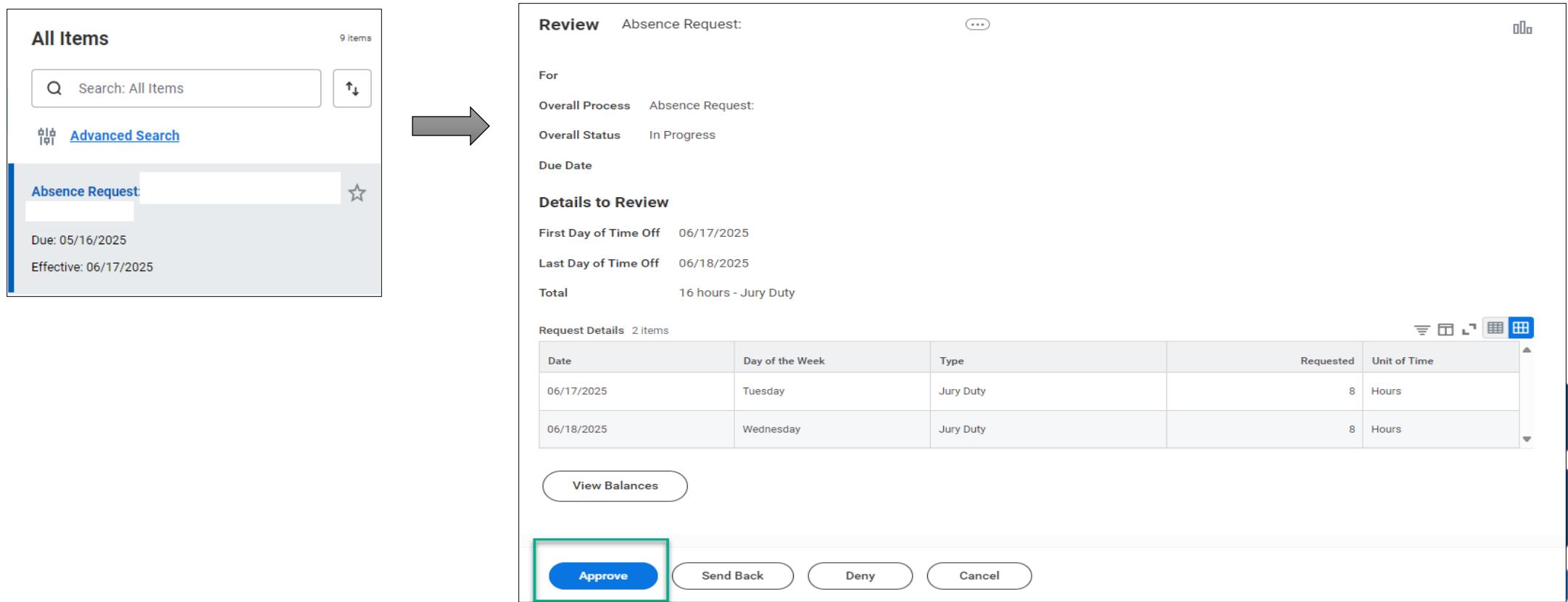
PTO BALANCES WILL BE  
MIGRATED TO WORKDAY

## Approving Time Off in Workday

1. Navigate to Workday and click on **Mail / Task** icon.



2. Select the applicable inbox item. Review Absence details and click **Approve**. The Absence request can be Denied or Sent Back to the employee for revision.

A screenshot showing the transition from the Workday inbox to the absence request review screen.  
  
