



Workday Training for All Employees

Training Class 2

July 8 & 9, 2025

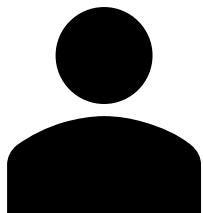


Goal

Introduce all employees to Workday,
to remind you of key points and
support you in common tasks as you
get started in July.

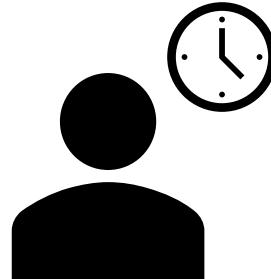


Training Options



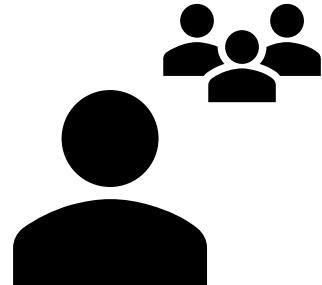
Employee

Employee Training #1
June 10, 11, OR 12
(ATTEND ONLY 1)



Hourly Employee

Hourly Employee Training
TBD



Manager

Manager Training #1
June 17 OR 18
(ATTEND ONLY 1)

Employee Training #2
July 8 OR 9
(ATTEND ONLY 1)

Manager Training #2
July 1 OR 2
(ATTEND ONLY 1)

Office Hours



Monday, July 7

1:00-2:30pm

Tuesday, July 8

1:00-2:30pm

Wednesday, July 9

1:00-2:30pm

Thursday, July 10

1:00-2:30pm

Additional Dates

TBD

Agenda

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

90 Minutes



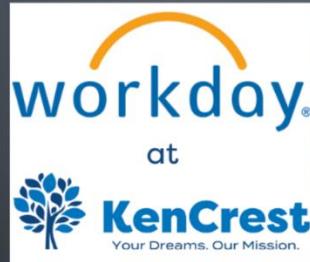
YOUR LEARNING SUPPORT TOOLS



www.kencrest.org/workday



About Us What We Do Get Involved Connect With Us [Donate Now](#) [Careers](#) 



Home

Workday Essentials

HR & Workday

Payroll & Workday

Finance & Workday

Managers & Workday

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

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

Log in to Workday

[Login](#)

If you do not have a kencrest.org email address, when logging into Workday for the first time you will need to reset your password. Follow the login link above, then click the button for "I do not have a KenCrest email address." Select the "forgot password" option, then use your previous Dayforce username and personal email to receive a password reset link.

Training Resources

- Make sure to watch the "Getting Started" video before your training session
- [Workday Training for All Employees #1 - Recorded Session](#)
 - Slides used during the training
- [Workday Training for Managers #1 - Recorded Session](#)
 - Slides used during the training
- [Workday Training for Managers #2 - Recorded Session](#)
- All managers should complete both trainings
- [Workday Training for All Employees #2 - Live Session](#)
 - Tuesday, July 8 (9:30AM-11:00AM)
 - Wednesday, July 9 (9:30AM-11:00AM)
- Office hours for [virtual live support](#)

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.

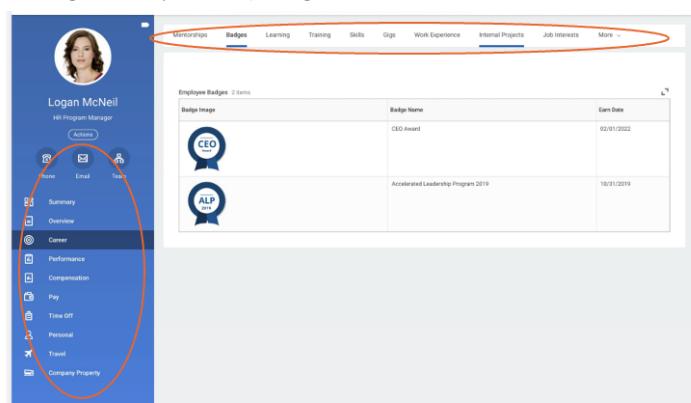
View your Worker Profile

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**



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

Coming up July



Let the games begin!

Join us for a fast-paced, fun-filled round of **Workday Jeopardy** — where your knowledge could win you bragging rights and prizes!

Test your skills

Team up with colleagues

Compete for glory



Sign up by July 21st to secure your spot!

Dates:
July 24 12–1 PM
July 27 12–1 PM
Aug 7 3–4 PM

Location: Virtual Teams Meeting

Audience welcome to sign up as well!

\$100 gift cards for all winners

Games Coordinators

Erika Curry

Katie White

Melissa Bailey-Raison

Sheetal Manglani

Sisa Ncube

Tia Gibbs

Angela Weir

Karen Latimer

Beth Tavenner

Sign up using the QR Code or use the link
<https://insights.kencrest.org/s/r3a65w>

We will match you up with 2 other participants across the agency to form teams of 3.



Where to get help – **helpdesk.kencrest.org**

Help Request

Request Type **Workday Support** **Payroll**

Request Detail

Attachments [Add File](#)

Location PA - 960A Harvest Drive

Save **Cancel**

Request Type: **Workday Support**

Sub Type: **Finance OR HR OR Payroll**

Sub Types to be added:

“Need help signing in”
“Other”

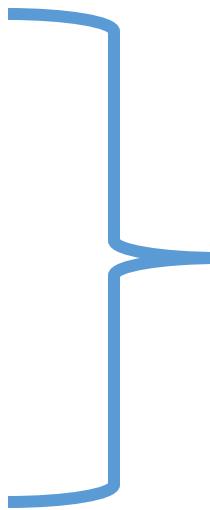
- OR email WorkdaySupport@kencrest.org

ACCESS & NAVIGATION



Systems going away

Dayforce
CentreSuite
PeopleSoft
Inspyrus



July 1

Kronos → over the next year



I have a KenCrest email address (SSO)



I have a KenCrest email address (SSO)
Enter network username and password to sign on.

I do not have a KenCrest email address (Native)
Enter Workday username and password to sign on.



This is KenCrest's **Production** Tenant

Notice

For job aids, FAQs, and videos, visit the [KenCrest Workday](#) page.

Status

Your system will be undergoing maintenance starting on Saturday, July 12, 2025 at 12:00 AM Eastern Time (New York) (GMT-4) until Saturday, July 12, 2025 at 3:00 AM Eastern Time (New York) (GMT-4). During that time, your users can continue to access the system.

I do not have a KenCrest email address (Native)



I have a KenCrest email address (SSO)
Enter network username and password to sign on.

I do not have a KenCrest email address (Native)
Enter Workday username and password to sign on.



This is KenCrest's **Production** Tenant

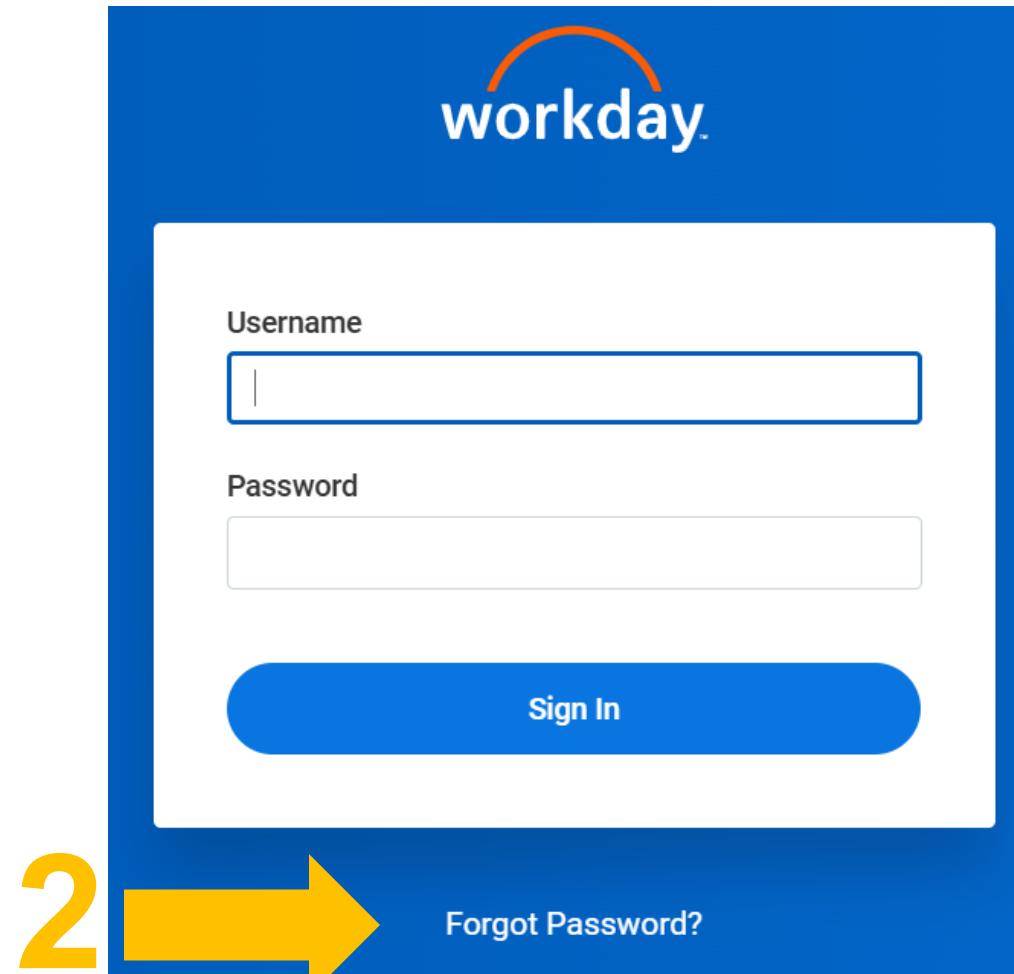
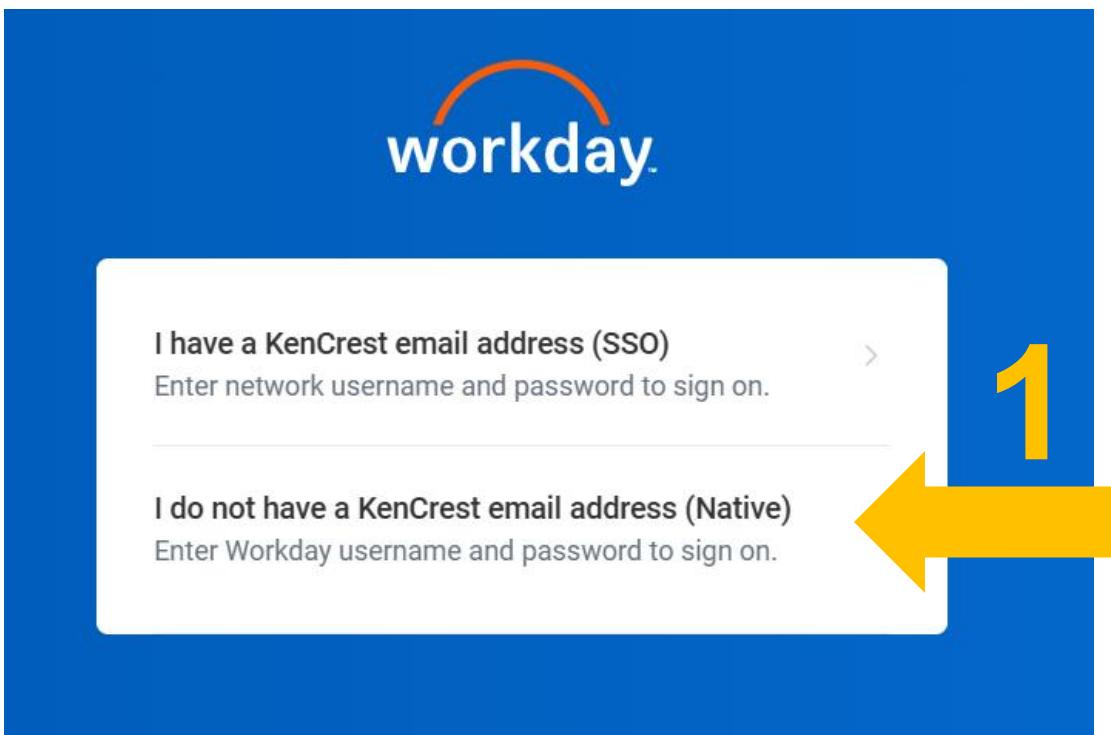
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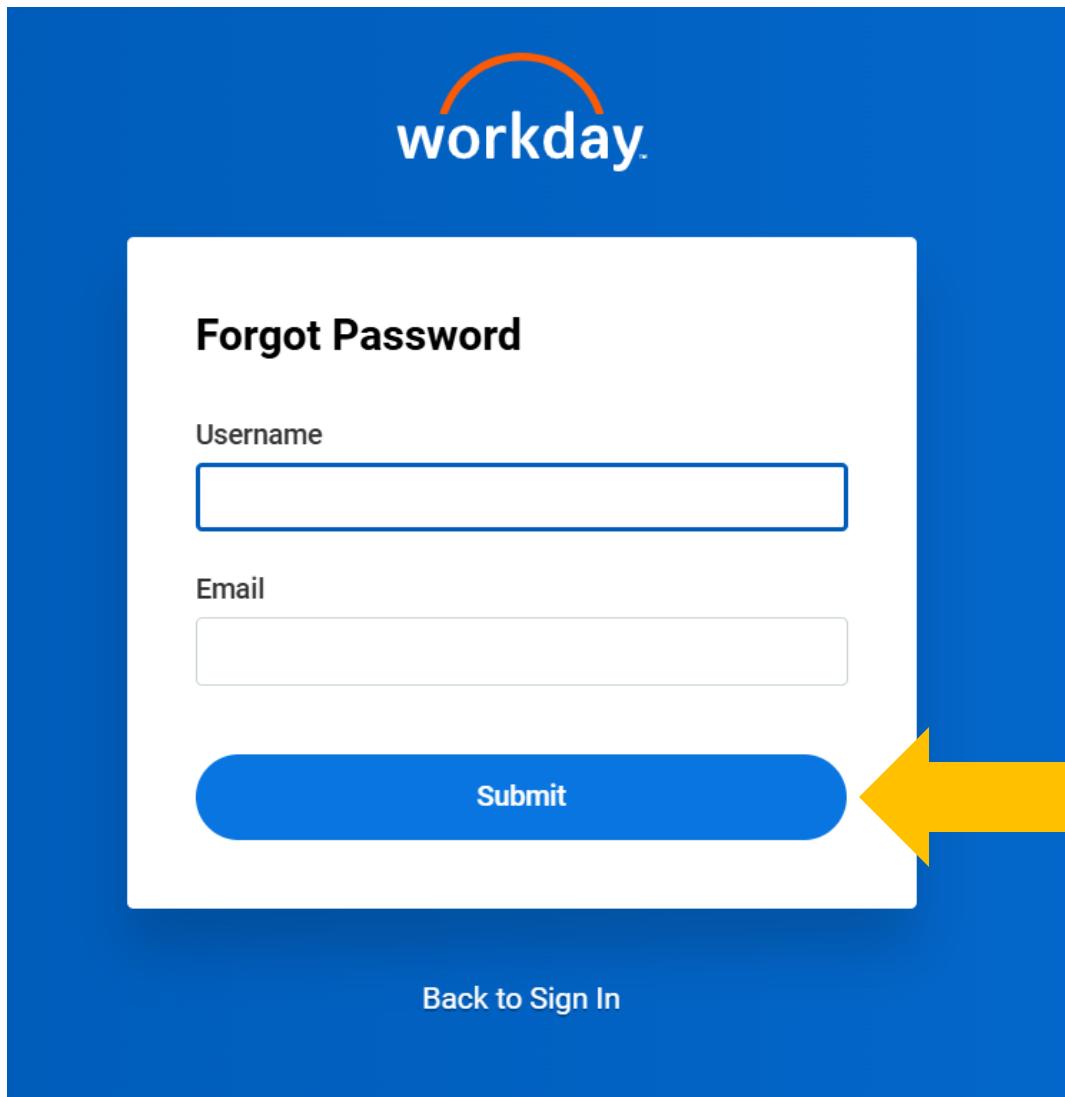
Status

