



Workday Training **for All Employees**


Training Class 2

July 8 & 9, 2025

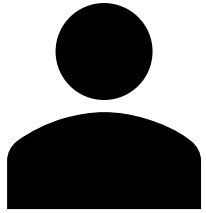


Goal

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



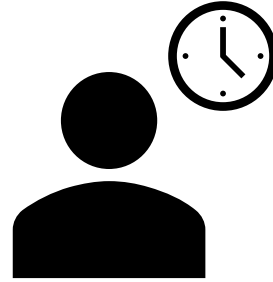
Employee

Employee Training #1
June 10, 11, OR 12

(ATTEND ONLY 1)

Employee Training #2
July 8 OR 9

(ATTEND ONLY 1)



Hourly Employee

Hourly Employee Training

TBD



Manager

Manager Training #1
June 17 OR 18

(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

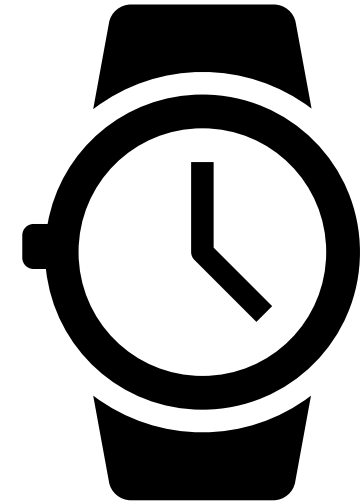
Additional Dates

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


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

- 58 Total Job Aids
 - Initially built by Workday
 - Customized for KenCrest
 - Likely to change over time
 - More to come

PRO TIP: Bookmark the Landing page, or your favorite Job Aid, and refer to it there. Printing it out might result in missed information.

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.

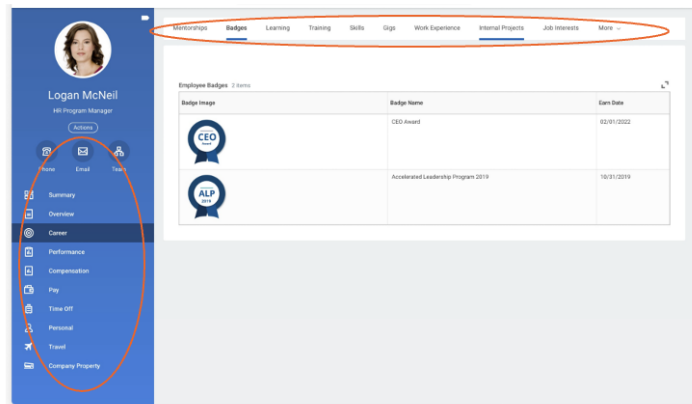
View your Worker Profile



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.



Badge Image	Badge Name	Earn Date
	CEO Award	03/01/2022
	Accelerated Leadership Program 2019	10/01/2019

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	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

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!