**Inbox View (Left):**

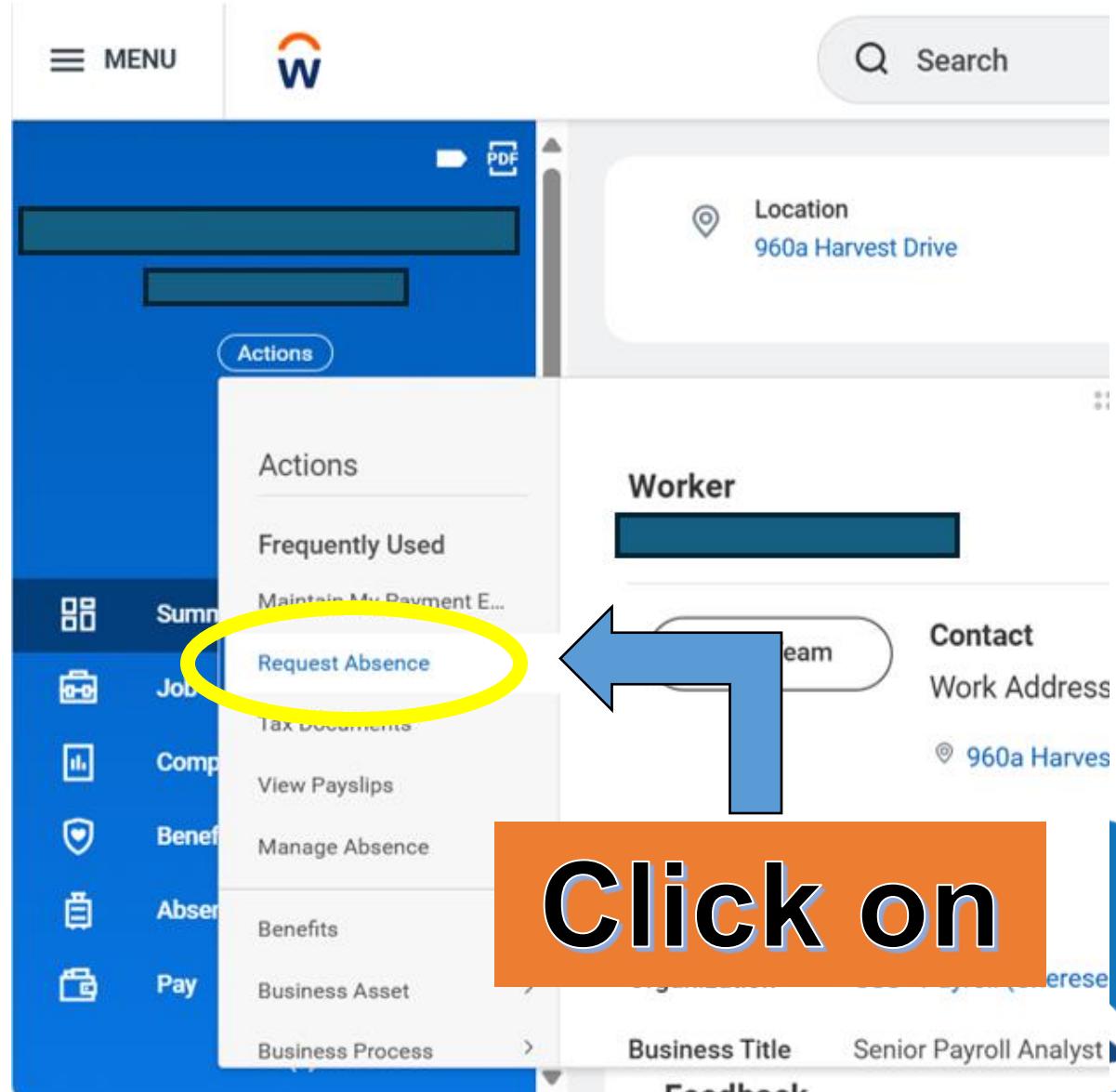
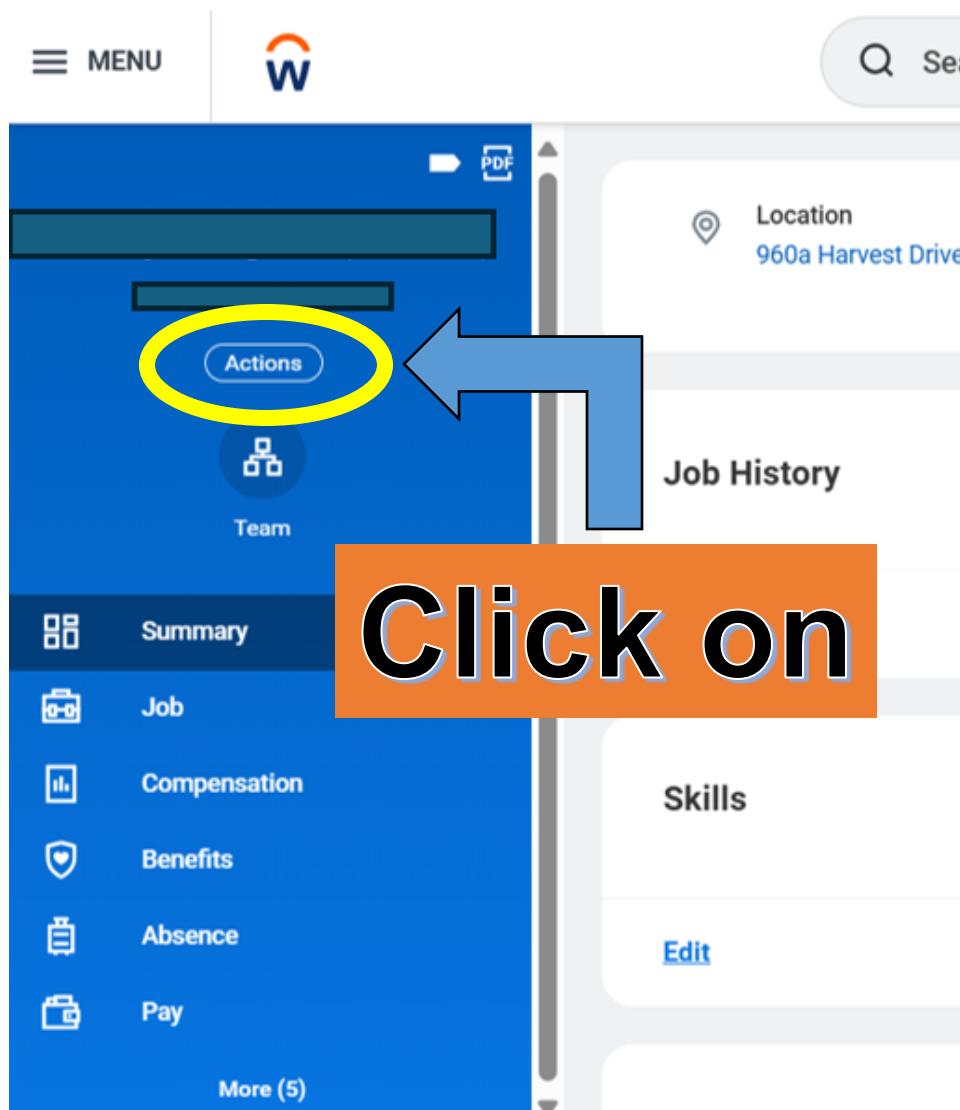
- All Items** (9 items)
- Search bar: Search: All Items
- Absence Request** (highlighted in blue)
- Due: 05/16/2025
- Effective: 06/17/2025

  
**Review View (Right):**

- Review** Absence Request:
- For: Overall Process: Absence Request; Overall Status: In Progress
- Due Date
- Details to Review**
  - First Day of Time Off: 06/17/2025
  - Last Day of Time Off: 06/18/2025
  - Total: 16 hours - Jury Duty
- Request Details** 2 items

Date	Day of the Week	Type	Requested	Unit of Time
06/17/2025	Tuesday	Jury Duty	8	Hours
06/18/2025	Wednesday	Jury Duty	8	Hours
- View Balances** button
- Action buttons at the bottom: **Approve** (highlighted with a green box), **Send Back**, **Deny**, and **Cancel**.

# How to request PTO using action



**Note:** To view Profile for a member of your team:

Click their name in "Team Highlights" area OR Type team member's name in the Search bar