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I do not have a KenCrest email address (Native) First Login – Use Forgot Password



I do not have a KenCrest email address First Login – Use Forgot Password



- 3** Username – Enter your previous Dayforce username
- 4** Email – Enter your personal email
- 5** Click Submit – You will receive a password reset link.

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).

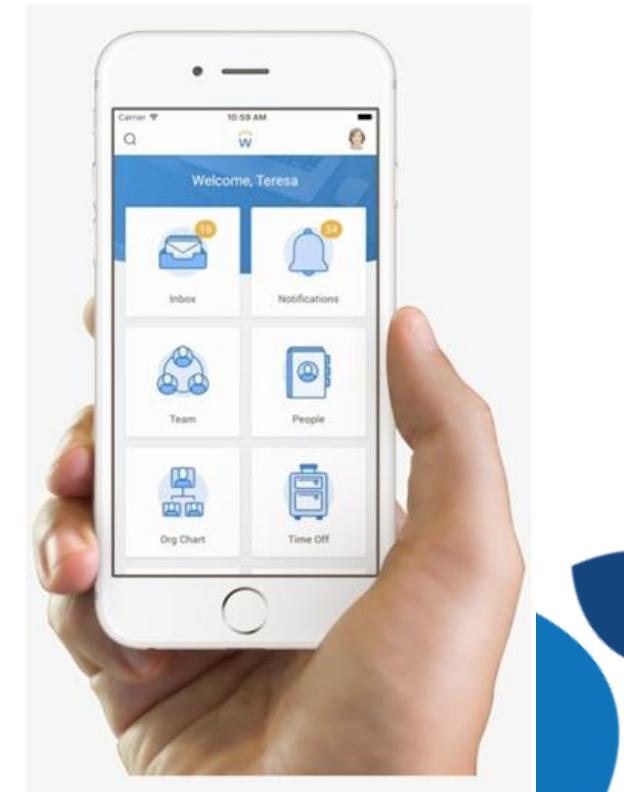


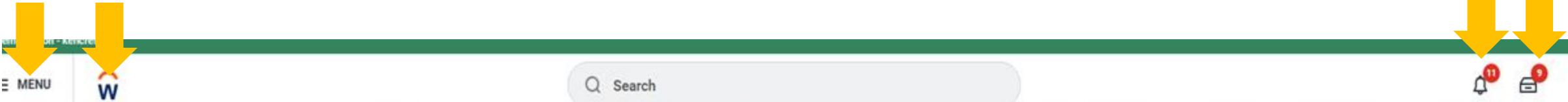
Step 1: Go to your App Store



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

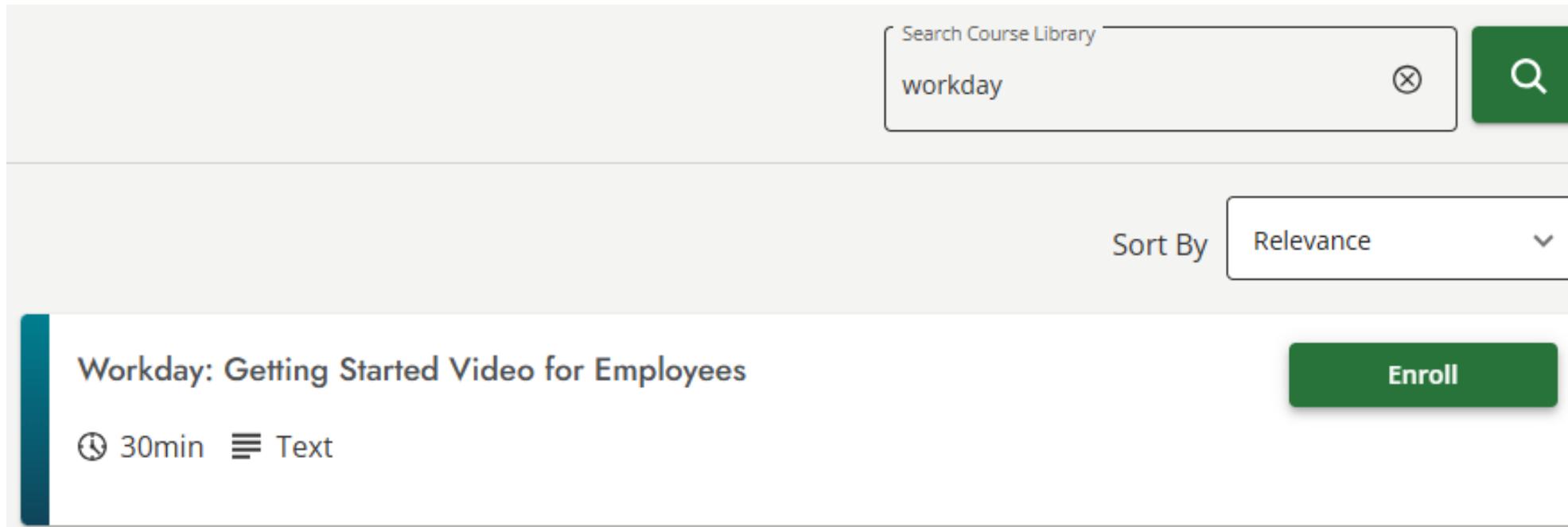


Navigation Video

- 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 green search button. The word "workday" is typed into the search bar. 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.



FINANCE – EXPENSE REPORTING



Agenda



Review Credit Card Expense Information



Review Expense Navigation



Splitting/Itemizing Transaction



Attaching Receipts



Linked Quick Expense



Out-Of-Pocket Expenses



Credit Card Expenses Review

- ❖ Credit Card Expense Reports will run on the same cycle:

- House - every 2 weeks (First expense report 7/11/25)
- Admin - 25th of every month (7/25/25)

- ❖ Expense reports will be created by Workday only after the close of the statement period. Cardholder will **NOT** create credit card expense reports.

- ❖ Expense team does **NOT** have the ability to make any changes to your expense report.

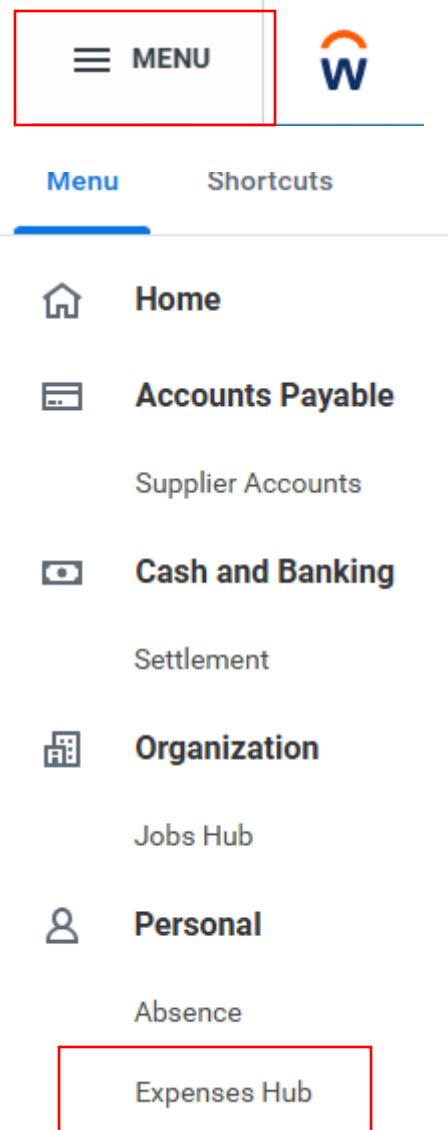
- ❖ Current practices will remain the same for:

- Lost Card
- Temporary Increase
- New Card
- Suspicious Activity

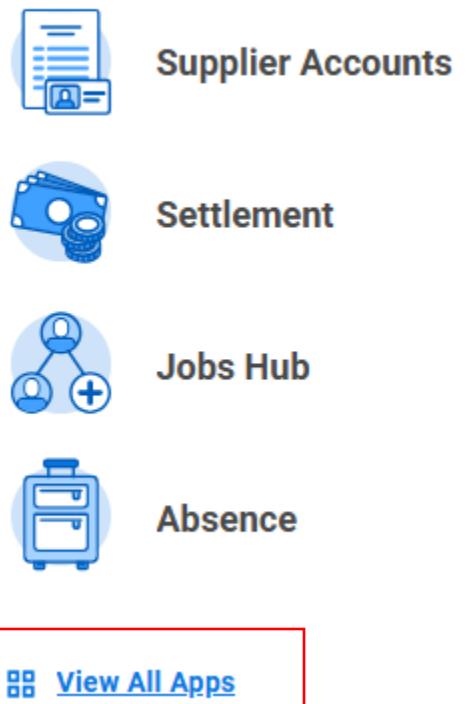


Navigation Review Desktop/App

Desktop

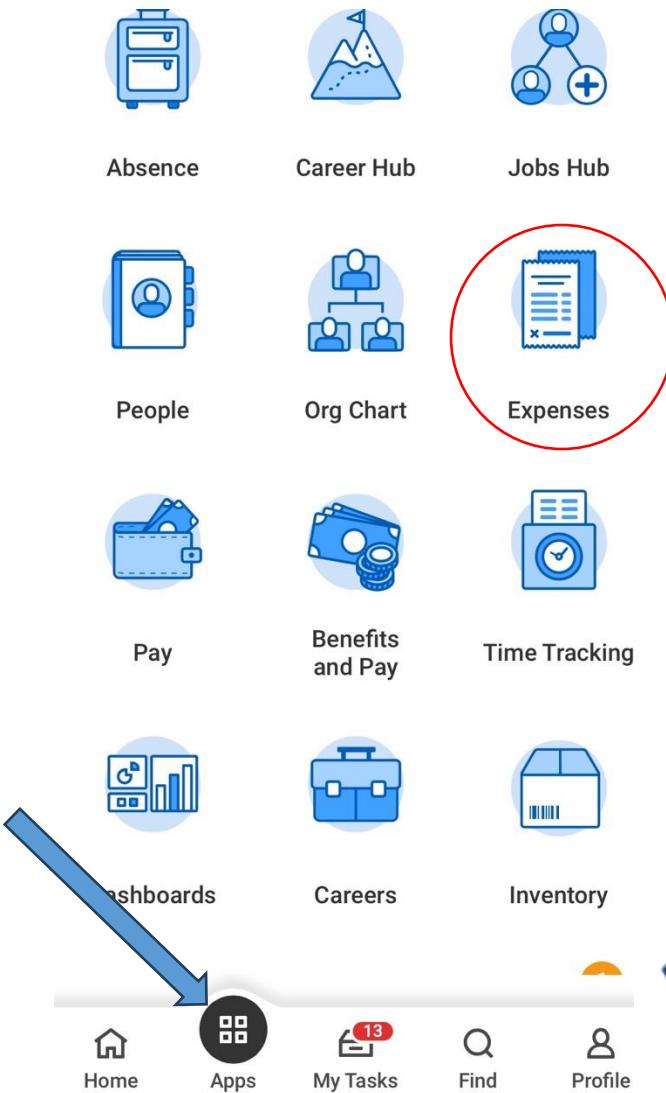


Your Top Apps



OR

App



Credit Card Expenses Review

Expense Item * (GL Account)

Total Amount * (Billing Amount)

Currency * (Billing Currency)

Memo * (Description)

Company (Client Code)

Cost Center (Department)

Additional Worktags (Client Code)

Billing Amount	Merchant Name	Description	Business Unit	GL Account	Department	Client Code
\$31.95	WAWA 8149	GAS	KSADS	870200	4767	

Splitting Transactions

- Workday gives you the ability to split a transaction between different cost centers, expense items or individual recipients. This feature will work for every expense item except **Mileage Reimbursement**.