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

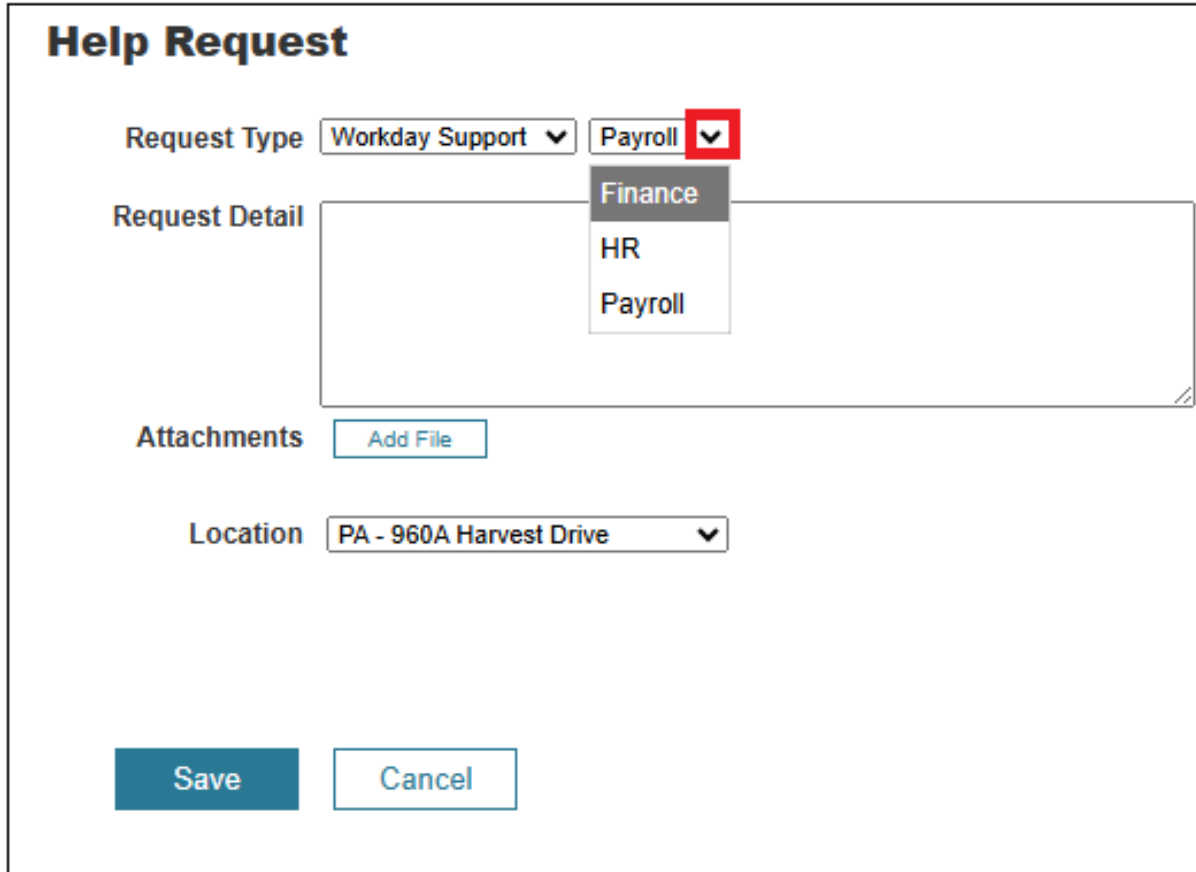
\$100 gift cards for all winners

Games Coordinators

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

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

Where to get help – helpdesk.kencrest.org



The screenshot shows a 'Help Request' form. The 'Request Type' field has a dropdown menu open, showing 'Workday Support' as the selected option. The dropdown menu also lists 'Payroll', 'Finance', 'HR', and 'Payroll'. The 'Request Detail' field is a large text area. The 'Attachments' section has an 'Add File' button. The 'Location' field has a dropdown menu showing 'PA - 960A Harvest Drive'. At the bottom are 'Save' and 'Cancel' buttons.

Help Request

Request Type: Workday Support ▼ Payroll ▼

Request Detail: [Text Area]