# How to submit PTO requests – 2 options

## Calendar – 1 day

Request Absence

Request on Behalf Of

Calendar Date Range

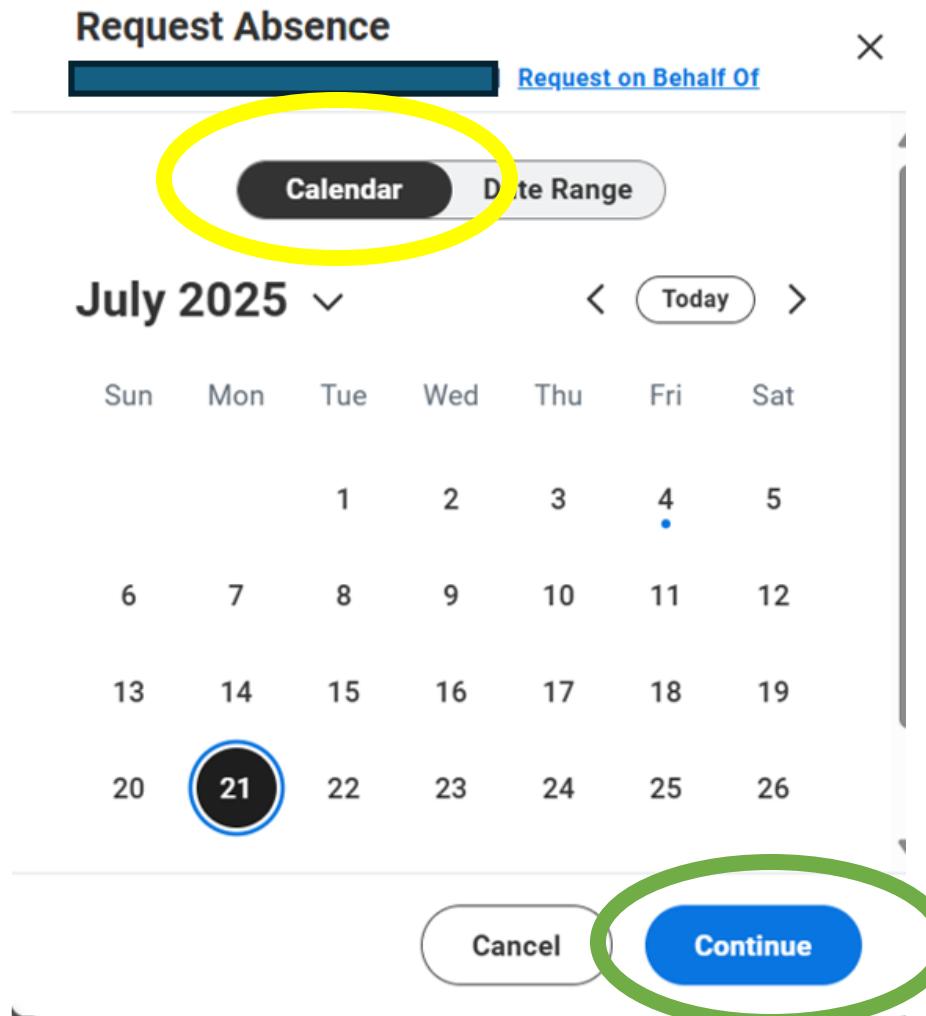
July 2025

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

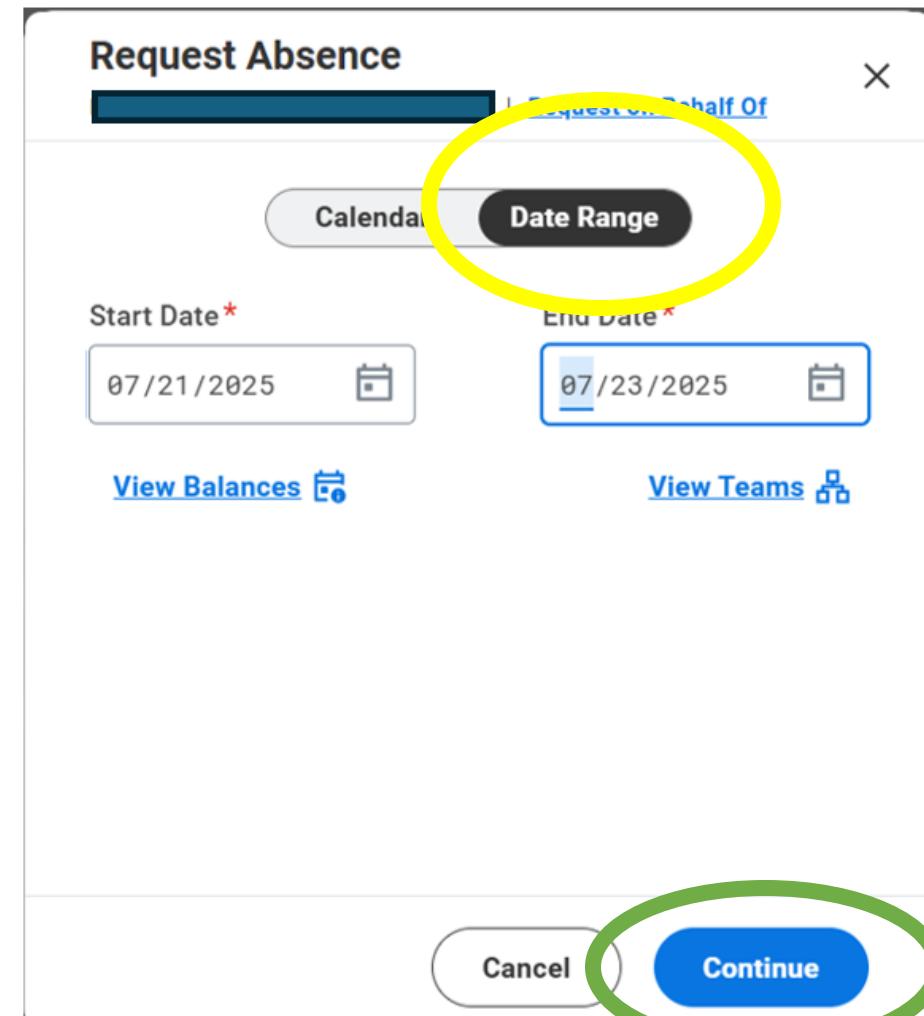
Calendar Date Range

Start Date\* 07/21/2025

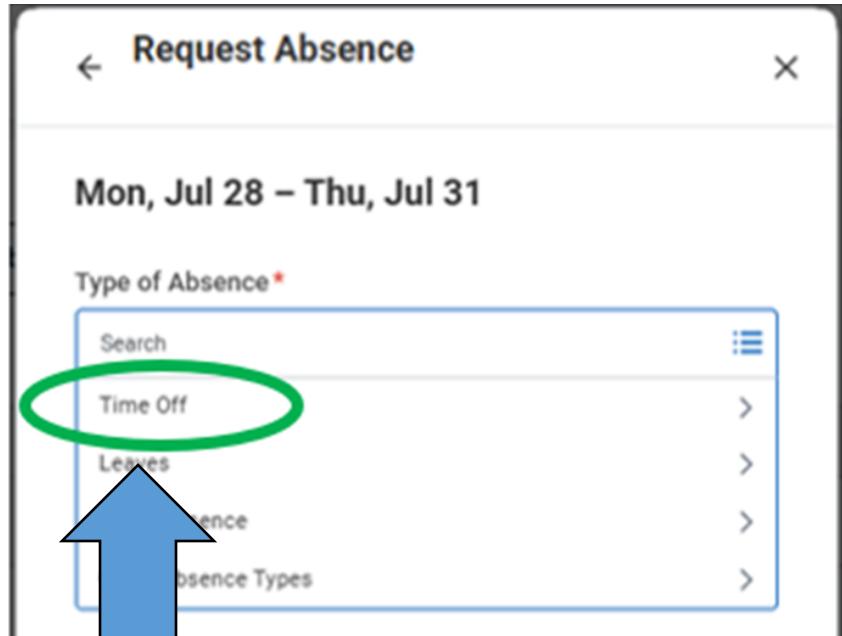
End Date\* 07/23/2025

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

Cancel Continue



# How to submit PTO requests - continued



Request Absence

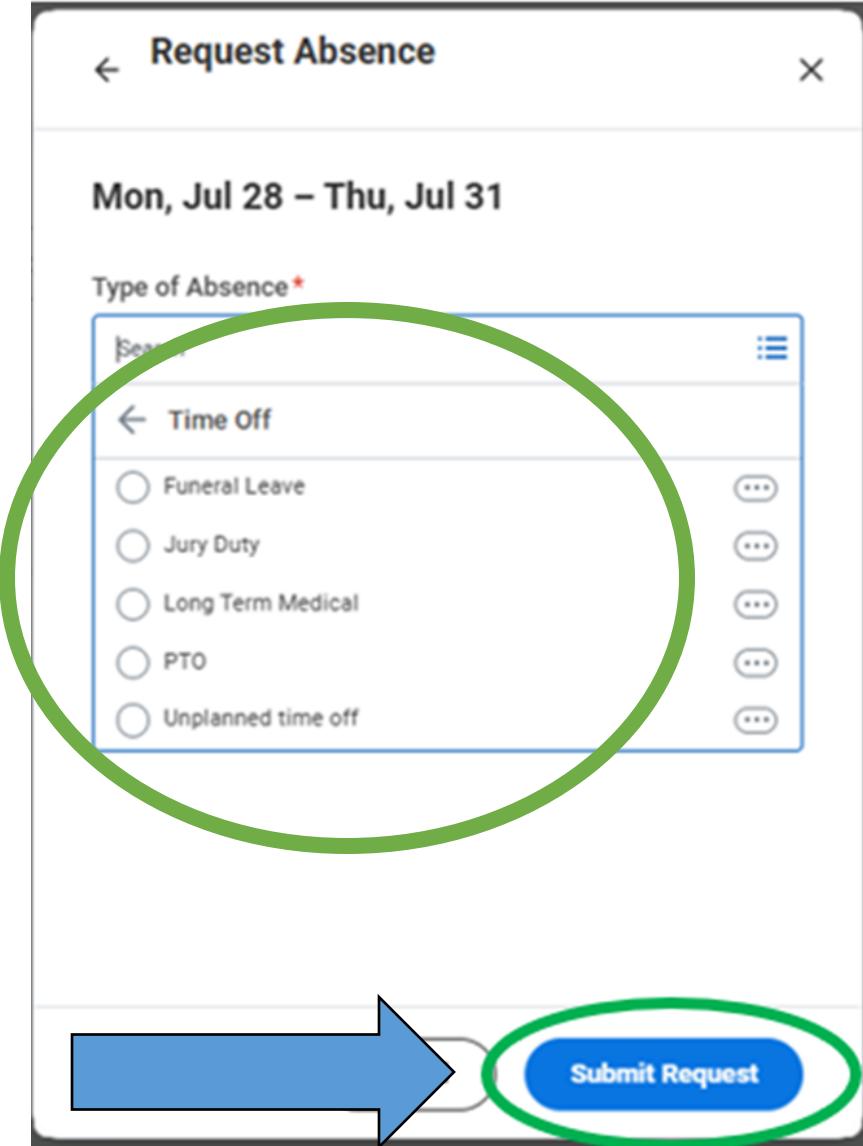
Mon, Jul 28 – Thu, Jul 31

Type of Absence \*

- Search
- Time Off
- Leaves
- Absence
- 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

# 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.**



# **FINANCE – EXPENSES & INVOICES**



# Topics



NAVIGATION



**VIEWING EXPENSE**  
REPORTS



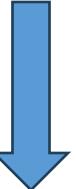
DELEGATION



IMPORTANT  
INFORMATION



# Navigation



≡ MENU



Search

8

15



Good Morning, RYAN CONNELL

It's Friday, June 13, 2025

## Awaiting Your Action

...

Expense Report: 10000157, RYAN CONNELL (31503) on 06/11/2025 for \$100.00



My Tasks - 41 minute(s) ago

DUE 06/19/2025

Self Evaluation: Annual Review: RYAN CONNELL (31503)



My Tasks - 8 day(s) ago

DUE 06/12/2025

Expense Report: 10000138, Timothy Bosch (14199) on 06/04/2025 for \$270.00



My Tasks - 8 day(s) ago

DUE 06/06/2025

[Go to My Tasks \(15\)](#)

