



Workday Training

for All Managers

Training Class 1


June 2025



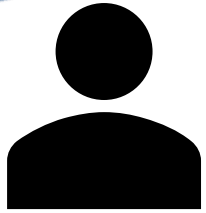


Goal

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



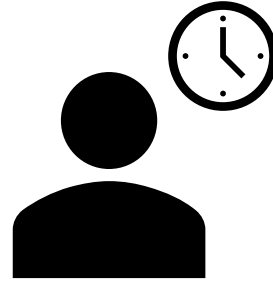
Employee

Employee Training #1
June 10, 11, OR 12

(ONLY 1 to ATTEND)

Employee Training #2
July 8, 9, OR 10

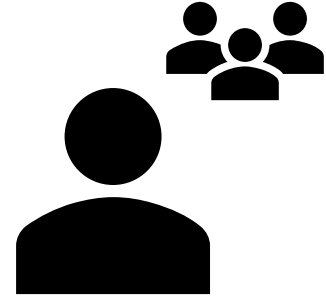
(ONLY 1 to ATTEND)



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.



Home

Workday Essentials

HR & Workday

Payroll & Workday

Finance & Workday

Managers & Workday

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



WORKDAY AND YOU – THE MANAGER



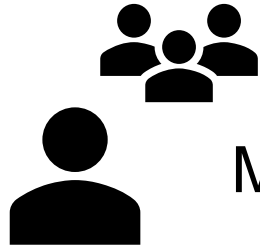
Main Workday Role Types



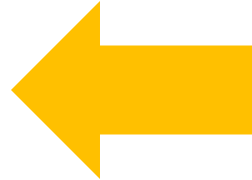
Employee



HR



Manager



Finance



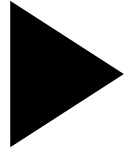
Security Admin



System Administrator(s)



The Manager Role is Important!



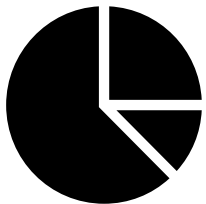
Initiate Business Processes



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!

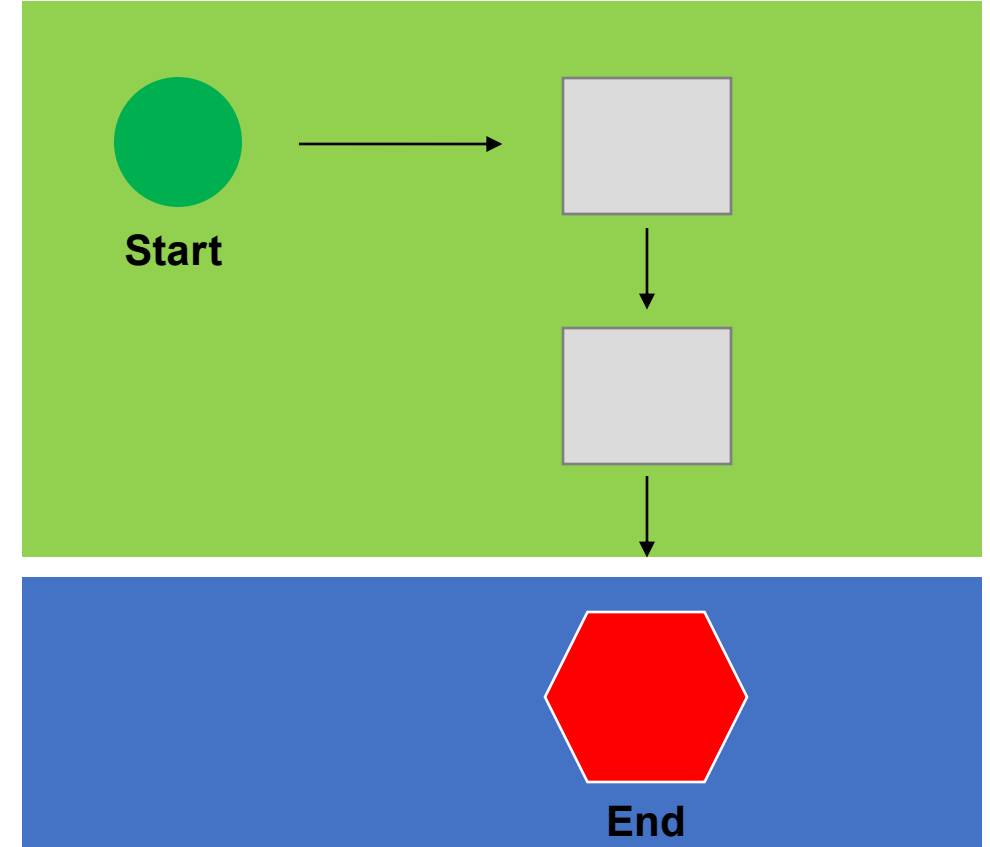
Options for
Manager

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

Actions by
System
Administrator

5. Correct
6. Rescind

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 1st, 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.