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

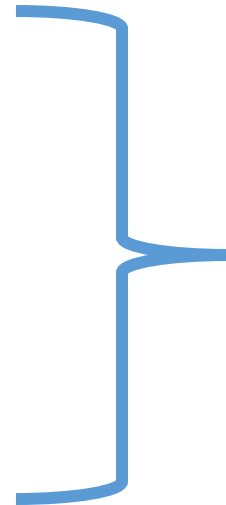


ACCESS & NAVIGATION



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

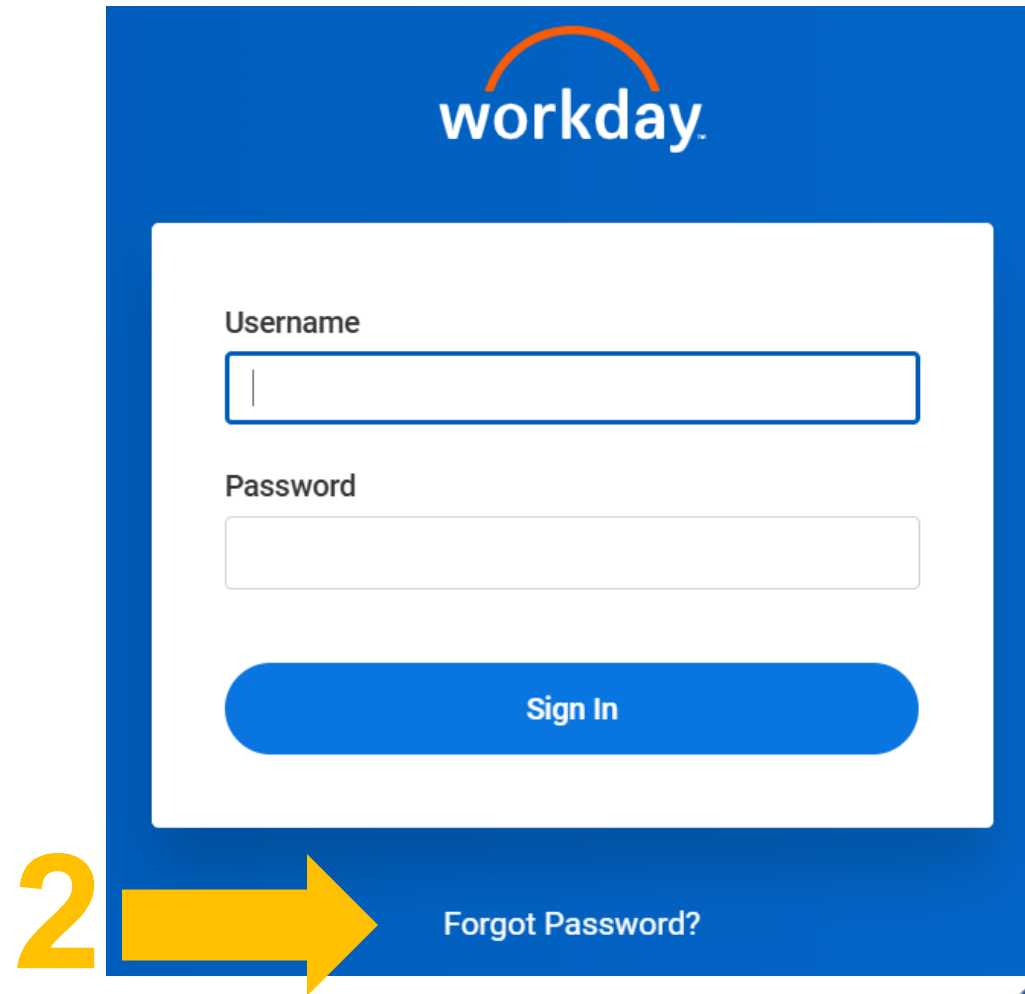
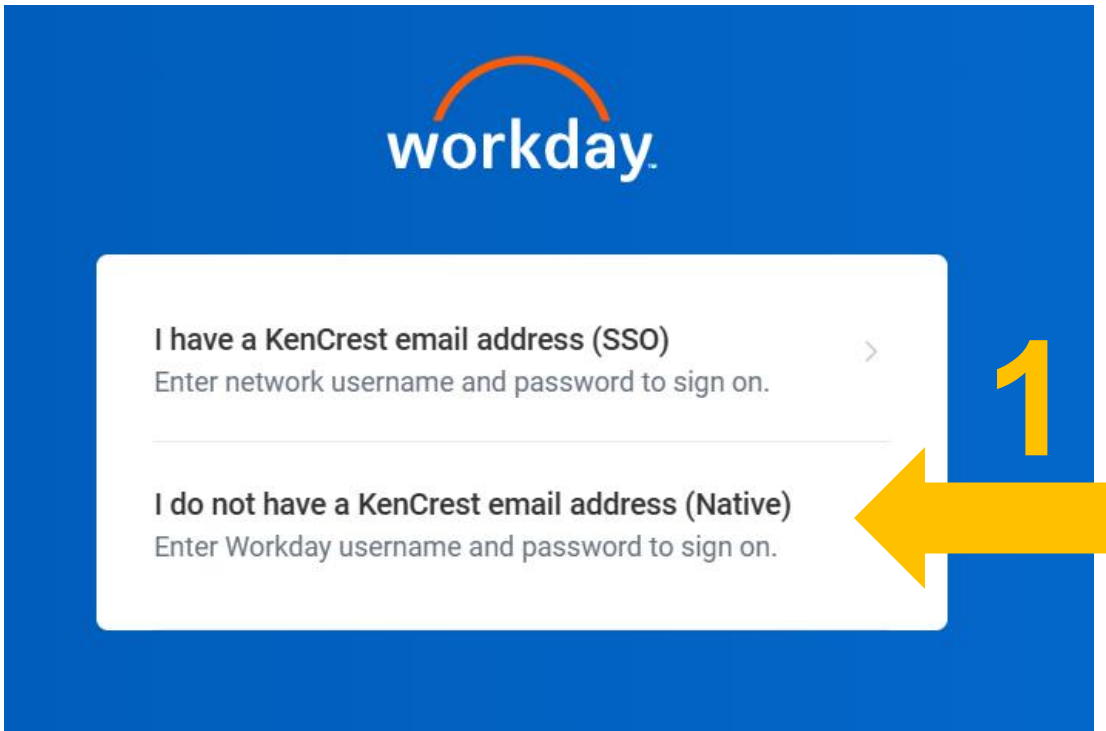
Notice