## Timely Suggestions

Here's where you'll get updates on your active items.

## Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

[My Goals](#)

## Your Top Apps



Supplier Accounts



Jobs Hub



Absence



Expenses Hub

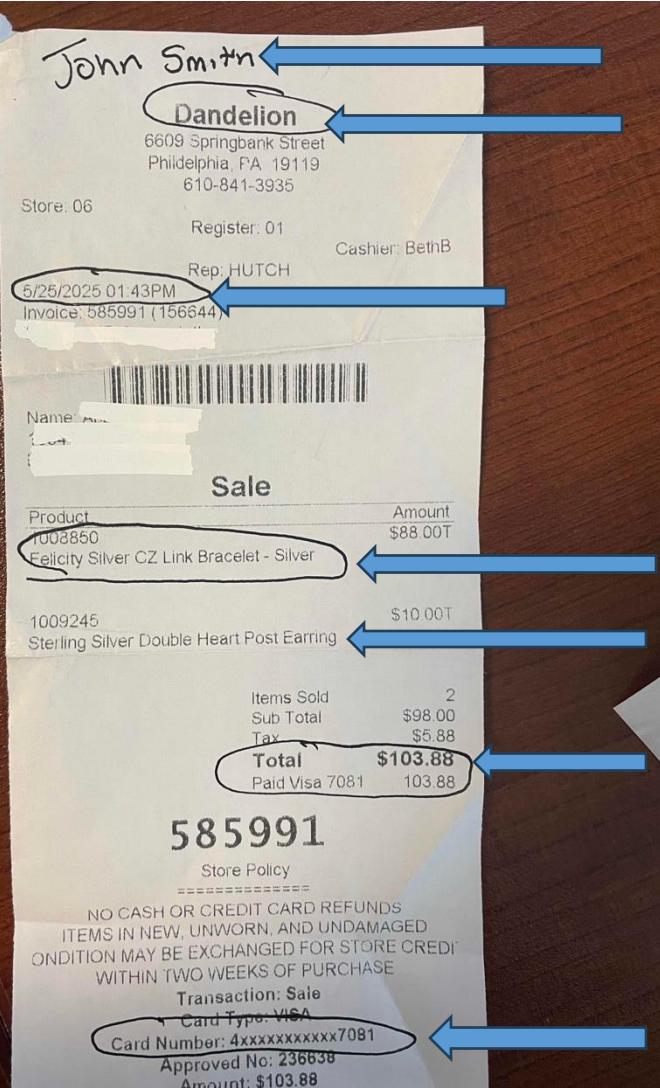
# Viewing Expense Reports



- As a manager approving any expense reports:
  - Correct Expense Item (Account)
  - Correct Cost Center (Department)
  - Memo (description) matches receipt
  - Clear and legible receipt
  - Individual charge:
    - KenCrest approved Individual charge (Can we charge the Individual for this?)
    - **CRYSTAL CLEAR** receipt!!!!!!!!!!!!!!
    - Name of Individual
    - Detailed receipt
    - Correctly identify individual's purchase on receipt with multiple individual charges
    - Memo needs to be detailed

# Individual Recipient Receipt

Correct



Correct



Incorrect



# Viewing/Approving Submitted Reports

The image displays three sequential screenshots illustrating the process of viewing and approving submitted reports in a software application.

**Screenshot 1: All Items**  
This screenshot shows a list of items under the heading "All Items". There are 15 items listed. One item is highlighted with a yellow background: "Expense Report: 10000157, RYAN CONNELL (31503) on 06/11/2025 for \$100.00". Below this, it says "Sent Back by William Harris Jr" and "Due: 06/19/2025 | Effective: 06/11/2025".