Expense Line

Drop files here
or
[Select files](#)

Itemization
Use the button below only if your company's expense policy requires itemizations.

[Add](#)



Linked Quick Expense [View](#) [Edit](#)

Credit Card Transaction 06/02/2025 PYL*Eagle Rock Manag 2,579.67 USD

Charge Description PYL*Eagle Rock Management

Expense Date * 06/02/2025

Expense Item * [Program Rent](#) [Edit](#) [View](#)



No items available.

Itemization/Splitting Transaction

Remaining 0.00/2,579.67 USD

Expense Date * 06/02/2025 

Expense Item *  

Total Amount * 100.00

Memo * electric

Company  



Cost Center  

Additional Worktags 

Remaining 0.00/2,579.67 USD

Expense Date * 06/02/2025 

Expense Item *  

Total Amount * 2,479.67

Memo * rent

Company  

Cost Center  



Done

Itemization/Splitting Transaction

Expense Line

Drop files here
or
[Select files](#)

Linked Quick Expense

Credit Card Transaction 06/02/2025 PYL*Eagle Rock Manag 2,579.67 USD

Charge Description PYL*Eagle Rock Management

Expense Date * 06/02/2025

Expense Item

* X Program Rent [...](#)

Total Amount 2,579.67

Currency * USD

Memo * Please enter a purchase description.

Cost Center (empty)

Additional Worktags (empty)

Itemization

Remaining Amount to Itemize 0.00/2,579.67 USD

[Edit](#)

2 items

Electric 100.00 USD
Mon, Jun 2, 2025

Program Rent 2,479.67 USD
Mon, Jun 2, 2025



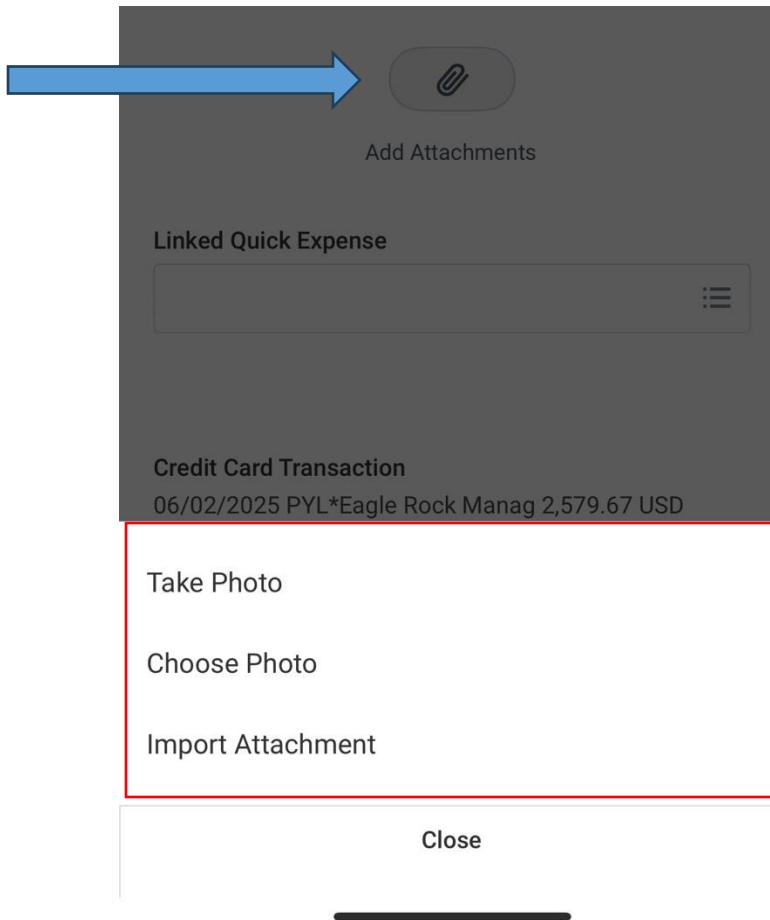
Attaching Receipts

❖ Workday has 2 options when attaching receipts:

1. Take a picture with your phone
2. Scan receipts to folder on your desktop



Attaching Receipt (App/Phone)



- ❖ After selecting the "Add Attachments" within the expense line, 3 options will appear:
 - Take Photo
 - Choose Photo
 - Import Attachment

- ❖ You can take, choose or import a photo of the receipt. More than one photo can be attached per transaction.
 - Workday does not have a receipt gallery.
 - Save photos to phones photo gallery to attach once report has been created.

Attaching Receipt (Desktop)

Header Attachments Expense Lines

Add

1 item

Sat, Jul 5

Gas	Gas	100.00 USD
Gas	Gas	100.00 USD

Expense Line

Drop files here

or

Select files

Name	Status	Date modified
Attachments	○	6/20/2025 7:42 AM
Desktop	○	7/3/2025 3:02 PM
Meetings	○	6/18/2025 5:34 PM
Microsoft Copilot Chat Files	○	3/10/2025 10:01 AM
Microsoft Teams Chat Files	○	6/16/2025 12:56 PM
Recordings	○	6/18/2025 5:34 PM
Ryan.Connell	○	6/19/2025 2:34 PM
Splits	○	7/3/2025 3:17 PM
Vehicles	○	6/27/2025 8:19 AM
Vouchers	○	6/19/2025 1:25 PM
0125_0525 ADMIN RECLASS JE	○	6/29/2025 12:43 PM
<input checked="" type="checkbox"/> NO RECEIPT	○	9/30/2024 1:09 PM
Numbers	○	6/25/2025 2:07 PM

- ❖ After selecting the "Select Files" Workday will pull up the file folder on your computer.
- ❖ Find where you saved the receipts that you scanned and select "open".
- ❖ You will have the ability to select more than one scan per transaction.

Linked Quick Expense

- ❖ The Linked Quick Expense feature is an easy way to keep your transactions organized and ready to attach when the expense report is created by Workday.
- ❖ Using the Linked Quick Expense will give you the ability to create a prepopulated expense "shell" with the following information:
 - Date
 - Expense Item
 - Merchant
 - Amount
 - Receipt
- ❖ Once the expense report is created by Workday, you can attach the Quick Expense to the credit card transaction.

You will only be able to use this feature within the app



Linked Quick Expense Job Aid



Workday Out-Of-Pocket Expenses

- ❖ All FY25 (7/1/24 to 6/30/25) mileage or any other reimbursement from KenCrest will be completed by the old process. Sending in the paper expense report to AP to process for payment.
 - Please do not mix FY25 and FY26 expenses
- ❖ Any expenses that occur for FY26 (7/1/25 to 6/30/26) will need to be completed in Workday.
- ❖ For all Out-Of-Pocket expenses you **WILL** be creating an expense report.



Out-Of-Pocket Expenses

Mileage Reimbursement Live Demo



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 and Payroll



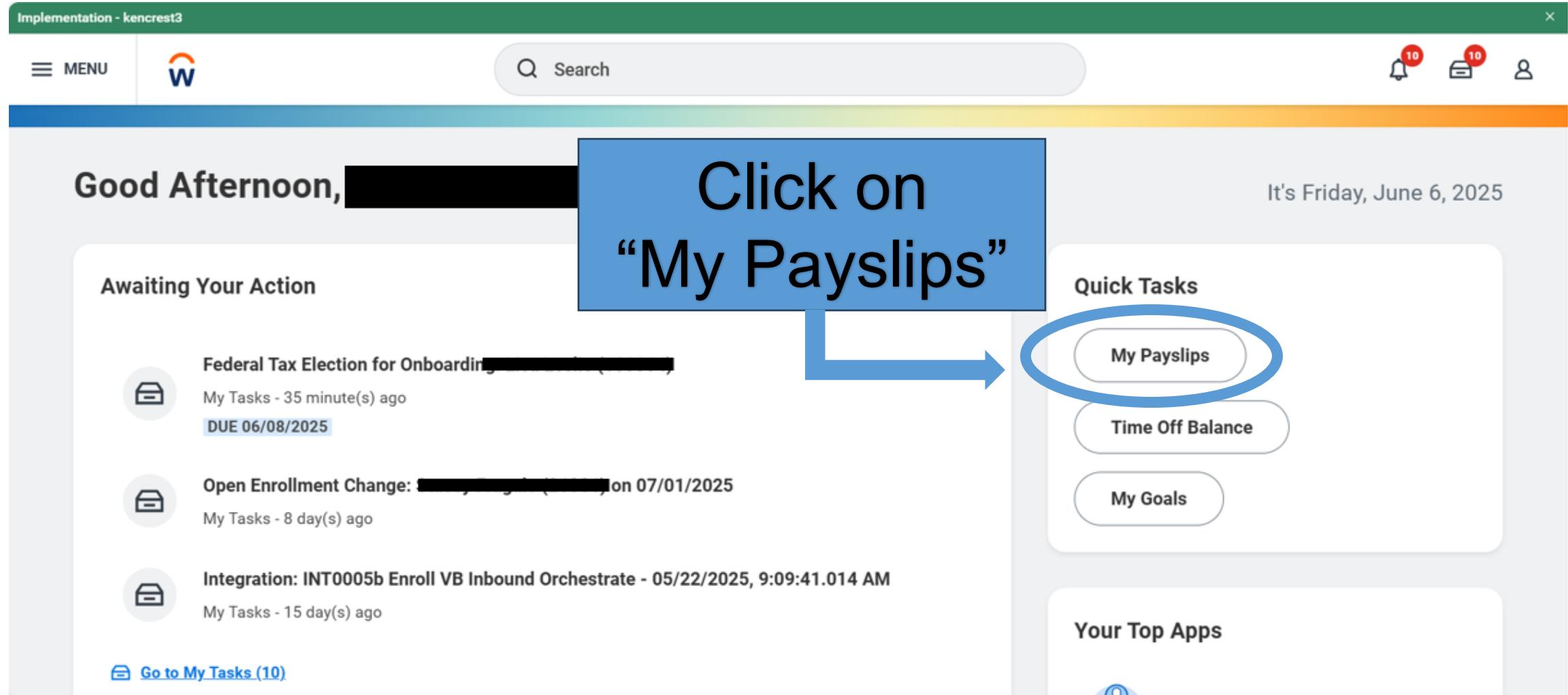
Agenda:

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

Viewing pay slips using Workday



View pay slips using “Quick Tasks”



Implementation - kencrest3

MENU  Search

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 \(10\)](#)

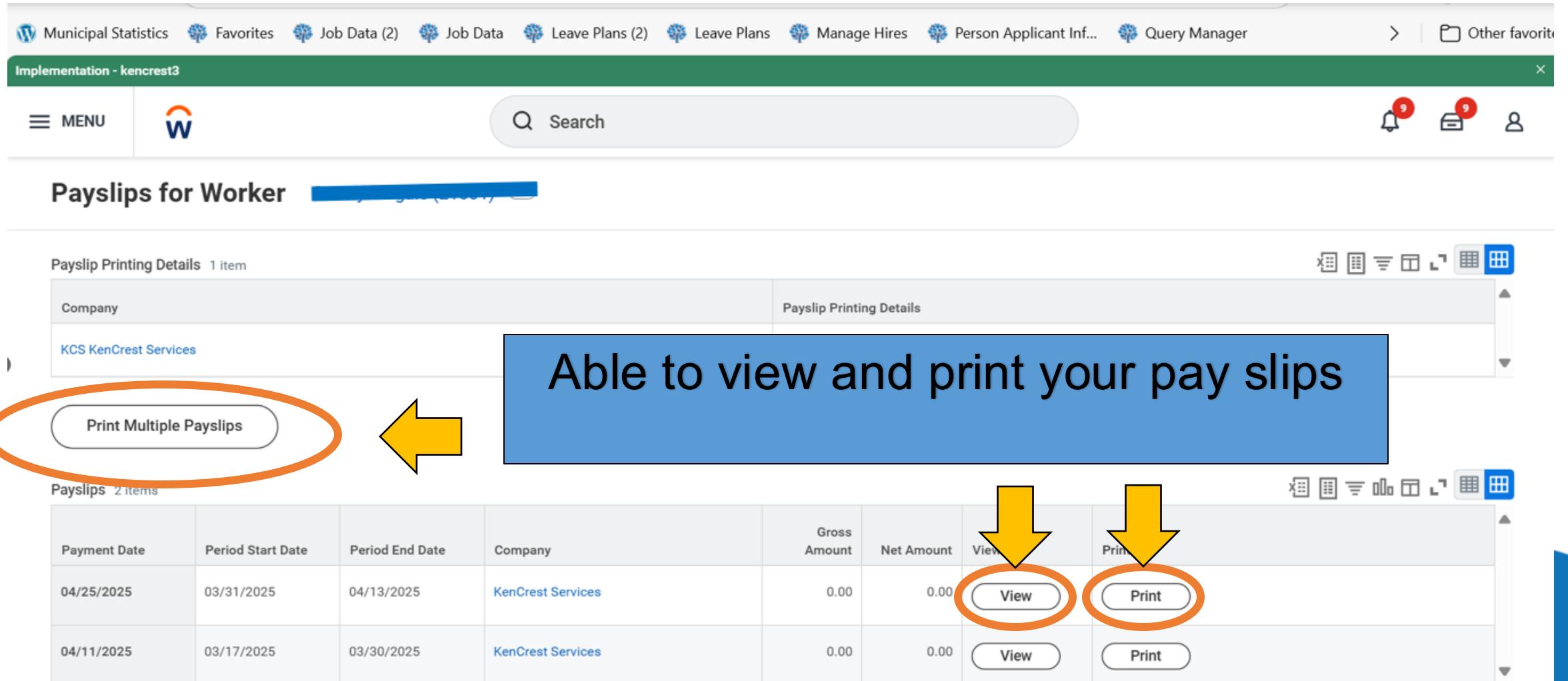
It's Friday, June 6, 2025

Quick Tasks

- My Payslips** (circled in blue)
- 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