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

Status

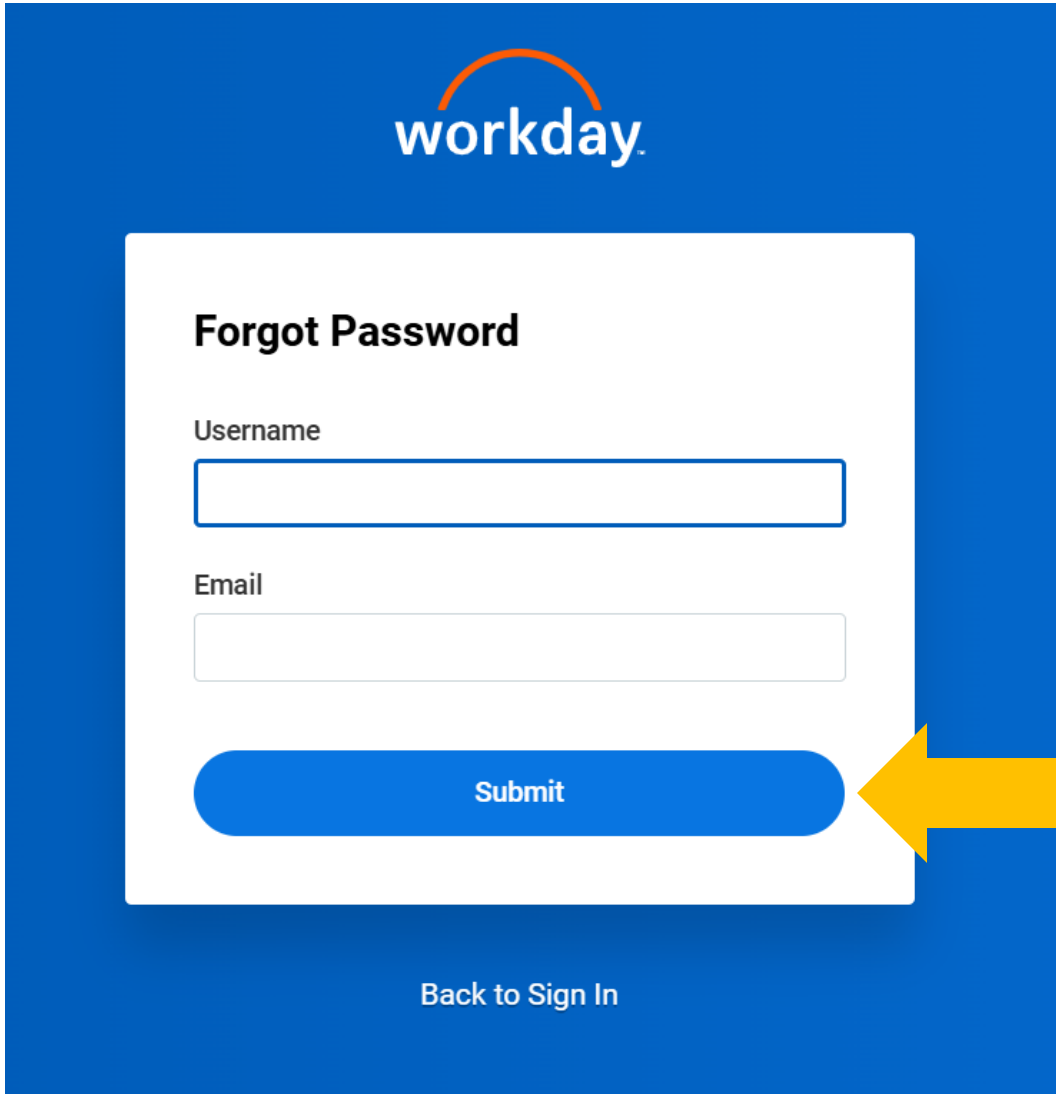
Your system will be undergoing maintenance starting on Saturday, July 12, 2025 at 12:00 AM Eastern Time (New York) (GMT-4) until Saturday, July 12, 2025 at 3:00 AM Eastern Time (New York) (GMT-4). During that time, your users can continue to access the system.