**Screenshot 2: Expense Lines**  
This screenshot shows the "Expense Lines" tab selected. It displays three items for "Wed, Jun 4": "Mileage Reimbursement" (70.00 USD, Trip to dover office). Below this, it shows items for "Fri, Jun 13": "Food and Beverage for Program" (100.00 USD, Groceries for Hallman) and "Clothing for Individuals" (100.00 USD, Shoes,Tshit,Socks).

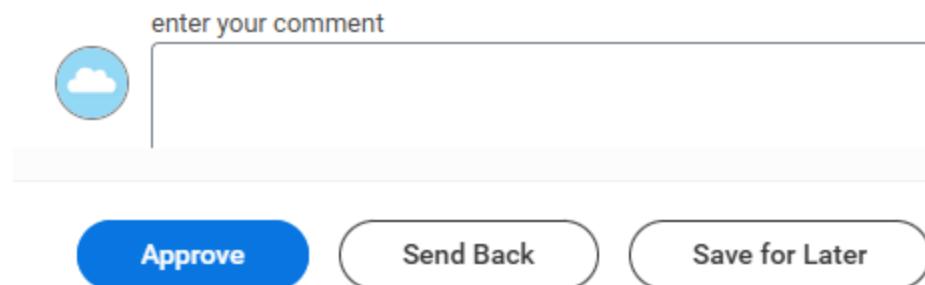
**Screenshot 3: Expense Line Detail**  
This screenshot shows a detailed view of an expense line. The "Expense Line" section shows an attachment "Unifirst.pdf" uploaded by RYAN CONNELL (31503) 2 hours ago. The "Itemization" section shows the breakdown of the expense: "maining count to Itemize" (0.00/100.00 USD). The "Edit" button is visible. The "Expense Date" is set to "06/13/2025". The "Expense Item" is "Food and Beverage for Program". The "Total Amount" is "100.00". The "Currency" is "USD". The "Memo" is "Groceries for Hallman". The "Cost Center" and "Additional Worktags" fields are both "(empty)". The "Receipt Included" checkbox is checked.

# Viewing/Approving Submitted Reports

- As a manager you have 3 options after viewing a report:



1. Approve expense report-Moves to Expense Team for final approval
2. Send back- Expense Report returned to owner
  - Detail on what needs to be changed.



3. Save for later-Work on at a later date.

# Delegation



Employees can delegate reports if they will be on vacation and or leave.

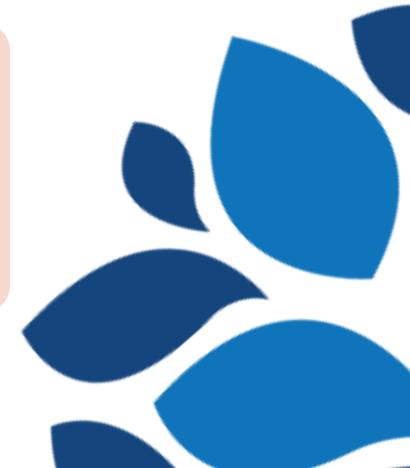


Only choose peers and managers within organizational hierarchy.



Details provided by employee:

Begin Date  
End Date  
Delegate  
Business Purpose



# Delegation

Search

Created: 06/13/2025 | Due: 06/14/2025

Review Delegation for RYAN CONNELL (31503) on 06/13/2025

For RYAN CONNELL (31503)

Overall Process Delegation for RYAN CONNELL (31503) on 06/13/2025

Overall Status In Progress

Due Date 06/14/2025

**Details to Review**

Business Processes allowed for Delegation

New Delegation 1 item

Begin Date	End Date	*Delegate	Do My Tasks On My Behalf
06/13/2025	06/14/2025	VICTORIA HYCZKO (31086)	<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process Expense Report Event

Retain Access to Delegated Tasks within My Tasks

Delegation Rule

Approve Deny Save for Later Cancel

All Items 32 items

Search: All Items

Advanced Search

Delegation for RYAN CONNELL (31503) on 06/13/2025 06/13/2025

Due: 06/14/2025

Expense Report: 10000157, RYAN CONNELL (31503) on 06/11/2025 06/13/2025

for \$100.00

Requires your attention as information has been ...

Due: 06/15/2025 | Effective: 06/11/2025

Supplier Invoice: SINV-10001804, THE HOME DEPOT on 04/28/2025 06/11/2025

for \$18,990.65

Due: 06/12/2025

Effective: 04/28/2025

Supplier Invoice: SINV-10001299, SUCELLUS LANDSCAPING AND DESIGN, L. L. C on 04/01/2025 06/11/2025

for \$6,753.80

Due: 06/12/2025

Effective: 04/01/2025

Supplier Invoice: SINV-10001803, VERIZON on 10/24/2025 06/11/2025

for

# Important Information



Managers will have 2 days from date of **submitted report** to Approve/Send Back report before task turns critical.



Cardholders and manager will receive email from Workday of outstanding transactions:

30 days

Every 10 days after initial outstanding email

90 days card will be suspended

# AP Process FYI

- To add a new vendor, email Dottie Gieniec or Cynthia Hardee
  - Completed W-9 must be included
- The AP process will remain the same:
  - Send all invoices APIvoices (ONLY) in PDF format
  - Please include approval, Spend Category and Cost Center on invoice
  - Any comments should be included on the invoice
  - Note: the mailbox is not monitored



# 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, RECRUITING, & ONBOARDING**



# Workday Manager Landing Page

Search Bar

Search



Good Afternoon, On Behalf of: John Snow

It's Monday, June 16, 2025

BPs  
awaiting for  
your action

## Awaiting Your Action

Benefit Change - Job Change : John Snow (100053) on 05/01/2025  
My Tasks - 12 day(s) ago

Open Enrollment Change: John Snow (100053) on 07/01/2025  
My Tasks - 18 day(s) ago

Self Evaluation: 90 Day Probationary Review: John Snow (100053)  
My Tasks - 1 month(s) ago  
DUE 05/12/2025

[Go to My Tasks \(5\)](#)

\*No more roles to select!

Your Team

## Team Highlights

 [Gandalf Gray \(100058\)](#)

 [Sleeping Beauty-test \(100061\)](#)

[Team Org Chart](#)

## Announcements

1 of 2 < >

Welcome To KenCrest!  
Welcome! At KenCrest our mission is to support com...

## Important Dates

You have no important dates coming up.