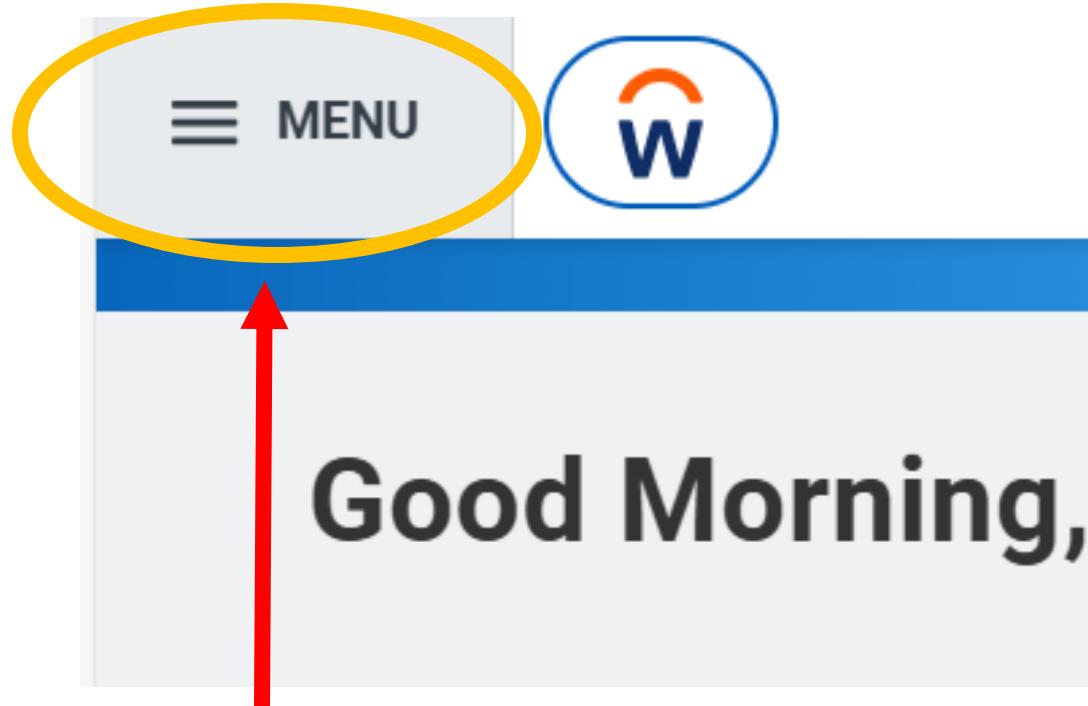
Payslips 2 items

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

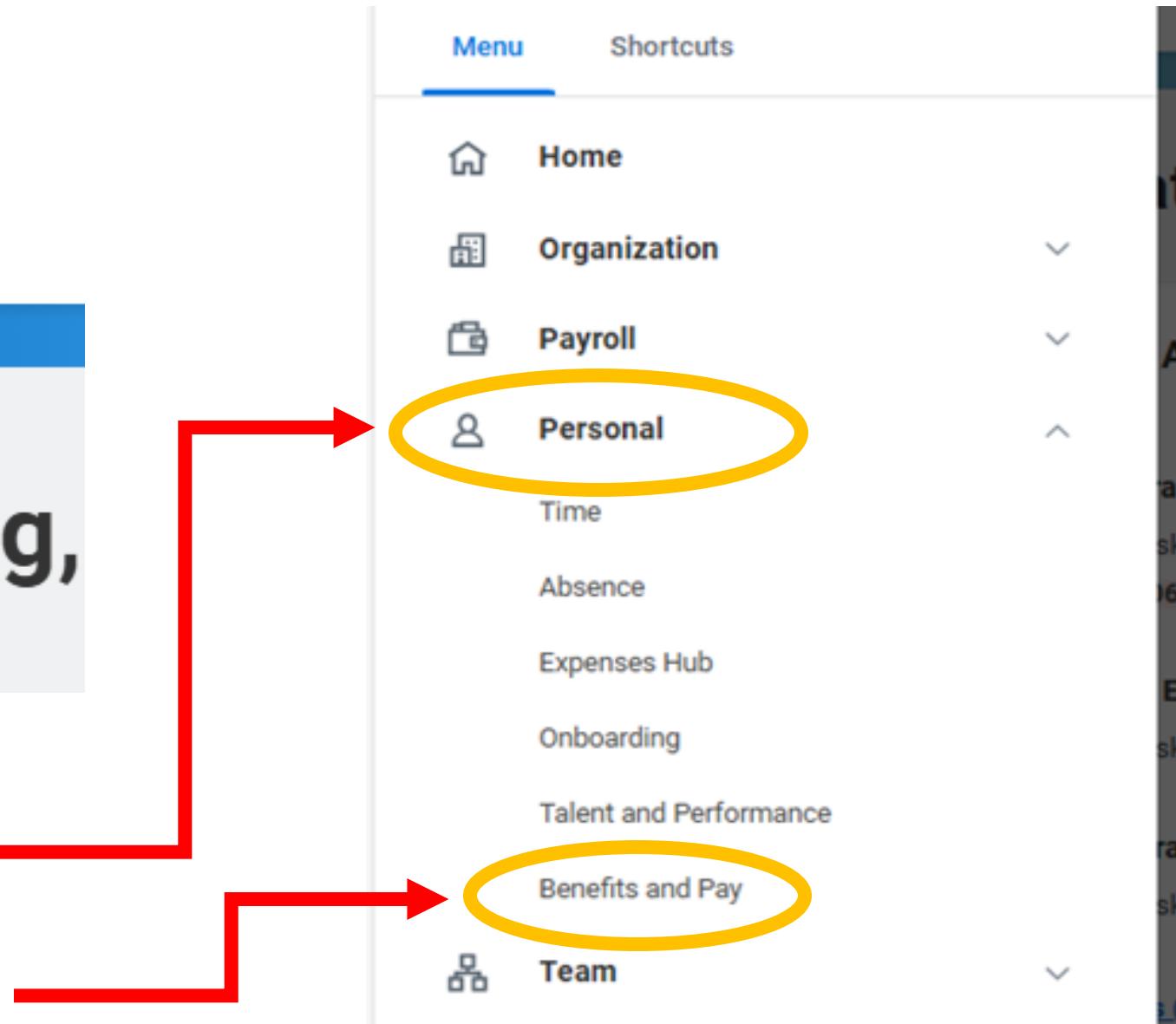
Direct deposit in Workday



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:

≡ MENU 

Search

Benefits and Pay 

 **Overview**

 Benefits

 Pay

Payments

Tax

Voluntary Deductions

Loans and Advances

 Compensation

Tasks and Reports

Withholding Elections 

Payment Elections 

Change Benefits 

Change Retirement Savings 

My Tax Documents 

Needs Attention

NOT STARTED

Benefit Event: Open Enrollment

Submit elections by June 6, 2025.

Enroll

Overview

Most Recent Pay
Your next pay day is April 25, 2025.

***** 

Take Home Pay

Gross Pay \$0.00

Deductions
Taxes and deductions from your most recent payslip.

***** 

Total

SUI-Employee Paid (Pennsylvania) \$0.00

OASDI (Federal) \$0.00

Current Benefit Costs

***** 

Employee Cost (Semimonthly)

[View Benefit Details](#)

≡ 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

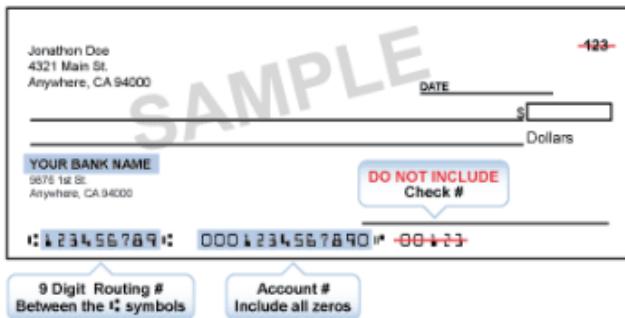
Payment Elections 2 items

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



Account Information

Account Type * Checking Savings

Routing Transit Number *****

Account Number *****

Bank Name *****

Bank Identification Code

Account Nickname (optional)

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

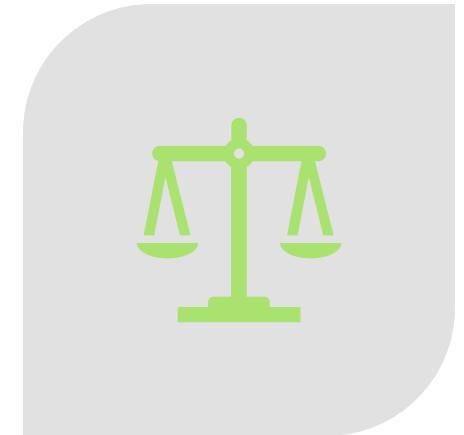
What you need to know about requesting PTO in Workday