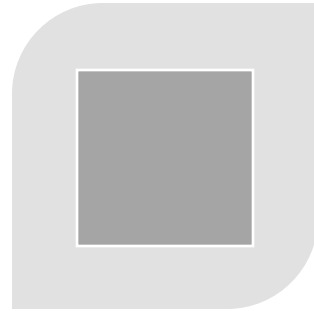


PTO Requests

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**



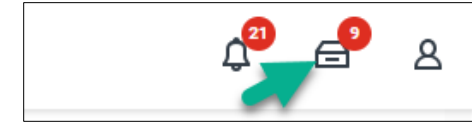
MANAGERS WILL APPROVE
PTO REQUESTS IN WORKDAY



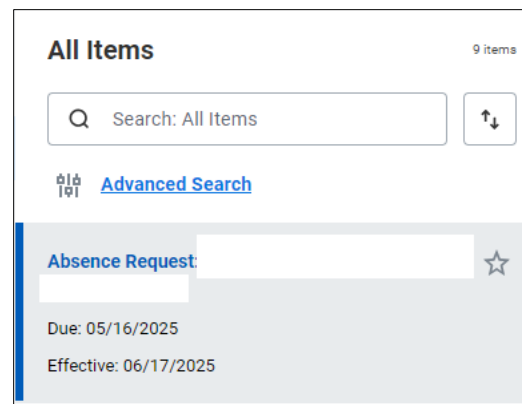
PTO BALANCES WILL BE
MIGRATED TO WORKDAY

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.