[Go to Team Calendar](#)

Important  
announcements

Team members  
anniversaries

## Quick Tasks

My Payslips

Time Off Balance

My Goals

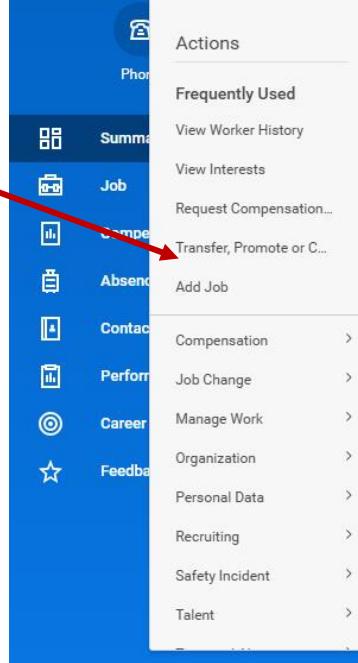
Tasks for me as  
an employee

# My Direct Report Profile

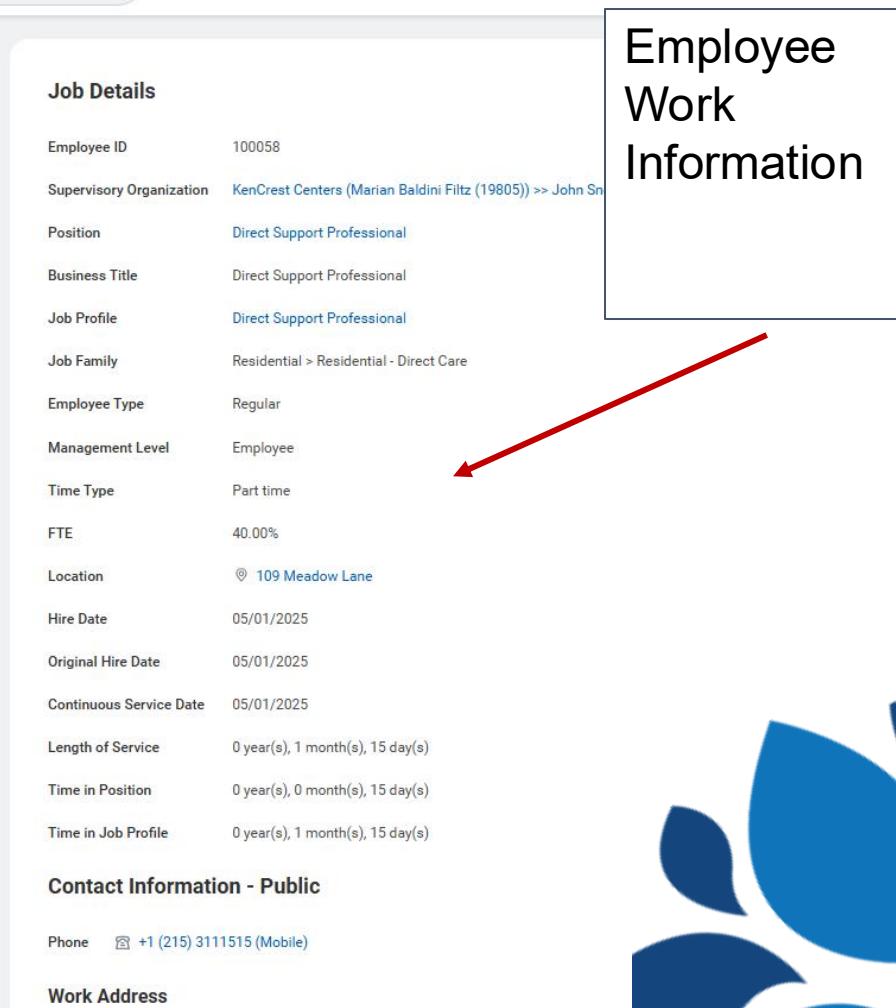
Related Actions Button



Related Actions Menu



Employee Work Information



Job Details

Employee ID	100058
Supervisory Organization	KenCrest Centers (Marian Baldini Filtz (19805)) >> John Sn
Position	Direct Support Professional
Business Title	Direct Support Professional
Job Profile	Direct Support Professional
Job Family	Residential > Residential - Direct Care
Employee Type	Regular
Management Level	Employee
Time Type	Part time
FTE	40.00%
Location	109 Meadow Lane
Hire Date	05/01/2025
Original Hire Date	05/01/2025
Continuous Service Date	05/01/2025
Length of Service	0 year(s), 1 month(s), 15 day(s)
Time in Position	0 year(s), 0 month(s), 15 day(s)
Time in Job Profile	0 year(s), 1 month(s), 15 day(s)

Contact Information - Public

Phone +1 (215) 3111515 (Mobile)

Work Address

109 Meadow Lane Townsend, DE 19734 United States of America

Job

Organization John Snow (100053)

Business Title Direct Support Professional

Manager John Snow (100053)

Location 109 Meadow Lane

# **Business Process (BP)**

A set of steps that define how tasks like hiring, promotions, or personal info changes are reviewed and approved in Workday.

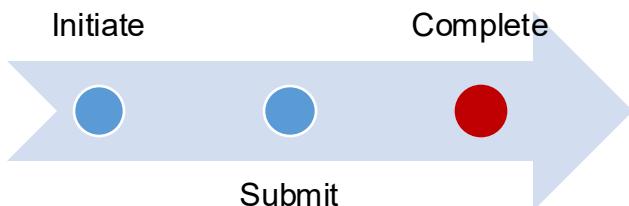
Similar process in DayForce: Workflows.



# Business Process (BP)

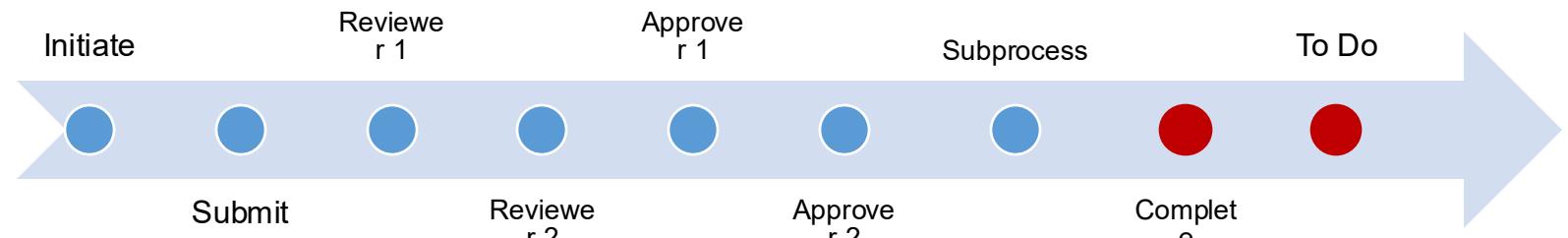
## SIMPLE

Auto-completing BPs



## COMPLEX

BPs with steps to completion



- Change in proposed state
- Change written in Workday

# BP Managers may Initiate

Compensation  
Change

One time  
Payment  
Request

Change Job  
Details

Change  
Location

Change  
Manager

Make a New  
Manager

Transfer,  
Promote or  
Change Jobs

Add a Job  
(second Job)

End a job  
(second Job)

Terminate  
Employee



# HR - Business Process (BP)

Let's Get Started

Awaiting Your Action

Background Check for Job Application: Mia Hamm - 4565 PA - Region 1 - Western MC - Homes - Direct Support Professional - 3966 Yerkes Road DSP3 (Open)  
My Tasks - 2 day(s) ago

Get Applicant authorization to initiate Background Check/s: Offer for Job Application: Mia Hamm (Referral) - 4565 PA - Region 1 - Western MC - Homes - Direct Support Professio...  
My Tasks - 2 day(s) ago  
DUE 06/05/2025