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



I do not have a KenCrest email address

First Login – Use Forgot Password



workday.

Forgot Password

Username

Email

Submit

[Back to Sign In](#)

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:

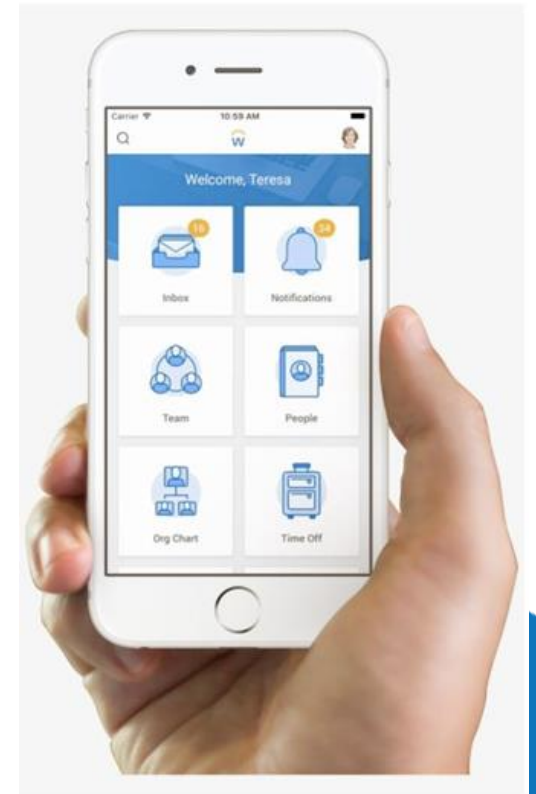
1. Existing Mobile Phone policies apply.
2. Use it to review time balances and request time off. But only specific positions will have the ability to use the mobile app to punch in and out (more to come in July).



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 \(9\)](#)

Important Dates

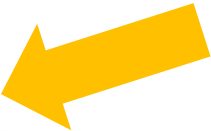
JUN [Holiday](#)
19 Juneteenth

[Go to Team Calendar](#)