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

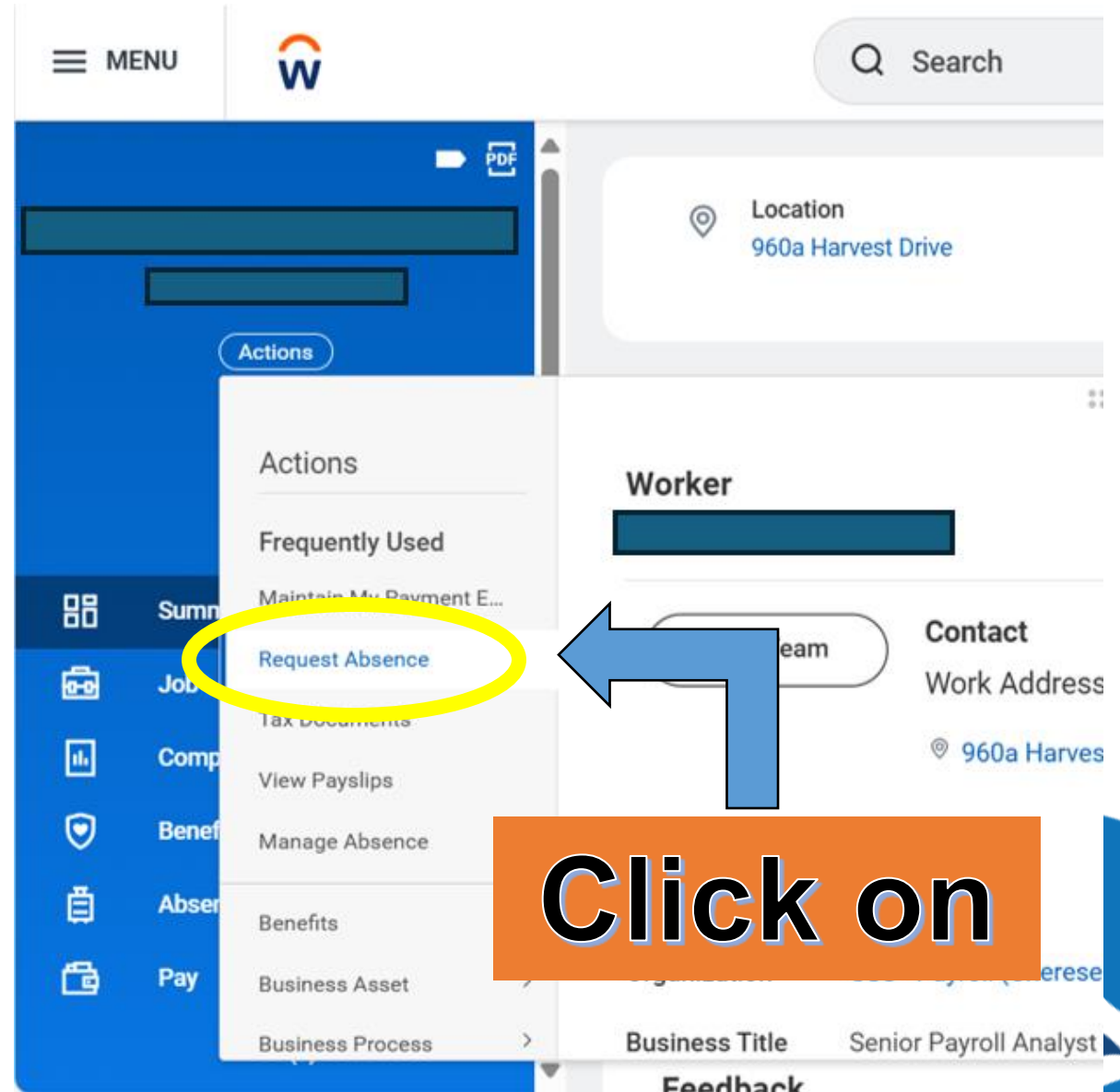
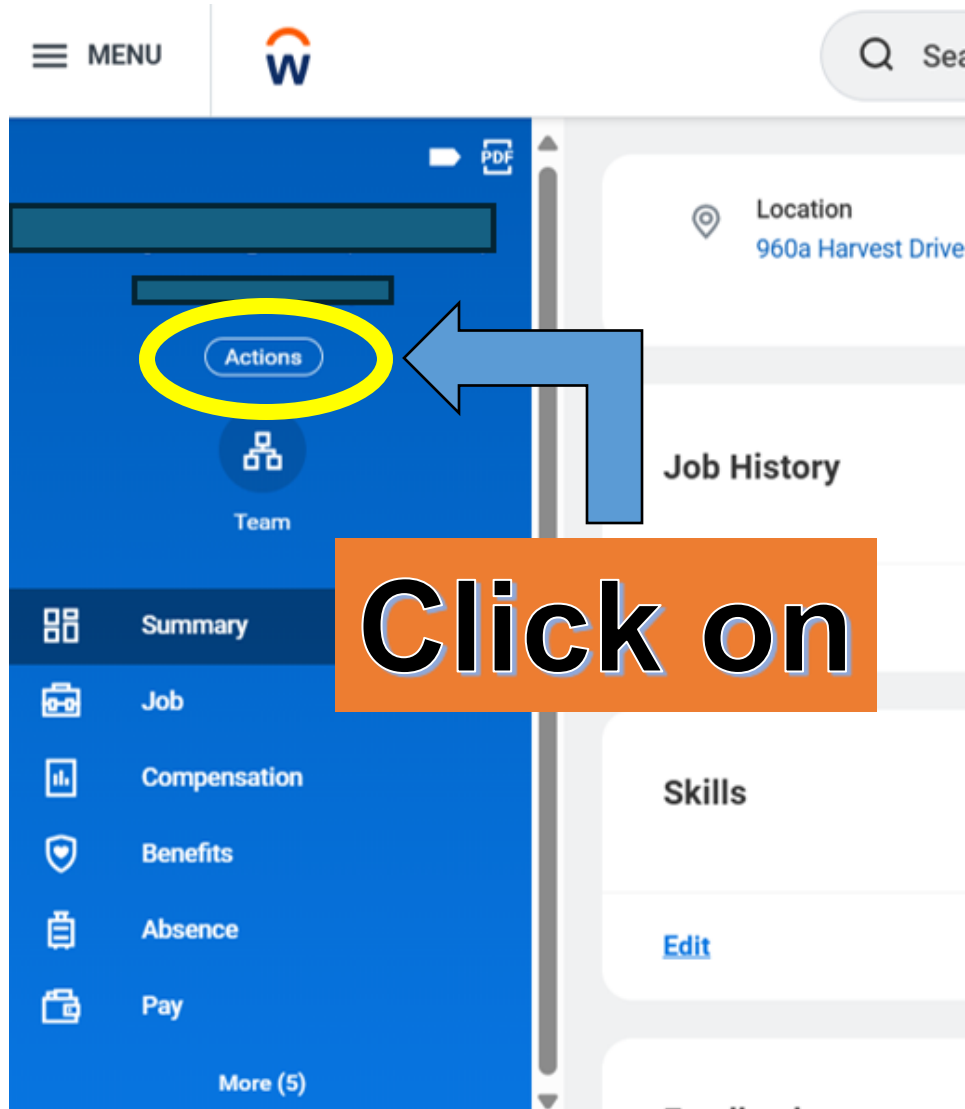
Request Details 2 items