STAFF WILL BE ABLE TO
REQUEST PTO USING
WORKDAY

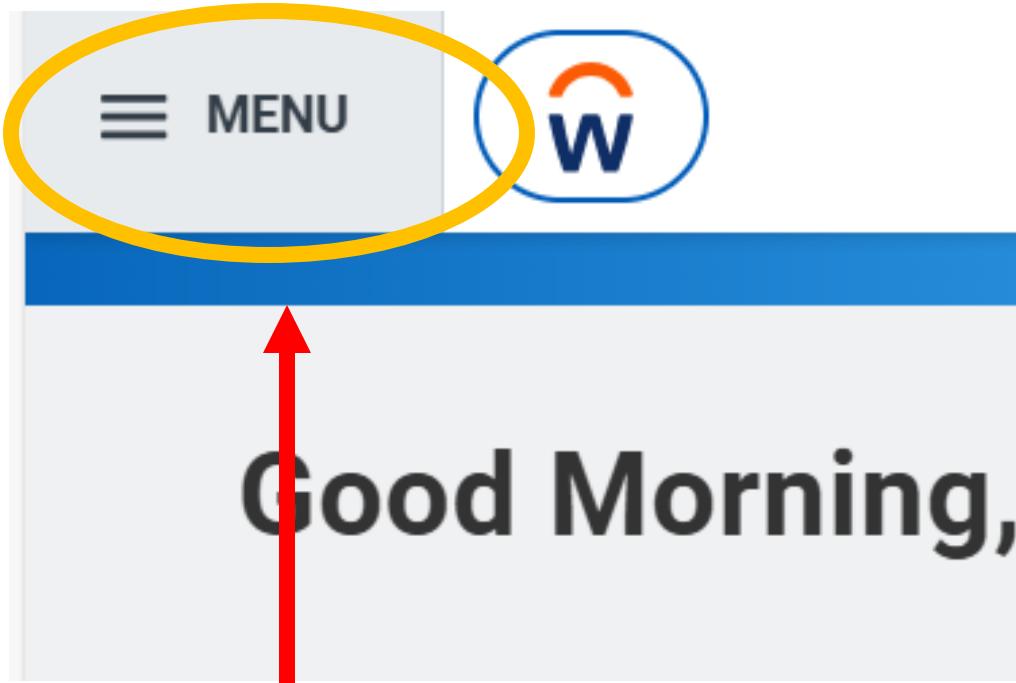


MANAGERS WILL APPROVE
PTO REQUESTS IN WORKDAY

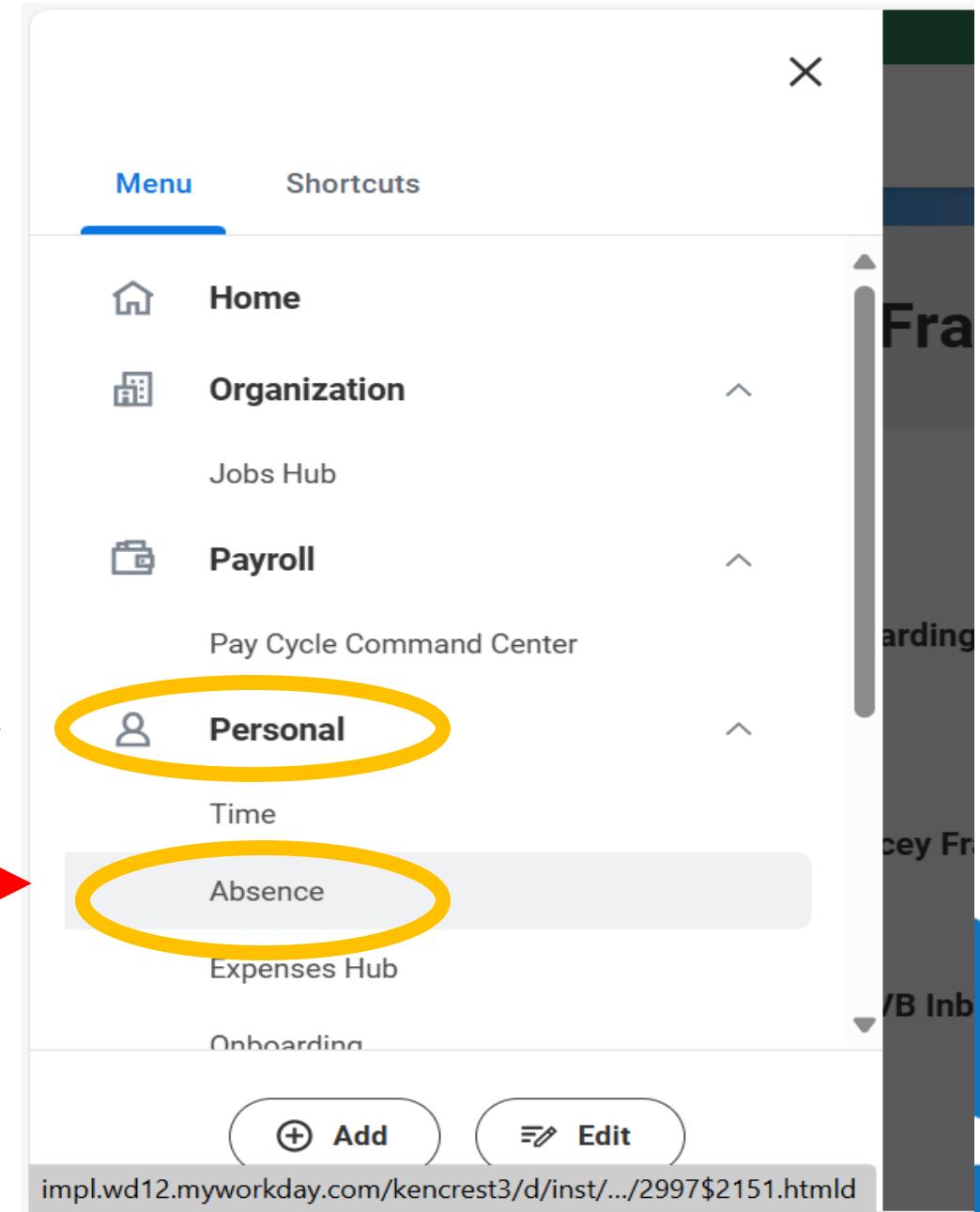


PTO BALANCES WILL BE
MIGRATED TO WORKDAY

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

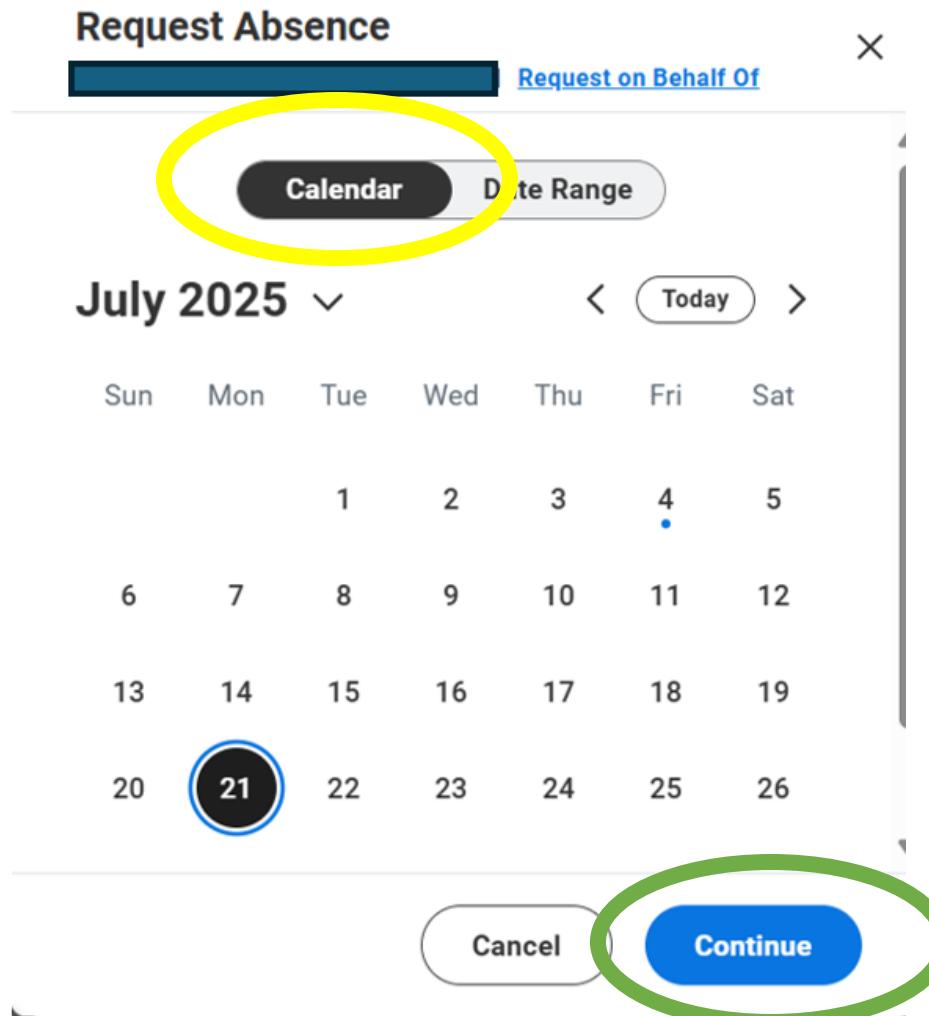
July 2025

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

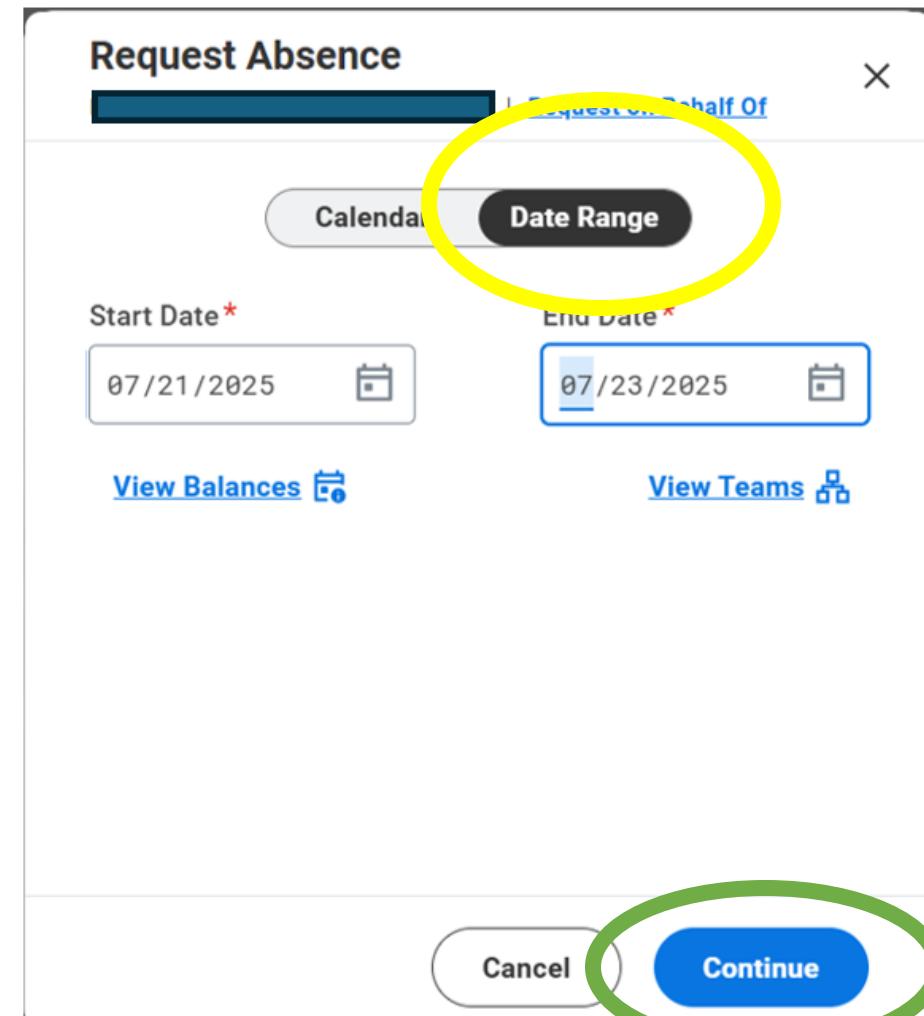
Calendar Date Range

Start Date* 07/21/2025

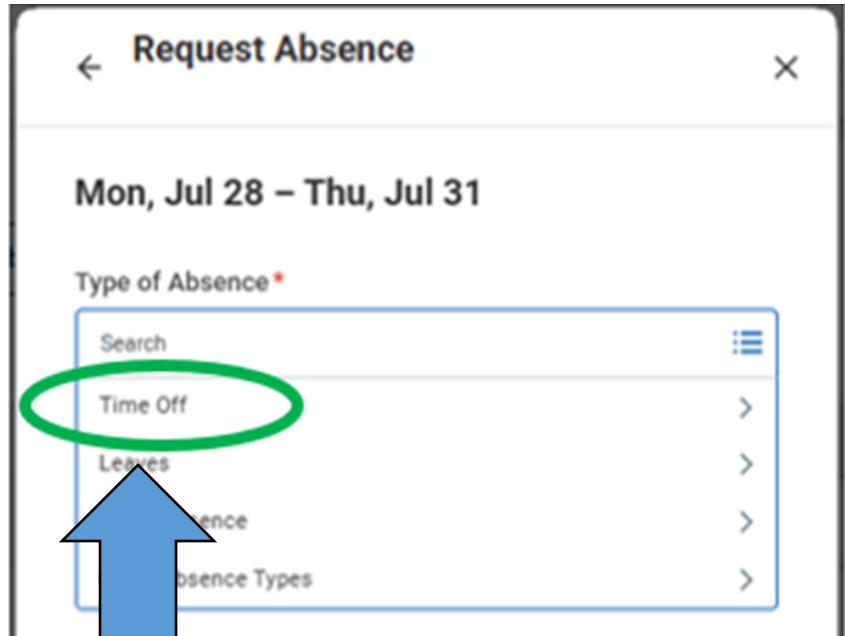
End Date* 07/23/2025

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

Cancel Continue



How to submit PTO requests - continued



Request Absence

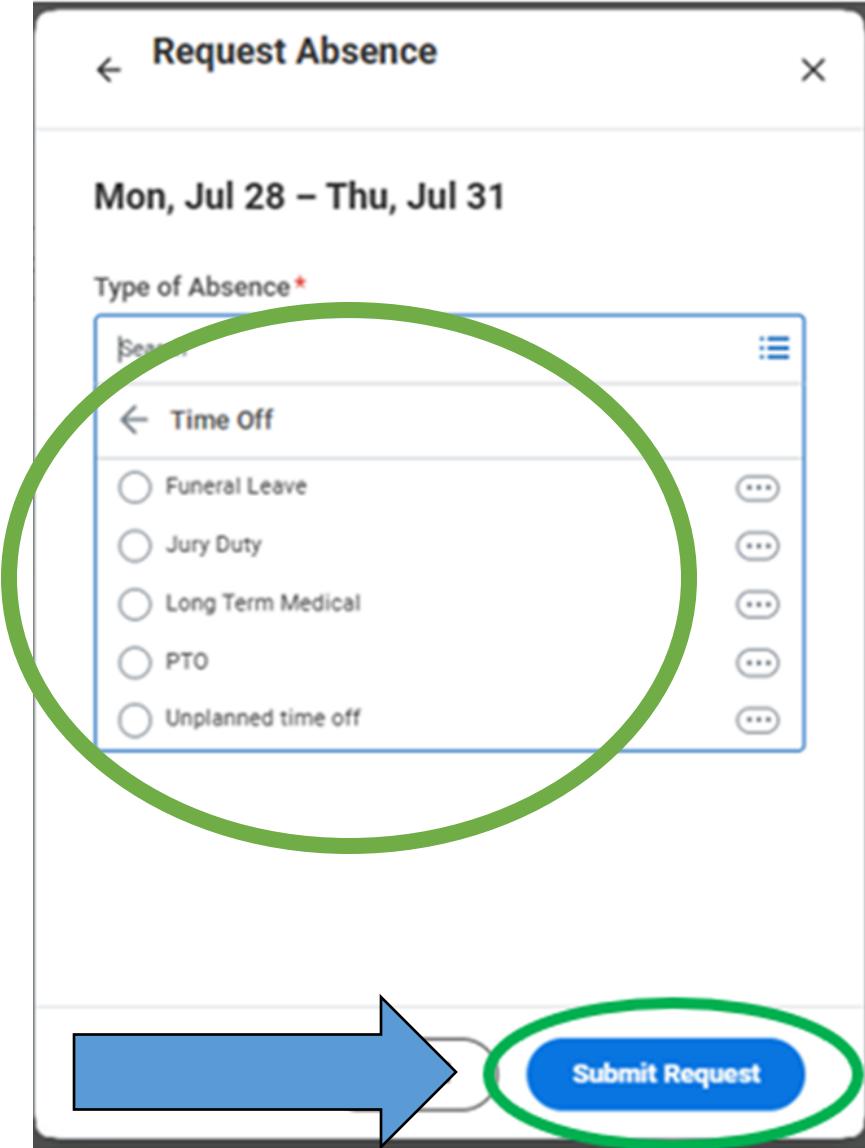
Mon, Jul 28 – Thu, Jul 31

Type of Absence *

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

Select
“Time Off”