Quick Tasks

My Payslips

Time Off Balance



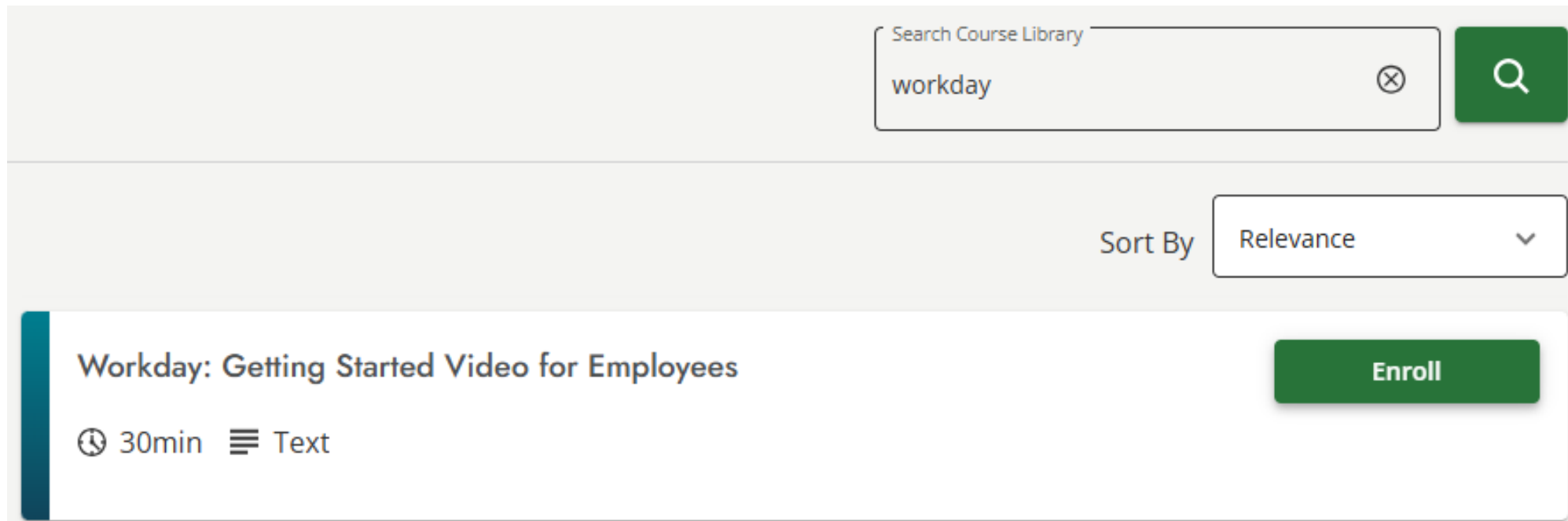
Team Highlights

Navigation Video

- 1) Login to Relias (training.kencrest.org). On left click “Course Library”
- 2) Upper right corner type “Workday” into search box and press ENTER.
- 3) Find “Workday: Getting Started Video for Employees” and Click “Enroll”

OR

<https://kencrest.training.reliaslearning.com/Learning/Catalog.aspx?CourseCode=1761716>



The screenshot shows the Relias Learning Catalog interface. At the top, there is a search bar labeled "Search Course Library" with the text "workday" entered. To the right of the search bar is a green button with a magnifying glass icon. Below the search bar, there is a "Sort By" dropdown menu set to "Relevance". The search results display a card for the course "Workday: Getting Started Video for Employees". The card includes a green "Enroll" button, a clock icon indicating a duration of "30min", and a menu icon followed by the word "Text".



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


≡ MENU





Menu


Shortcuts

 Home

 Accounts Payable
Supplier Accounts


 Cash and Banking
Settlement


 Organization
Jobs Hub


 Personal
Absence


Expenses Hub


Your Top Apps

 Supplier Accounts

 Settlement


 Jobs Hub


 Absence


 [View All Apps](#)


OR


App


 Absence


 Career Hub


 Jobs Hub


 People


 Org Chart


 Expenses


 Pay


 Benefits and Pay


 Time Tracking


 Dashboards


 Careers


 Inventory

 Home

 Apps

 My Tasks 13

 Find

 Profile

Credit Card Expenses Review

Expense Item *

X Gas ...

⋮

(GL Account)

Total Amount *

222.18

(Billing Amount)

Currency *

X USD ...

⋮

Memo *

Gas for KenCrest Vehicle

(Description)

Company

X KCS KenCrest Services ...

⋮

Cost Center

X 54136 508 Ramsey Rd.,
Oreland, PA 19075 ...

⋮

(Department)

Additional Worktags

⋮

(Client Code)

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

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

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

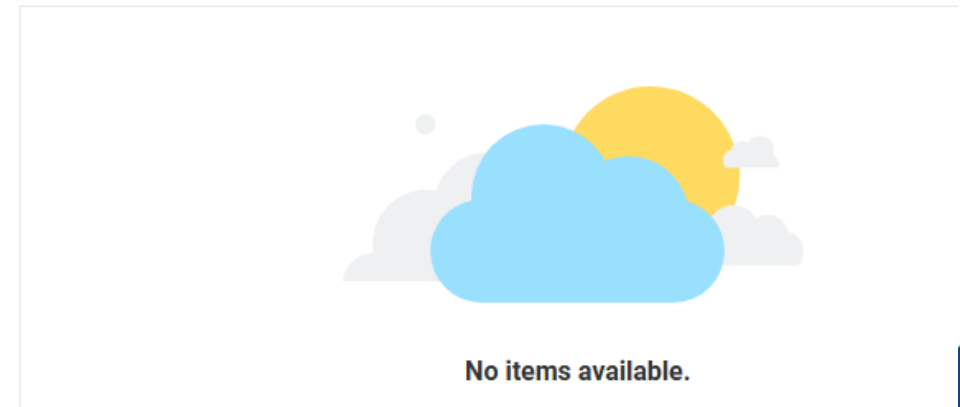
Expense Item

★ × Program Rent ...