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

Approve Send Back Deny 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**

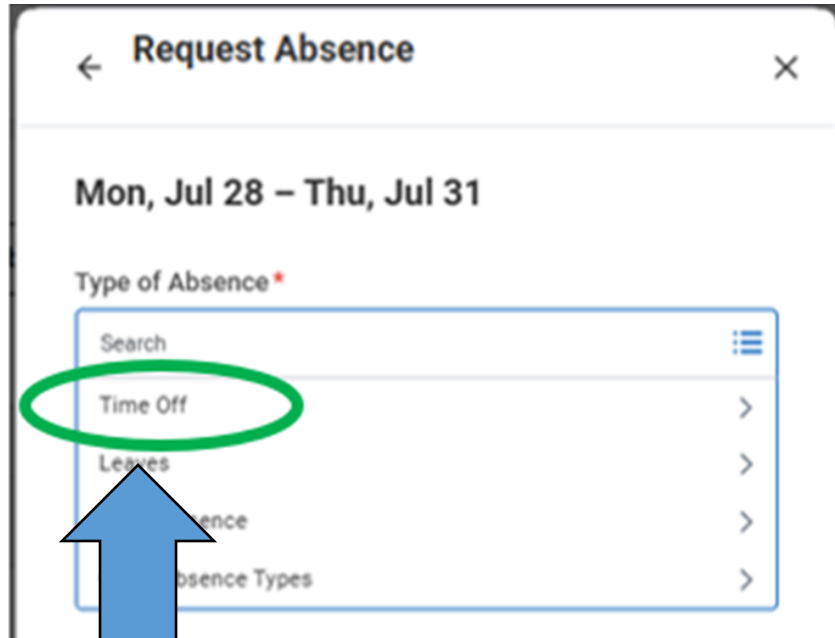
Start Date* End Date*

07/21/2025 07/23/2025

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

Cancel Continue

How to submit PTO requests - continued



Request Absence

Mon, Jul 28 – Thu, Jul 31

Type of Absence*

Search

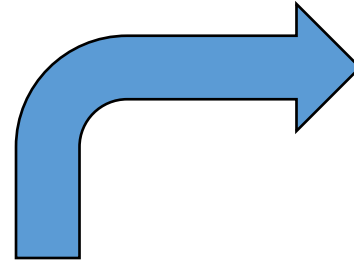
Time Off

Leaves

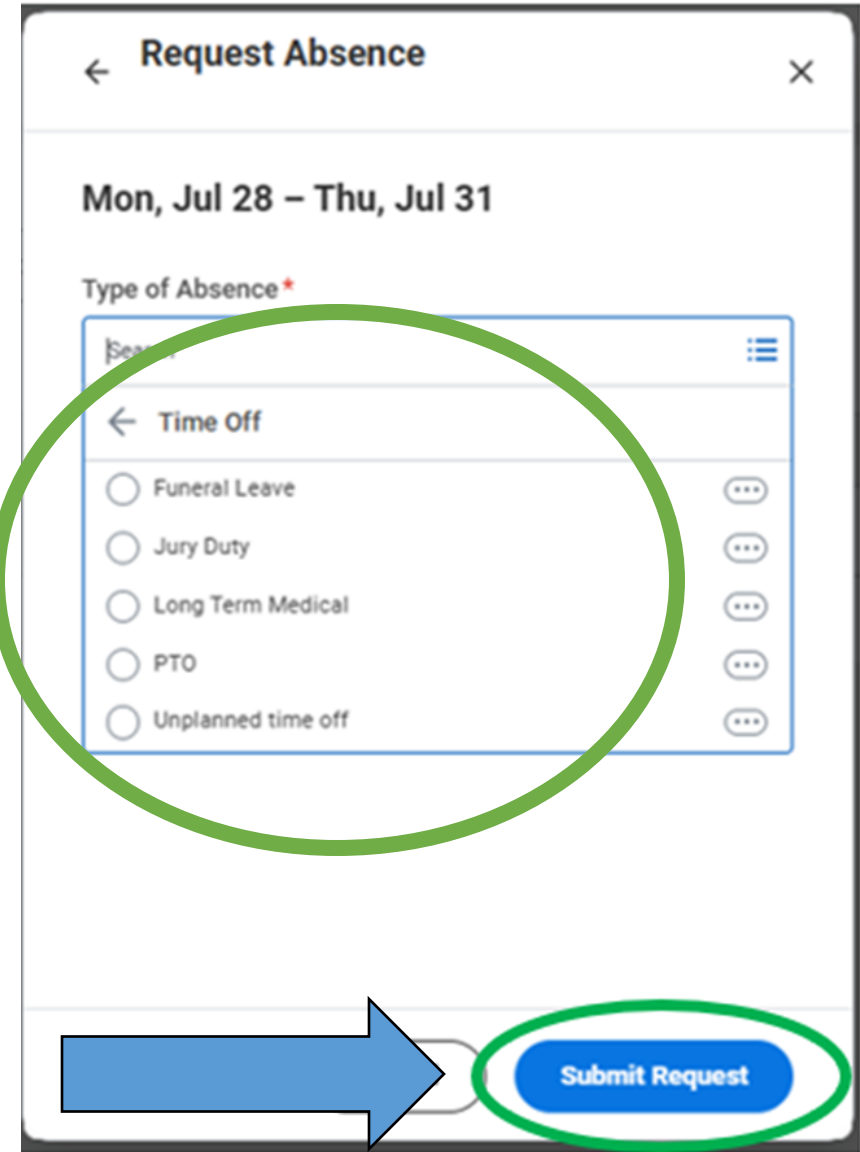
ence

bsence Types

Select
“Time Off”