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



Request Absence

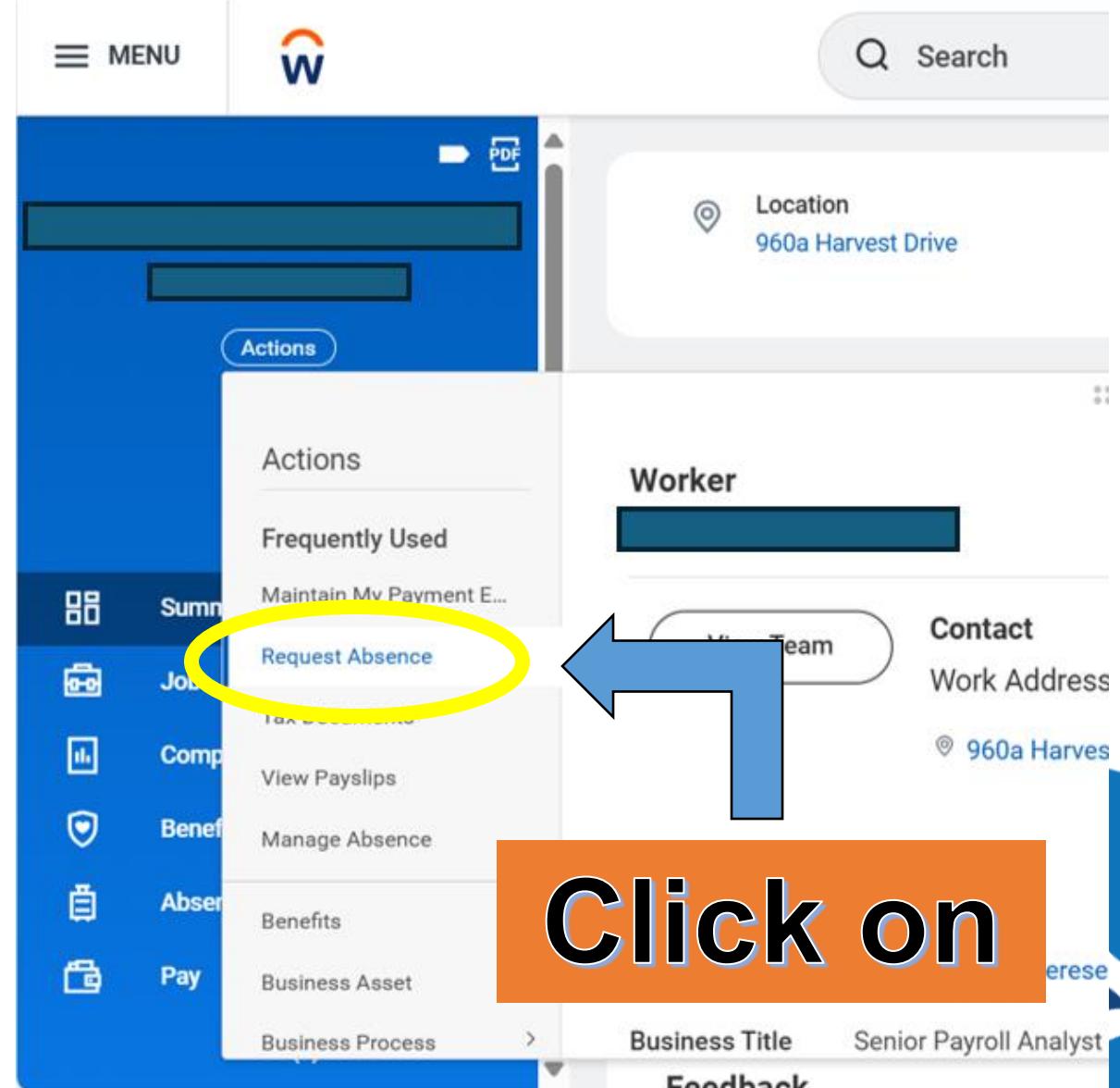
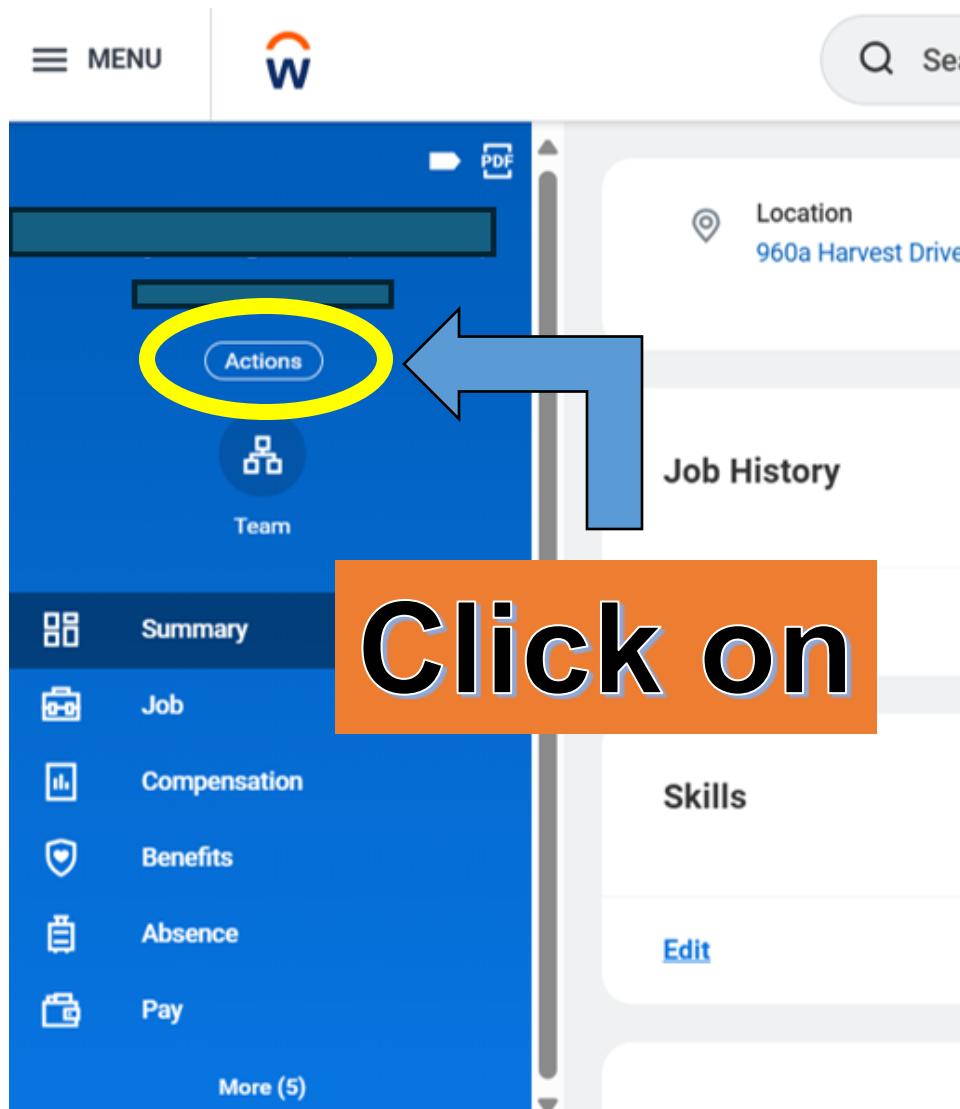
Mon, Jul 28 – Thu, Jul 31

Type of Absence *

- Search
- ← Time Off
- Funeral Leave
- Jury Duty
- Long Term Medical
- PTO
- Unplanned time off

Submit Request

How to request PTO using action



Time Tracking in Workday



Time Tracking in Workday

Time Tracking Delayed

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

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

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

Managers are no longer required to approve Salary Exempt staff



QUESTIONS?

Please type your questions in the chat.

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





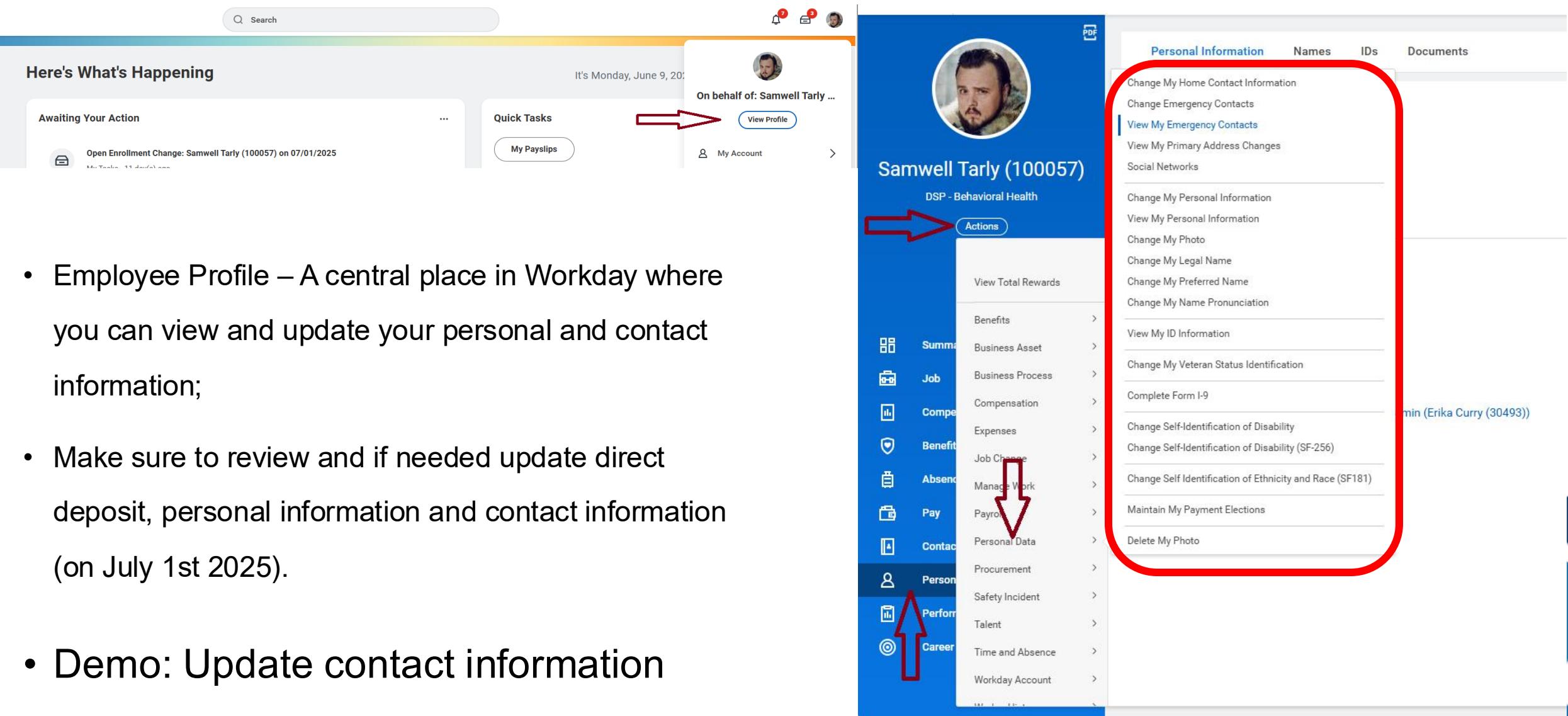
Thank You

Do you have any questions?

HR – WORKER PROFILE and BENEFITS



HR – Worker Profile



The image shows the Workday interface for an HR worker profile. The top navigation bar includes a search bar, a notification bell with 7 notifications, a mail icon with 3 messages, and a user icon. The main header displays the title "HR – Worker Profile".

The "Here's What's Happening" section shows an "Awaiting Your Action" item: "Open Enrollment Change: Samwell Tarly (100057) on 07/01/2025".

The "Quick Tasks" section includes "My Payslips" and "View Profile". A red arrow points to the "View Profile" button.

The "My Account" section shows the user "Samwell Tarly" (100057) and their department "DSP - Behavioral Health". A red arrow points to the "Actions" button.

The "Actions" menu is open, showing various options: View Total Rewards, Benefits, Business Asset, Business Process, Compensation, Expenses, Job Change, Manage Work, Payroll, Personal Data, Procurement, Safety Incident, Talent, Time and Absence, and Workday Account. A red arrow points to the "Personal Data" option.

The right side of the interface shows the "Personal Information" tab selected, with sub-options: Change My Home Contact Information, Change Emergency Contacts, View My Emergency Contacts, View My Primary Address Changes, Social Networks, Change My Personal Information, View My Personal Information, Change My Photo, Change My Legal Name, Change My Preferred Name, Change My Name Pronunciation, View My ID Information, Change My Veteran Status Identification, Complete Form I-9, Change Self-Identification of Disability, Change Self-Identification of Disability (SF-256), Change Self Identification of Ethnicity and Race (SF181), Maintain My Payment Elections, and Delete My Photo. This entire section is highlighted with a red box.