Itemization

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

Add



No items available.

Itemization/Splitting Transaction

Remaining

0.00/2,579.67 USD

Expense Date *

06/02/2025

Expense Item *

x Electric

Total Amount *

100.00

Memo *

electric

Company

x KCS KenCrest Services

Cost Center

x 99104 Accounting

Additional Worktags

Remaining

0.00/2,579.67 USD

Expense Date *

06/02/2025

Expense Item *

x Program Rent

Total Amount *

2,479.67

Memo *

rent

Company

x KCS KenCrest Services

Cost Center

x 99104 Accounting

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	



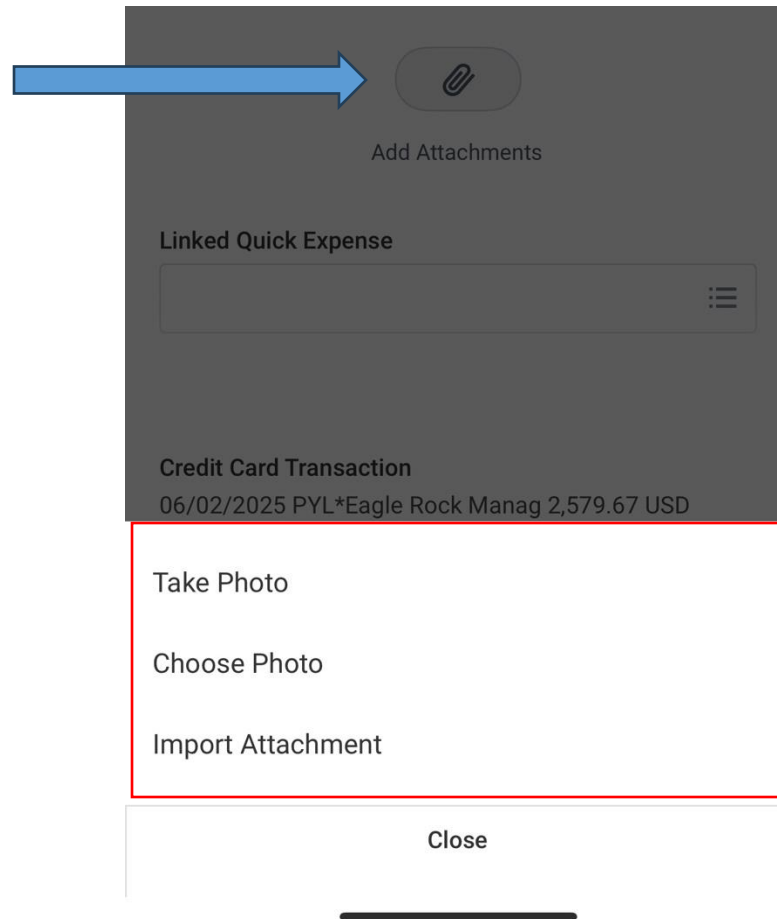
Attaching Receipts

❖ 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	100.00 USD
Gas	

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
Vehicals	☁	6/27/2025 8:19 AM
Vouchers	☁	6/19/2025 1:25 PM
0125_0525 ADMIN RECLASS JE	✅	6/29/2025 12:43 PM
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”

The screenshot shows a web application interface. At the top, there is a green header bar with the text "Implementation - kencrest3". Below this is a navigation bar with a "MENU" button, a logo, a search bar, and notification icons. The main content area is divided into two sections. On the left, under the heading "Awaiting Your Action", there are three task cards: "Federal Tax Election for Onboarding", "Open Enrollment Change", and "Integration: INT0005b Enroll VB Inbound Orchestrate". On the right, under the heading "Quick Tasks", there are three buttons: "My Payslips", "Time Off Balance", and "My Goals". The "My Payslips" button is circled in blue. A blue box with the text "Click on 'My Payslips'" and a blue arrow points to the "My Payslips" button. At the bottom left, there is a link "Go to My Tasks (10)".