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



Request Absence

Mon, Jul 28 – Thu, Jul 31

Type of Absence*

Search

← Time Off

☐ Funeral Leave

☐ Jury Duty

☐ Long Term Medical

☐ PTO

☐ Unplanned time off

Submit Request

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



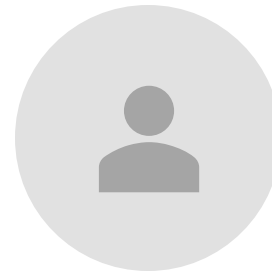
Topics



NAVIGATION



VIEWING EXPENSE
REPORTS



DELEGATION



IMPORTANT
INFORMATION

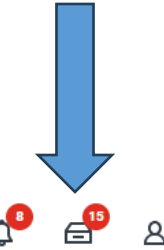


Navigation

≡ MENU



Q Search



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 \(15\)](#)

Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

[My Goals](#)

Your Top Apps



Supplier Accounts



Jobs Hub



Absence



Expenses Hub

Timely Suggestions

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

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 individuals purchase on receipt with multiple individual charges
 - Memo needs to be detailed



Individual Recipient Receipt

Correct

John Smith

Dandelion

6609 Springbank Street
Phildelphia, PA 19119
610-841-3935

Store: 06 Register: 01 Cashier: BethB
Rep: HUTCH

5/25/2025 01:43PM
Invoice: 585991 (156644)

Name: [REDACTED]

Sale

Product	Amount
1008850 Felicity Silver CZ Link Bracelet - Silver	\$88.00T
1009245 Sterling Silver Double Heart Post Earring	\$10.00T
Items Sold 2	
Sub Total	\$98.00
Tax	\$5.88
Total	\$103.88
Paid Visa 7081	103.88

585991

Store Policy
=====

NO CASH OR CREDIT CARD REFUNDS
ITEMS IN NEW, UNWORN, AND UNDAMAGED
CONDITION MAY BE EXCHANGED FOR STORE CREDIT
WITHIN TWO WEEKS OF PURCHASE

Transaction: Sale
Card Type: VISA
Card Number: 4xxxxxxxxxx7081
Approved No: 236638
Amount: \$103.88

Correct

John Smith John Jones

TACO BELL
REWARDS
JOIN & EARN FREE FOOD

Points are earned on qualifying purchases.
Subject to terms at ta.co/terms.

Taco Bell 036434
211 Main Street
Harleysville, PA 19438
484-854-9964

05/18/2025 02:25 PM
Order 7feb0d Cashier Paresh P

1 Double Stacked Taco JS	2.59
1 Cheesy Fiesta Potatoes JS	2.49
Subtotal	5.08
Tax	0.30
Total	5.38

American Express
Acct:*****2007
Approval:802650
Entry Mode: CTLS_CARD
CVM: NONE
APL:AMERICAN EXPRESS
AID:A000000025010801
TVR:0000008000
TSI:E800
IAD:065A0103A00002
Order Number 94

Incorrect

ATOWN-SPORTS & SOCIAL
645 HAMILTON ST
ALLENTOWN, PA 18101
(610) 638-0899
SPORTSANDSOCIAL.COM/ALLENTOWN/
May 24, 2025 at 7:21 PM

Order #33008

Sports Dine In
Jenna T

Transaction #: 1
Card No. AMEX ...2007
Cardholder: VALUED CUSTOMER

Ref. Number: 6834228159
Auth Code: 861175
Response: OK

Sub-Total 0.01

Tip 15.00

Total 15.01

X

CUSTOMER COPY

Viewing/Approving Submitted Reports

All Items15 items

Search: All Items

Advanced Search

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

Sent Back by William Harris Jr

Due: 06/19/2025 | Effective: 06/11/2025

Self Evaluation: Annual Review: RYAN CONNELL (31503)

Due: 06/12/2025

Effective: 12/31/2025

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

Due: 06/06/2025

Effective: 06/04/2025

Integration: GL Conversion Journals - 06/03/2025, 7:37:48.022 AM

Supplier Invoice: SINV-10001434, WC LANDSCAPE & CONTRACTING, LLC on 04/01/2025 for \$4,045.00