- 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 – Worker Profile

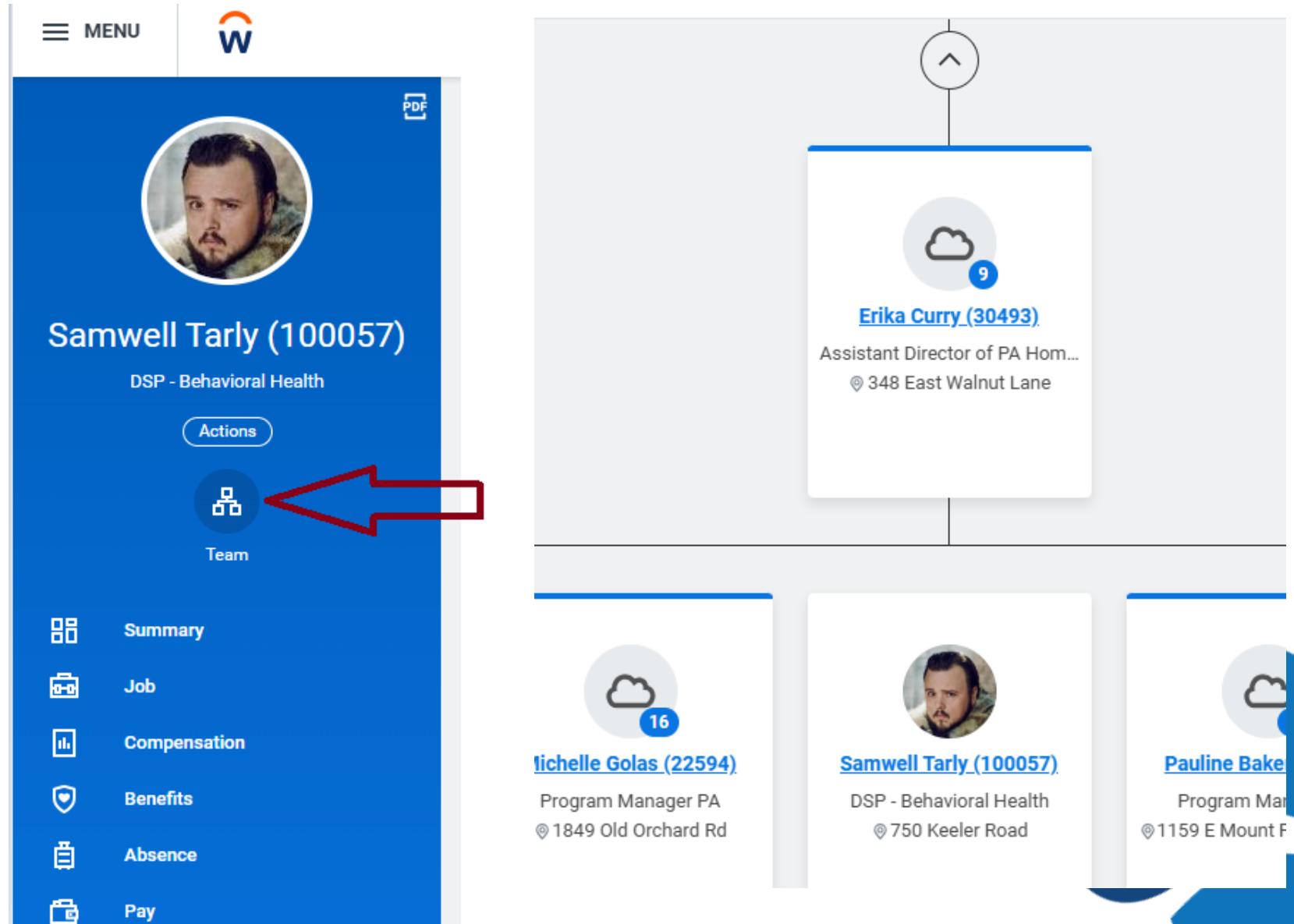
Where to go to Edit?

	Confirm Job Details are Accurate	How to Make Correction
Summary	Job Details column on the right	Contact Workday Support for assistance
Job	Service Dates	Contact Workday Support for assistance
Compensation	Review all values	Ask your Manager and/or contact Workday Support for assistance
Benefits	Benefits, My Retirement Savings, My Dependents, My Beneficiaries	Edit it yourself
Absence	Review Long Term Medical (LTM) Account and Paid Time Off balances	Contact Workday Support for assistance
Pay	Tax Elections, Payment Elections (aka Bank Account), Pay slips, Voluntary Deductions	Edit it yourself. Be sure to confirm your Payment Elections (aka Bank Account).
Contact	Contact and Emergency Contacts	Edit it yourself If your Work Location is incorrect, contact Workday Support for assistance
Personal	Personal Information, Names, IDs, Documents	Edit it yourself OK if the Documents is empty
Performance	Individual Goals, Development Items, Check-ins, Performance Reviews, Development Plans	Review and Edit as needed; More to come; Connect with your Manager
Career	Review all categories as needed	Add any elements you see applicable Add your Certifications here, as it pertains to your position
Feedback	Review for learning; Feel free to use as needed	Edit it yourself
Company Property	Credit Cards - confirm this information is accurate	Edit it yourself



HR – Org Chart

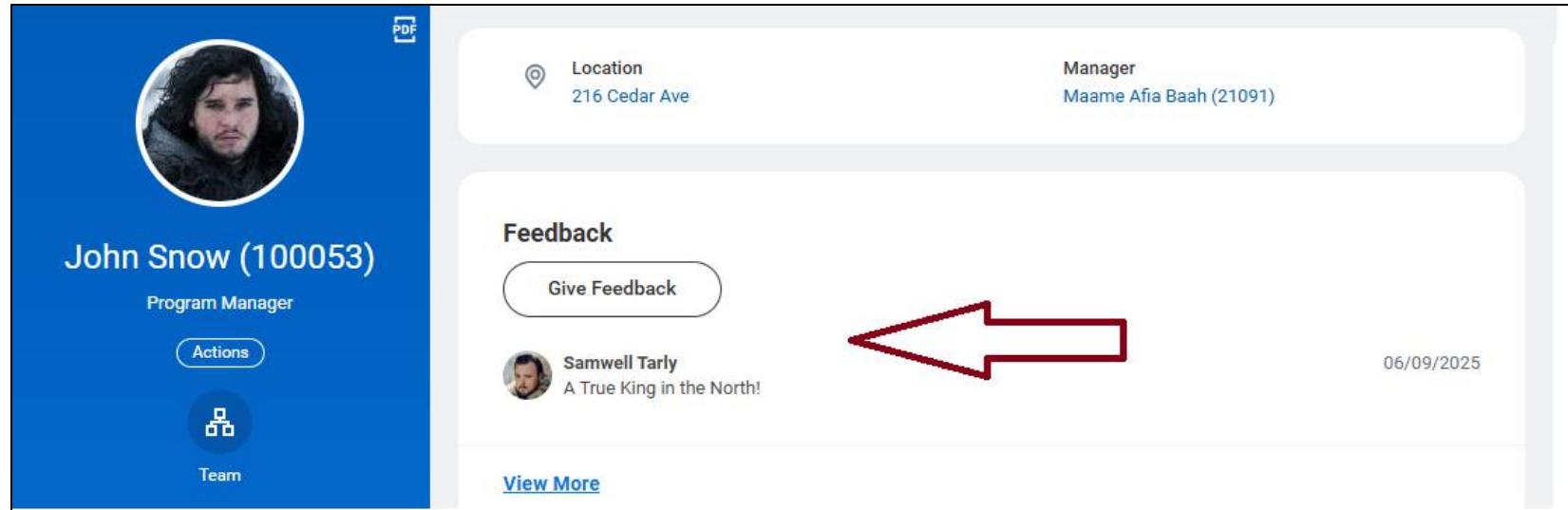
- A visual map in the Workday that shows reporting relationships – who you report to, your team and other roles in your company
- Demo



HR – Feedback

Feedback:

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



The screenshot shows the HR Feedback interface for an employee named John Snow (100053). The left panel is a blue profile card for John Snow, showing his photo, name, title (Program Manager), and two buttons: 'Actions' and 'Team'. The right panel shows his feedback history. It includes a location entry (216 Cedar Ave), a manager (Maame Afia Baah (21091)), and a feedback entry from Samwell Tarly with the comment 'A True King in the North!'. A red arrow points to the 'View More' link at the bottom of the feedback list.

PDF

John Snow (100053)
Program Manager

Actions

Team

Location
216 Cedar Ave

Manager
Maame Afia Baah (21091)

Feedback

Give Feedback

Samwell Tarly
A True King in the North!

View More

06/09/2025

HR – Benefits

How to Make a Life Event Change

The screenshot shows the HR Benefits software interface. The left sidebar has a blue background with various icons and labels: Actions, Email, Team, Summary, Job, Compensation, Benefits (which is highlighted with a red oval), Absence, Pay, Contact, Personal, Performance, Career, Feedback, Company Property, and Travel. The main content area has a white background. At the top, there is a navigation bar with 'MENU', a 'W' logo, a search bar, and notification icons for 4 messages and 1 email. Below the navigation bar, the 'Benefits' tab is selected. The main content area displays 'My Semimonthly Totals' with costs: My Cost \$36.69 and Employer Cost \$4.36. There are buttons for 'Change Benefits' and 'Change Retirement Savings', both of which are circled in red. A 'View as Grid' button is also present. The 'Health Care' section shows a dental plan from Aetna PPO with a cost of \$36.69, coverage for Employee + 1, and 1 dependent. A 'View Details' button is available. The 'Insurance and Retirement' section lists four options: Basic Life (The Hartford (Employee)), Long Term Disability (LTD) (The Hartford (Employee)), Basic AD&D (The Hartford (Employee)), and 403(b) (Corebridge Financial). Each option includes a shield icon and a brief description.

My Semimonthly Totals

My Cost \$36.69 Employer Cost \$4.36

Change Benefits Change Retirement Savings View as Grid

Health Care

Dental Aetna PPO

Cost (Semimonthly) \$36.69

Coverage Employee + 1

Dependents 1

[View Details](#)

Insurance and Retirement

Basic Life The Hartford (Employee)

Long Term Disability (LTD) The Hartford (Employee)

Basic AD&D The Hartford (Employee)

403(b) Corebridge Financial

Live Demo



QUESTIONS?

Please type your questions in the chat.

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HR – RECRUITING



Recruiting - Overview



FROM

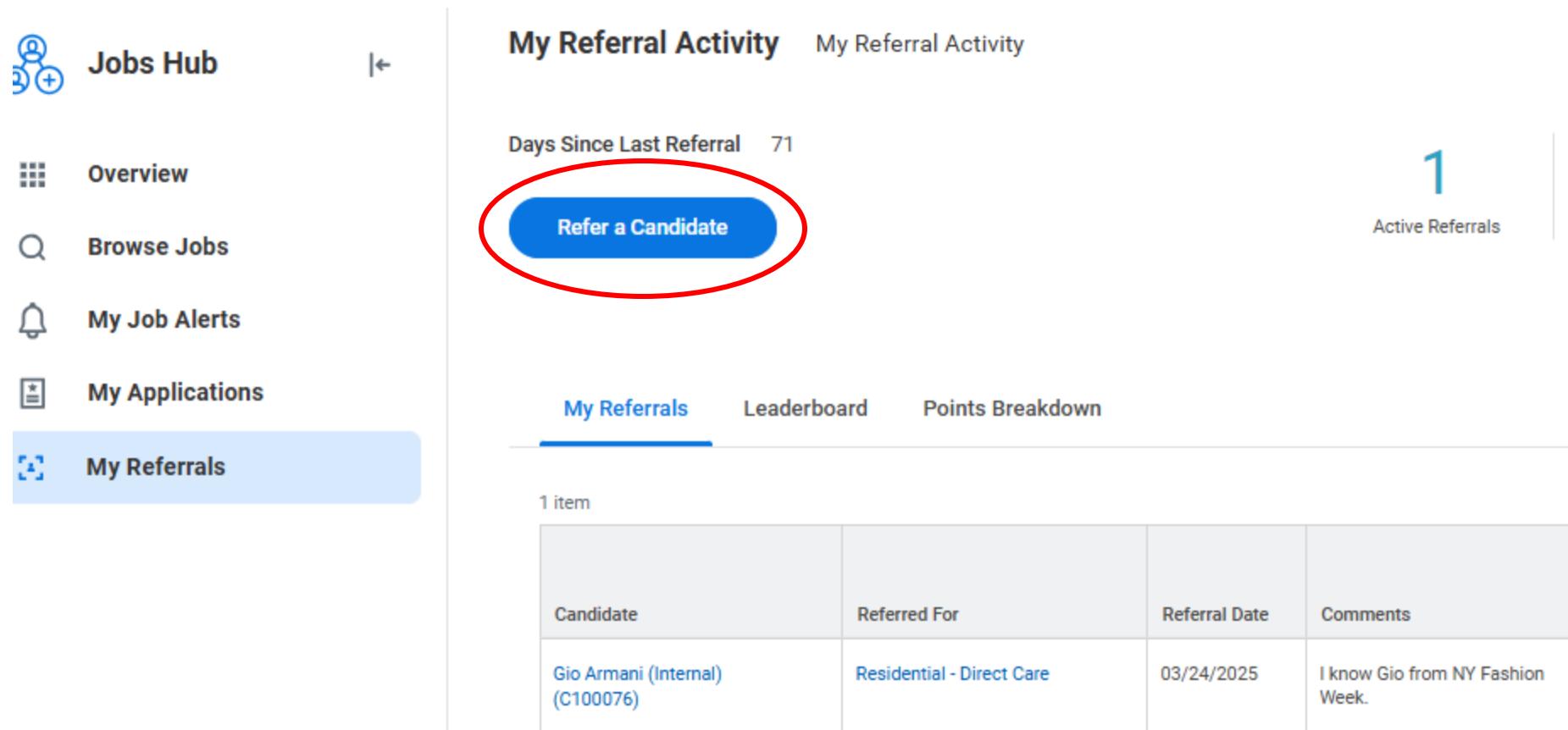
- Basic Internal Job Search
- Referral Process - Manual



TO

- Advanced Internal Job Search
- Referral Process via System

How Do I Refer Someone to KenCrest?