Important Dates

JUN Holiday 19 Juneteenth

JUL Holiday 4 Independence Day

Go to Team Calendar

All Items 62 items

Search: All Items Advanced Search

Job Requisition: JR100225 ELC Administrative Assistant 06/05/2025 ★  
Effective: 06/05/2025

Background Check for Job Application: Mia Hamm - 4565 PA - Region 1 - Western MC - Homes - Direct Support Professional - 3966 Yerkes Road DSP3 (Open) 06/02/2025 ★

Get Applicant authorization to initiate Background Check/s: Offer for Job Application: Mia Hamm (Referral) - 4565 PA - Region 1 - Western MC - Homes - Direct Support Professional - 3966 Yerkes Road DSP3 (Open) 06/02/2025 ★

Review Changed Role Assignments

Effective Date 06/05/2025

1 item

Role Enabled For	Role
JR100225 ELC Administrative Assistant (Open)	Primary Recruiter

enter your comment

Process History

Lana Roegner (31332)

Created: 05/16/2025 | Due: 05/18/2025 | Effective: 05/15/2025

Review Photo Change: Sleeping Beauty-test (100061) ...

For Sleeping Beauty-test (100061)

Overall Process Photo Change: Sleeping Beauty-test (100061)

Overall Status In Progress

Due Date 05/18/2025

Details to Review

Current

No current photo.

Proposed



Approve Send Back Deny Cancel

# Need Data / Reports?

- Reports are available for Managers to run
- If you require any report customization or you cannot locate a report you need, reach out to **Lana Roegner** at [lana.roegner@kencrest.org](mailto:lana.roegner@kencrest.org)
- Useful reports:
- **My Workers** - View a list of workers who report to you, either directly or as part of a matrix organization. Details include worker name, reporting type, position, organization, public contact information, and business site. Enables you to view the names, positions, and locations of your workers.

My Workers ... ⋮⋮⋮

Reporting Type Either

2 items

Worker	Reporting Type	Position and Job - All Staffing Models	Supervisory Organization	Public Phones	Public Email Addresses	Location
Gandalf Gray (100058)	Direct	Direct Support Professional - Gandalf Gray (100058)	John Snow (100053)	<a href="tel:+12153111515">+1 (215) 3111515 (Mobile)</a>		109 Meadow Lane
Sleeping Beauty-test (100061)	Direct	Direct Support Professional - Sleeping Beauty-test (100061)	John Snow (100053)	<a href="tel:+16108259360">+1 (610) 8259360 (Mobile)</a>	<a href="mailto:ldouglass@kencrest.org">ldouglass@kencrest.org</a> (Sleeping Beauty-test)	407 Johnson Rd

⋮⋮⋮ ... PDF

# Useful Reports

- **Headcount Report** - View a list of worker headcount in an organization. Enables you to drill down on the numbers to create summarizations by category. Details include summary counts of workers, positions, hours, and jobs.

**Headcount Report** [John Snow \(100053\)](#)   

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View As Of 06/16/2025

Include Subordinate Organizations Yes

[Workers](#) [Positions](#)

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Workers 2 items

Organization	Workers	Active Employees	Inactive Employees	Contingent Workers
John Snow (100053)	2	2	0	0
Total:	2	2	0	0

- **My Team Anniversaries with Continuous Service Date** - View a list of worker anniversaries in the next two weeks based on continuous service date. Details include the date of the next anniversary and the worker name.
- **My Team Birthdays** - Provides managers with a list of worker birthdays coming up in the next 2 weeks within the supervisory organization.
- **Personal Details** - This report includes standard Workday-delivered **personal details** for workers.
- **My Team's Upcoming Time Off** - Displays workers in your supervisory organization with approved time off in the next 7 days. Does not include workers on Leave of Absence or unapproved time off.

# What Managers Handle in Workday for Recruiting



Starting Job Requisitions



Keep Outlook Calendar Updated for Interviews

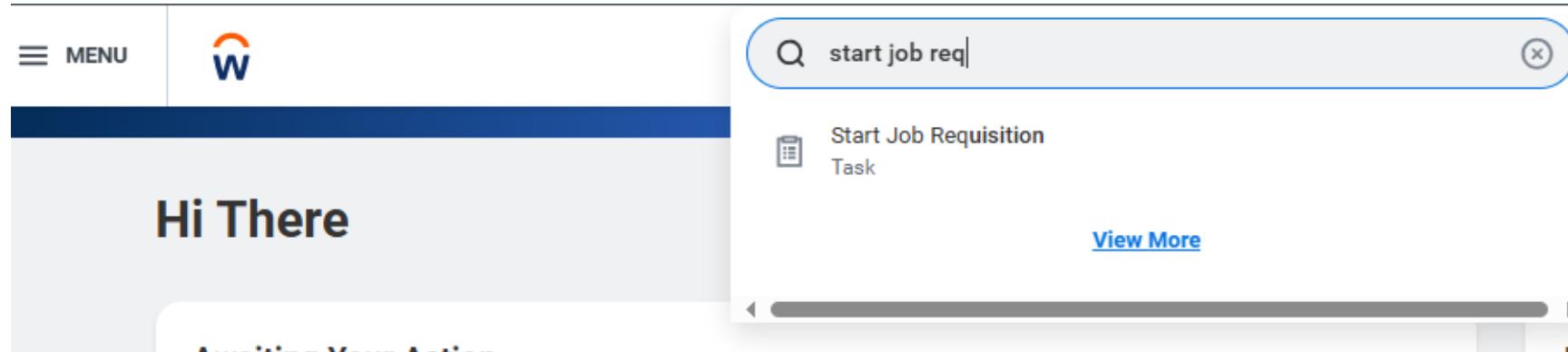


Review Offer Letters

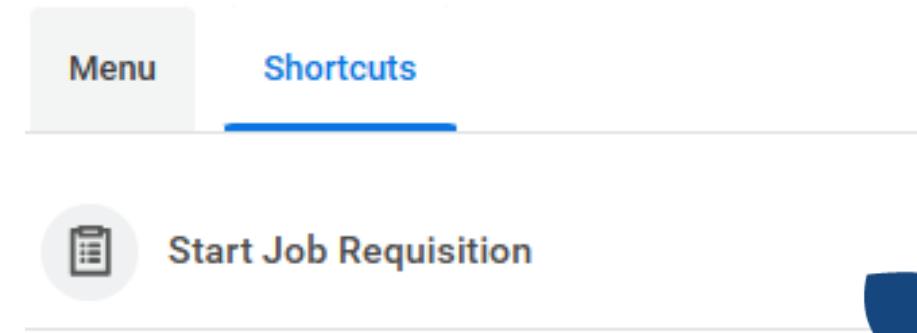


# Starting a Requisition

Method 1: *Type in Search Bar “Start Job Req”*



Method 2\* (recommended):  
*Add to Shortcuts under Menu*



# Starting a Requisition

## Job Details

Enter the recruiting and job details for the job posting to get approval and begin the hiring process.