Sent Back by Kelly Ehrmann

Due: 06/04/2025 | Effective: 04/01/2025

HeaderAttachmentsExpense Lines

Add

3 itemsSort By: ▾

Wed, Jun 4

Mileage Reimbursement70.00 USD

Trip to dover office

Fri, Jun 13

Food and Beverage for Program100.00 USD

Groceries for Hallman

Clothing for Individuals100.00 USD

Shoes,Tshit,Socks

Approve

Send Back

Save for Later

Close

Expense Line

Unfirst.pdf

Uploaded by RYAN CONNELL (31503)2 hours ago

Itemization

Remaining amount to Itemize0.00/100.00 USD

Comment

Edit

2 items

Food and Beverage for Program50.00 USD

Fri, Jun 13, 2025

Housekeeping and Supplies50.00 USD

Fri, Jun 13, 2025

Receipt Included☒

Expense Date *06/13/2025

Expense Item *Food and Beverage for Program

Total Amount *100.00

Currency *USD

Memo *Groceries for Hallman

Cost Center(empty)

Additional Worktags(empty)

Viewing/Approving Submitted Reports

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


Approve

Send Back

Save for Later

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.

enter your comment



Approve Send Back Save for Later

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



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 for \$100.00

06/13/2025



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 for \$18,990.65

06/11/2025



Due: 06/12/2025

Effective: 04/28/2025

Supplier Invoice: SINV-10001299, SUCELLUS LANDSCAPING AND DESIGN, L. L. C on 04/01/2025 for \$6,753.80

06/11/2025



Due: 06/12/2025

Effective: 04/01/2025

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

06/11/2025



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)	<div><input type="radio"/> For all Business Processes</div> <div><input checked="" type="radio"/> For Business Process Expense Report Event</div> <div>Retain Access to Delegated Tasks within My Tasks</div> <div><input checked="" type="checkbox"/></div> <div>Delegation Rule</div>

Approve

Deny

Save for Later

Cancel

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 APInvoices (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

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 \(5\)](#)

BPs
awaiting for
your action

Announcements

1 of 2 < >



Welcome To KenCrest!

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

Important
announcements

Important Dates

You have no important dates coming up.

[Go to Team Calendar](#)

Team members
anniversaries

*No more roles to select!

Team Highlights



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



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

[Team Org Chart](#)

Your Team

Quick Tasks

My Payslips

Time Off Balance

My Goals

Tasks for me as
an employee

My Direct Report Profile


MENU

W

Q

gandal

X



Gandalf Gray (100058)

Direct Support Professional

Actions

Phone

Summa

Job

Compensation

Absence

Contact

Performance

Career

Feedback

Actions

Frequently Used

View Worker History

View Interests

Request Compensation...

Transfer, Promote or C...

Add Job

Compensation

Job Change

Manage Work

Organization

Personal Data

Recruiting

Safety Incident

Talent

Location

109 Meadow Lane

Manager


John Snow (100053)

Job History

Edit

Worker

Gandalf Gray (100058)



Contact

Phone

+1 (215) 3111515 (Mobile)

Work Address

109 Meadow Lane Townsend, DE 19734 United States of America

View Team

Job

Organization

John Snow (100053)

Business Title

Direct Support Professional

Manager

John Snow (100053)

Location

109 Meadow Lane

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

Related
Actions
Button

Related
Actions
Menu

Employee
Work
Information

Business Process (BP)

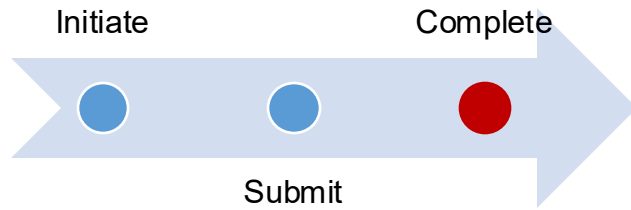
A set of steps that define how tasks like hiring, promotions, or personal info changes are reviewed and approved in Workday.
Similar process in DayForce: Workflows.



Business Process (BP)

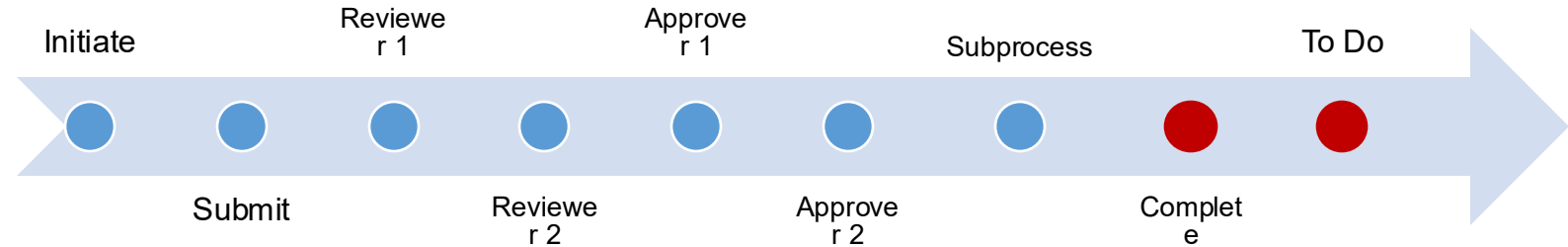
SIMPLE

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)