Jobs Hub

Overview

Browse Jobs

My Job Alerts

My Applications

My Referrals

My Referral Activity

Days Since Last Referral 71

Refer a Candidate

1 Active Referrals

My Referrals Leaderboard Points Breakdown

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.

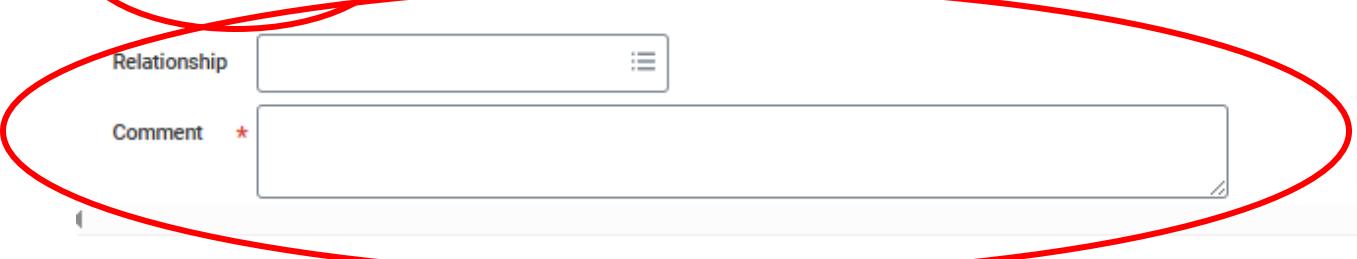
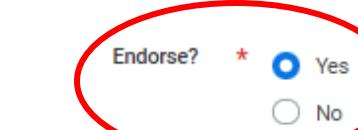
Candidate Name Gio Armani

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!

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.



A yellow cartoon smiley face with large blue eyes and a wide, curved black smile is peeking from behind a red curtain. The curtain has several vertical red and black stripes. The background is blue with small white circles.

Talent Sneak Peek

What's Coming

- Check-Ins
- Feedback – Giving & Receiving
- Reviews- Development Plans
- Reviews-Performance Reviews
- Certifications
- Mentorships
- Career Hub

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?



NEXT STEPS

1. Login to Workday and Validate your Information
2. Attend Office Hours (as needed)
3. Enter a Ticket or Email Workdaysupport@kencrest.org if you need additional support
4. 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

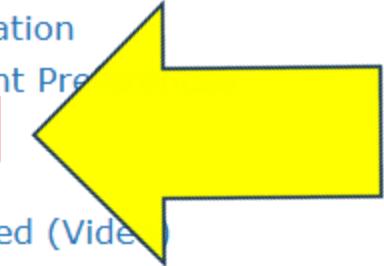
HR & Workday

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

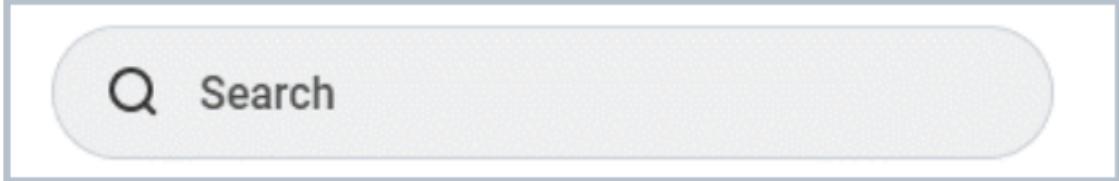
Getting Started: Workday Search

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

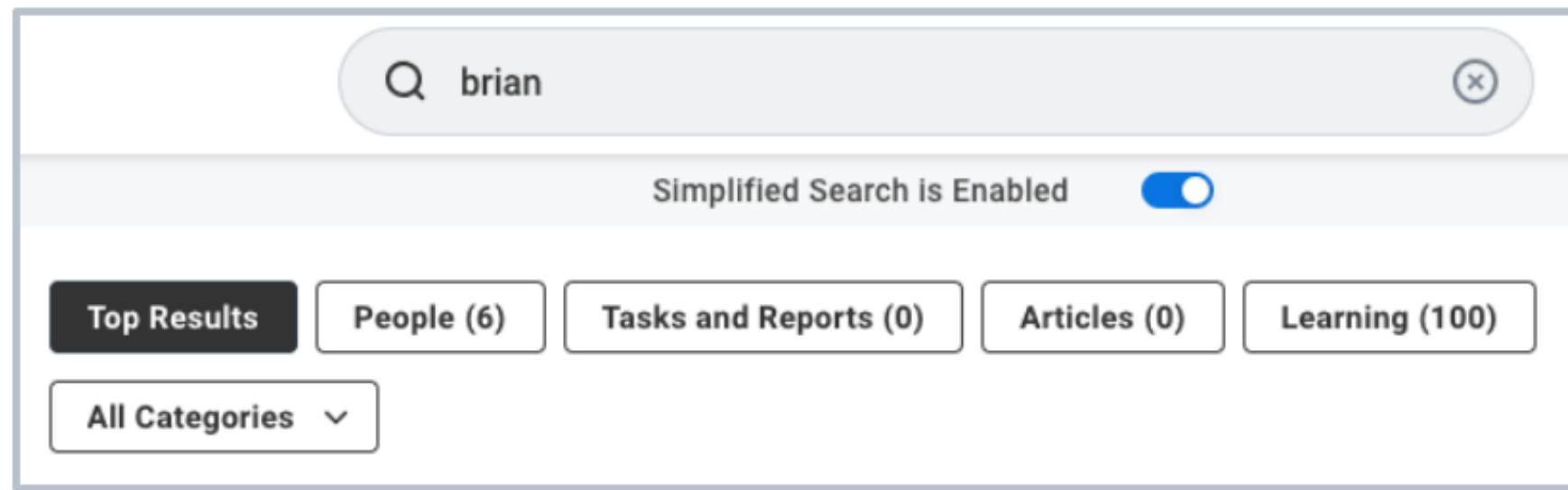
Workday makes it easy to search for people, tasks, reports, and business data using the Search box.

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: 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). Each entry has a blue 'View Details' button to its right.

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)

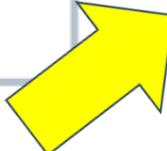
Tasks and Reports (1)

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](#)

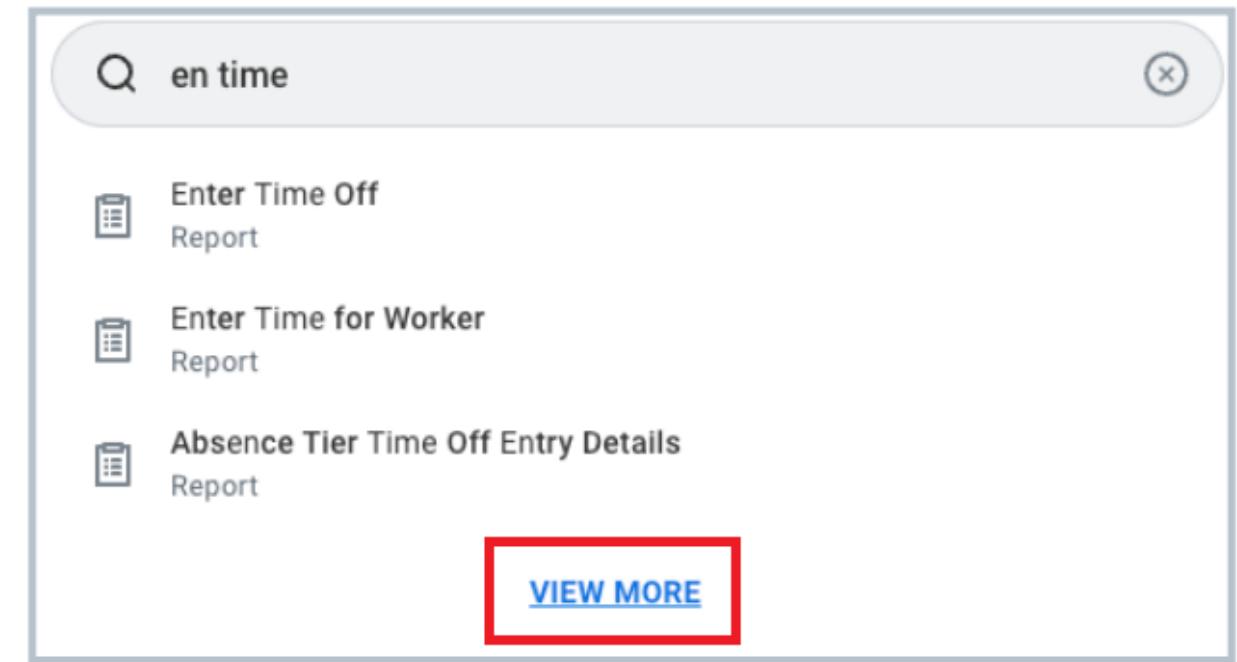
To search for a candidate using the candidate's name, ID, or email address

[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

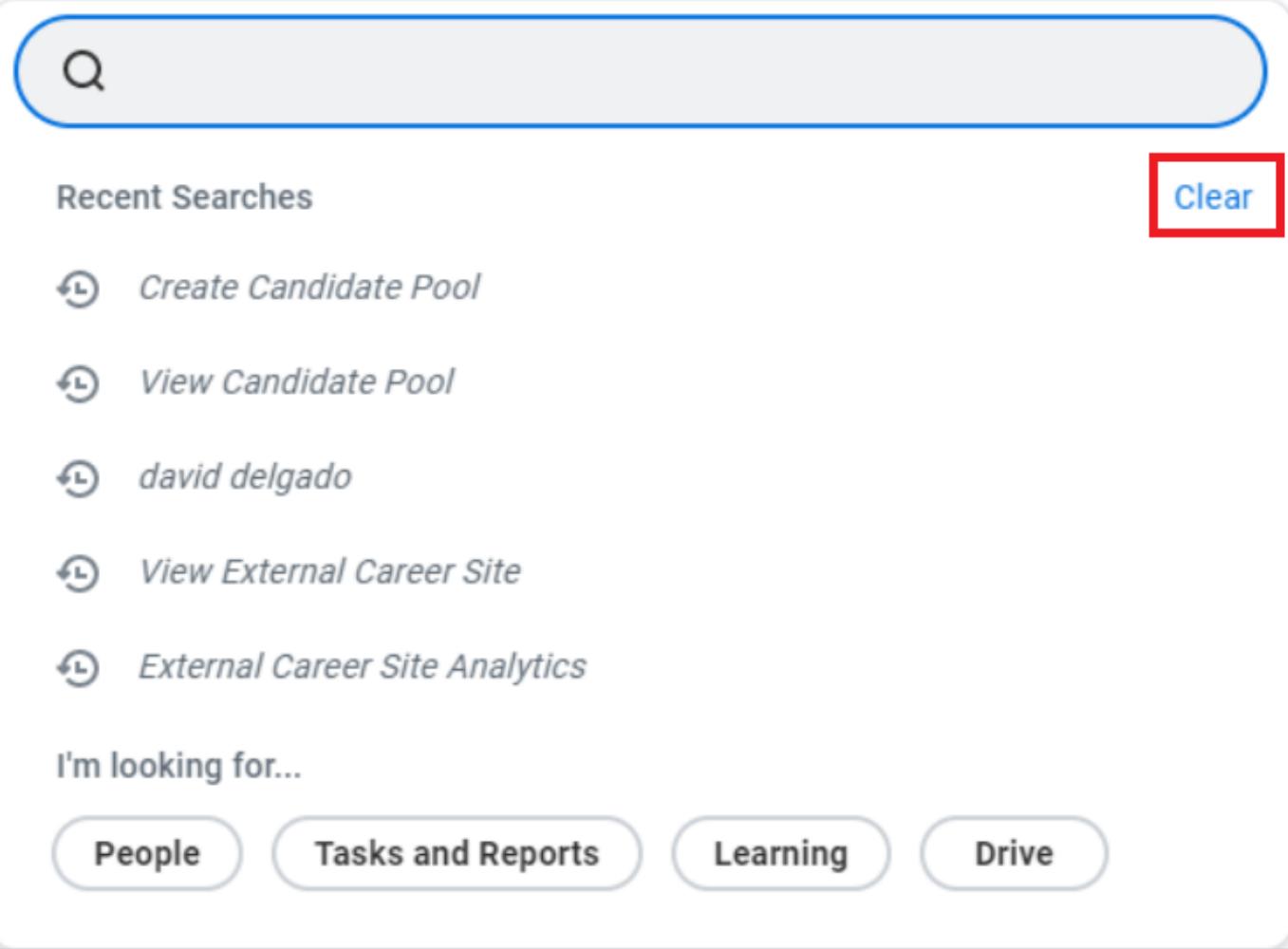
Recent Searches

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".