### Basic Information

What supervisory organization is this job for? \*

PA - Region 1 - Western -  
Homes (Asia Berry (19876)) ... ≡

This job will \*

- replace a worker
- add a worker



Start

## Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Back

Next

## Job Details

### Job Posting Title \*

PA - Region 2 - Delaware\Chester - Homes - Direct Supp

### Justification

### Job Profile \*

Direct Support Professional

### Additional Job Profiles

### Job Description Summary

### Job Description

### Additional Job Description

### Job Families for Job Profiles

### Worker Sub-Type \*

Regular

### Time Type \*

Full time

### Primary Location \*

21 Carrigan Avenue

### Primary Job Posting Location \*

CHESTER DELAWARE RESIDENTIAL - Spring City

### Additional Locations

### Additional Job Posting Locations

### Scheduled Weekly Hours

35

### Work Shift

Attachments

Compensation

Assign Roles

Summary

#### Compensation Package

- General Compensation Package added

#### Compensation Grade

- 11.0\_H added

#### Compensation Grade

- 11.0\_H added

#### Salary

Add

#### Hourly

##### Assignment Details

- 0.00 USD Hourly assigned

##### Plan Name

- Hourly Plan added

##### Effective Date

- 05/26/2025 added

## Assign Roles

Guide Me

#### Role \*

Primary Recruiter



#### Assigned To \*

Director of Talent Acquisition

and Onboarding - Jaclyn  
Greenberg (22481)



Add

# Additional Data\*

## Edit Additional Data

Job Requisition: JR100232 PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional 21 Carrigan DSP3 [...](#)

Custom Object Work Schedule

### Instructions

Please enter work schedule in the EXACT  
WEEK 1: DAY, Start Time (a/p) – End Time  
WEEK 2: DAY, Start Time (a/p) – End Time

### Work Schedule

Work Schedule \*

## Edit Additional Data

Job Requisition: JR100232 PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional 21 Carrigan DSP3 [...](#)

Custom Object Skill Level Requirement

### Instructions

This role has a KenCrest-specific skill level requirement. Please input one of the following options:

- Base
- Mid
- Advanced

### Skill Level Requirement

Skill Level Required \*



# Creating A Position\* through Job Requisition



## Basic Information

What supervisory organization is this job for? \*

CSS - Recruitment (Jaclyn Greenberg (22481))

This job will \*

- replace a worker
- add a worker



Is there an existing position for this job? \*

- Yes
- No, create a new position for this job

How many openings are there for this job?

1

*In this context a Position means a “Seat on the Bus”*



x KCS KenCrest Services ...

Select a cost center \*

x 99156 Recruitment ...

What location is this job based in? \*

Suggested for you 1013 E. Mt Pleasant Avenue 1113

Add additional locations

Are you hiring a new employee or contingent worker? \*

Employee

Contingent Worker

What is the time type for this job? \*

Full time

Part time

Recruiting Information

When would you like this worker to start?

As soon as possible

Select Date MM/DD/YYYY

What recruiting instruction do you have?

select one

Select a primary location to post this job

Suggested for you 104 Deer Ln M/

## Why are you creating this job? \*

x Recruiting > Growth ...

Search

[← Create Job Requisition >](#)

[Recruiting](#)

**Recruiting > Growth**

- Recruiting > New Location
- Recruiting > Post Internally Only
- Recruiting > Replacement for Promotion
- Recruiting > Replacement for Transfer
- Recruiting > Resignation
- Recruiting > Termination

# Final Steps in Business Process for Create Position through a Job Requisition

**Requisition is Submitted**

**Your Supervisor Approval**

**HR Approval**

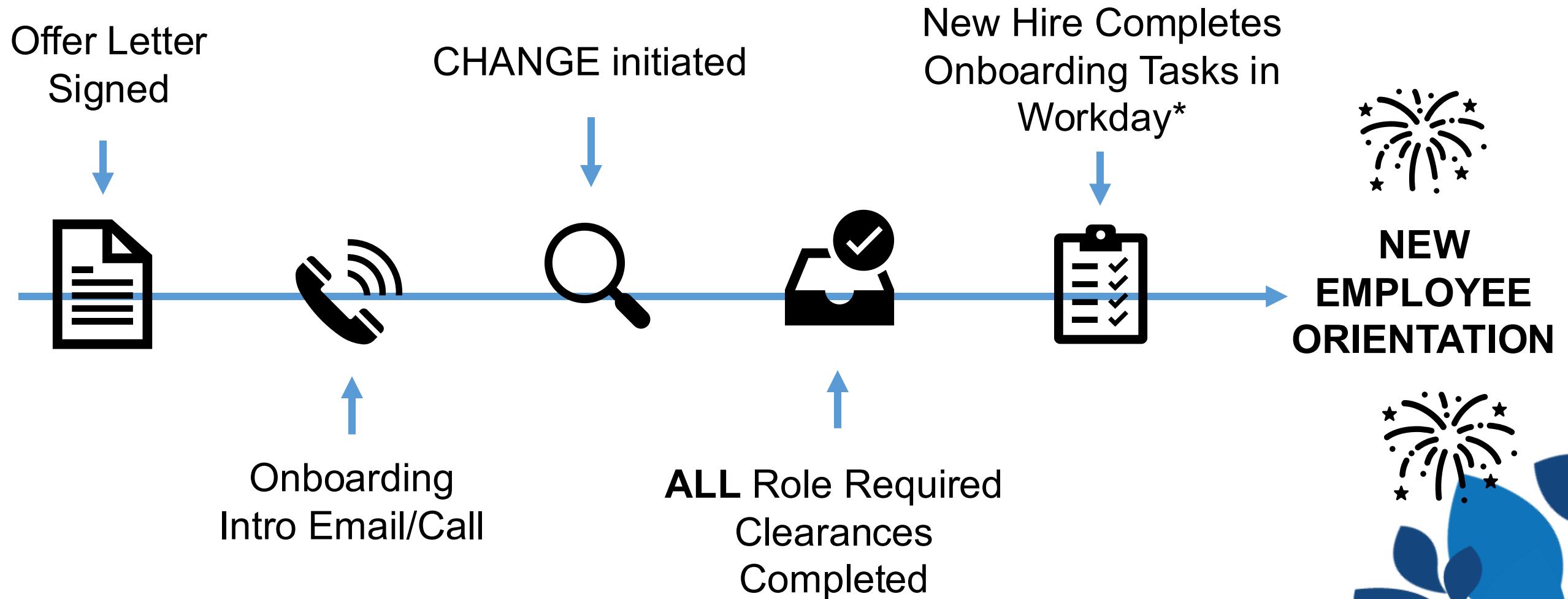
**Back to Initiator:**

- Compensation (Salary/Hourly)
- Assign Recruiter
- Cost Allocation (if any)

**Recruitment Posts Job**



# Brief Overview of Onboarding Process



# 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

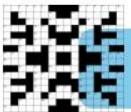


# Activities Coming Up...



## 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](mailto:kwhite@kencrest.org) by June 25<sup>th</sup>. 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!



# 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

# 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!!!**