Q Search

Let's Get Started

It's Wednesday, June 4, 2025

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 Professional - 3966 Yerkes Road DSP3 (Open)

My Tasks - 2 day(s) ago

DUE 06/05/2025

Important Dates

JUN 19 Holiday Juneteenth

JUL 4 Holiday Independence Day

[Go to Team Calendar](#)

All Items 62 items

Q 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

Created: 06/05/2025 | Effective: 06/05/2025

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 ana.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 ⋮

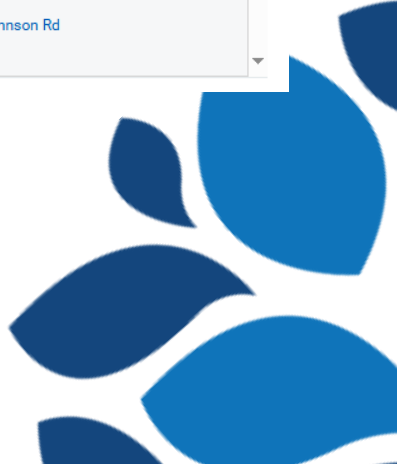


Reporting Type Either

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)	+1 (215) 3111515 (Mobile)		109 Meadow Lane
Sleeping Beauty-test (100061)	Direct	Direct Support Professional - Sleeping Beauty-test (100061)	John Snow (100053)	+1 (610) 8259360 (Mobile)	Idouglass@kencrest.org (Sleeping Beauty-test)	407 Johnson Rd



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)

View As Of

06/16/2025

Include Subordinate Organizations

Yes

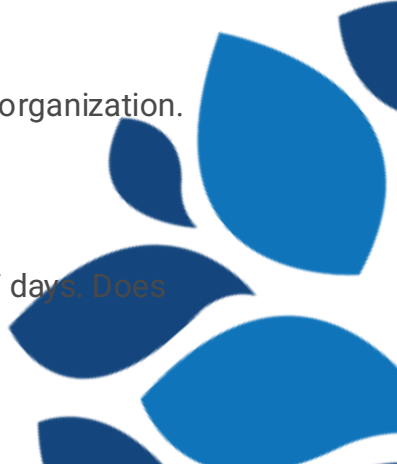
Workers

Positions

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

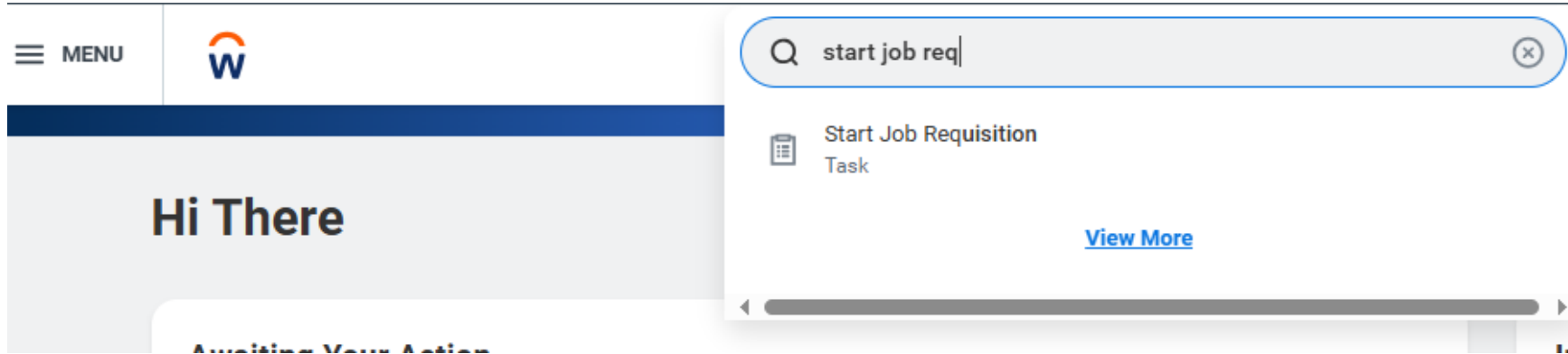


Review Offer Letters

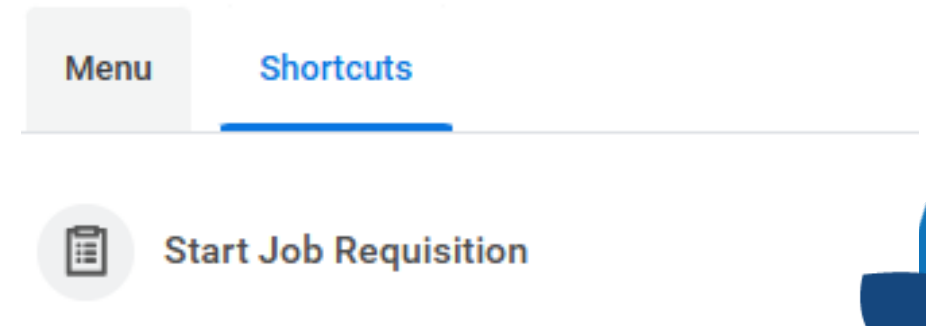


Starting a Requisition

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

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

Back

Next

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 added

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"



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

x KCS KenCrest Services ...

Select a cost center *

x 99156 Recruitment ...

Recruiting Information

When would you like this worker to start?

- ☒ As soon as possible
- ☐ Select Date

What recruiting instruction do you have?

select one

Select a primary location to post this job

Suggested for you 104 Deer Ln MA

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

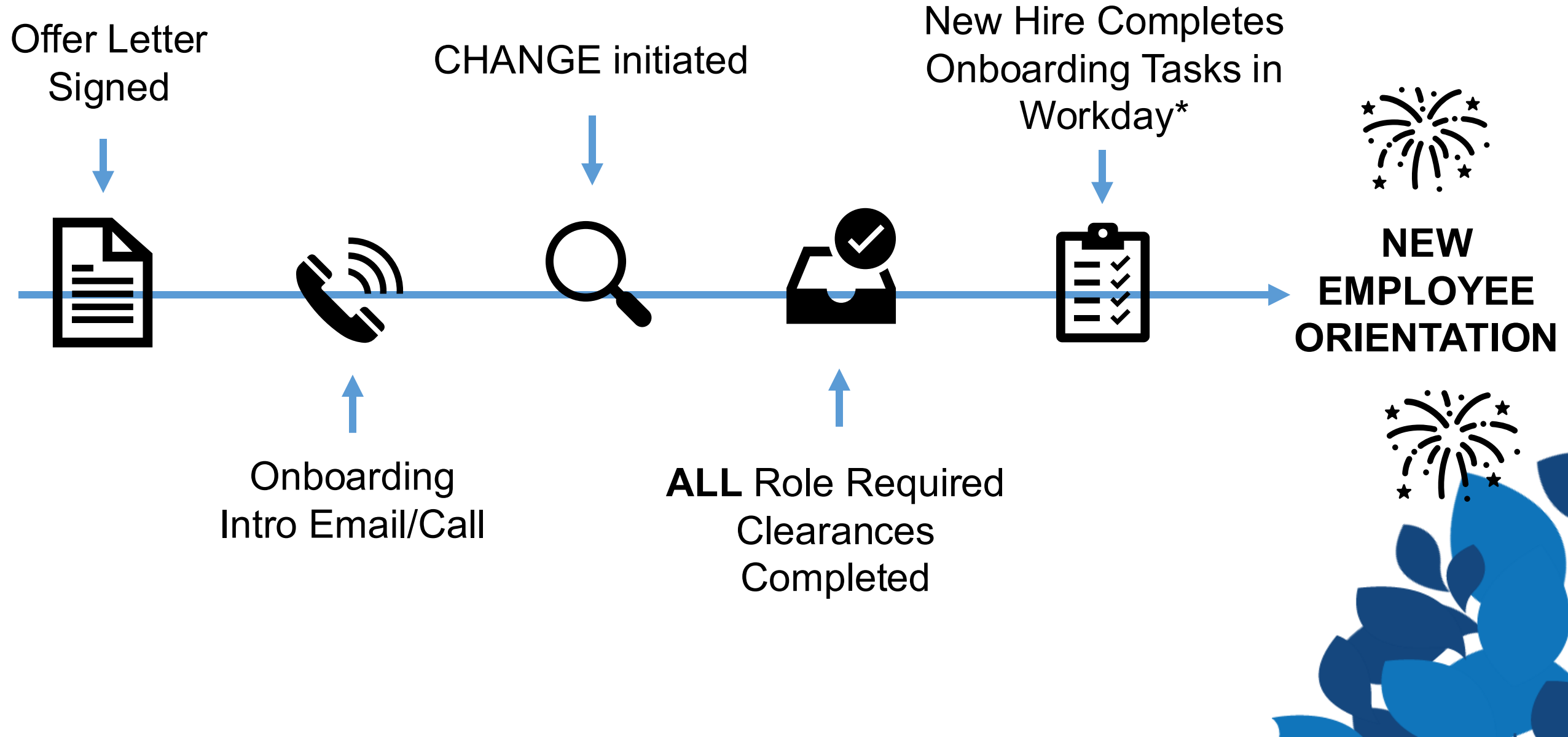
Back to Initiator:

- 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**](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



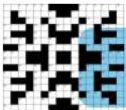
Activities Coming Up...



Workday Site Experiences
Coming up June and July 2025!



June 2025



Remote Crossword



5 winners - \$25 each



Digital Raffle Wheel on July 1
Townhall

*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 Mangtani



Who is my Change Champion?

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

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

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

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!!!