Implementation - kencrest3

MENU

Search

Good Afternoon, [REDACTED]

It's Friday, June 6, 2025

Awaiting Your Action

- Federal Tax Election for Onboarding**
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 \(10\)](#)

Quick Tasks

- My Payslips**
- Time Off Balance
- My Goals

Your Top Apps

View pay slips using “Quick Tasks” - Continued

Municipal Statistics

Favorites

Job Data (2)

Job Data

Leave Plans (2)

Leave Plans


Manage Hires

Person Applicant Inf...


Query Manager


Implementation - kencrest3


MENU



Search

9

9

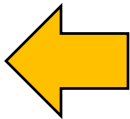


Payslips for Worker

Payslip Printing Details 1 item

Company	Payslip Printing Details
KCS KenCrest Services	

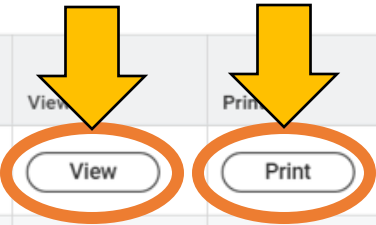
Print Multiple Payslips



Able to view and print your pay slips

Payslips 2 items

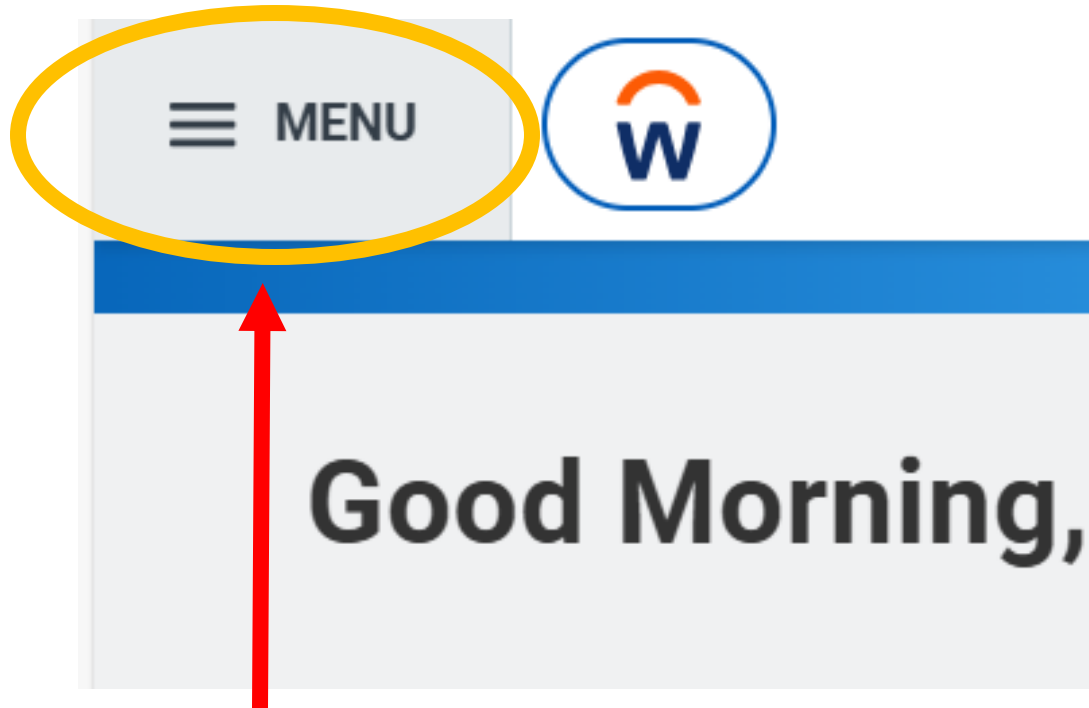
Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
04/25/2025	03/31/2025	04/13/2025	KenCrest Services	0.00	0.00	View	Print
04/11/2025	03/17/2025	03/30/2025	KenCrest Services	0.00	0.00	View	Print



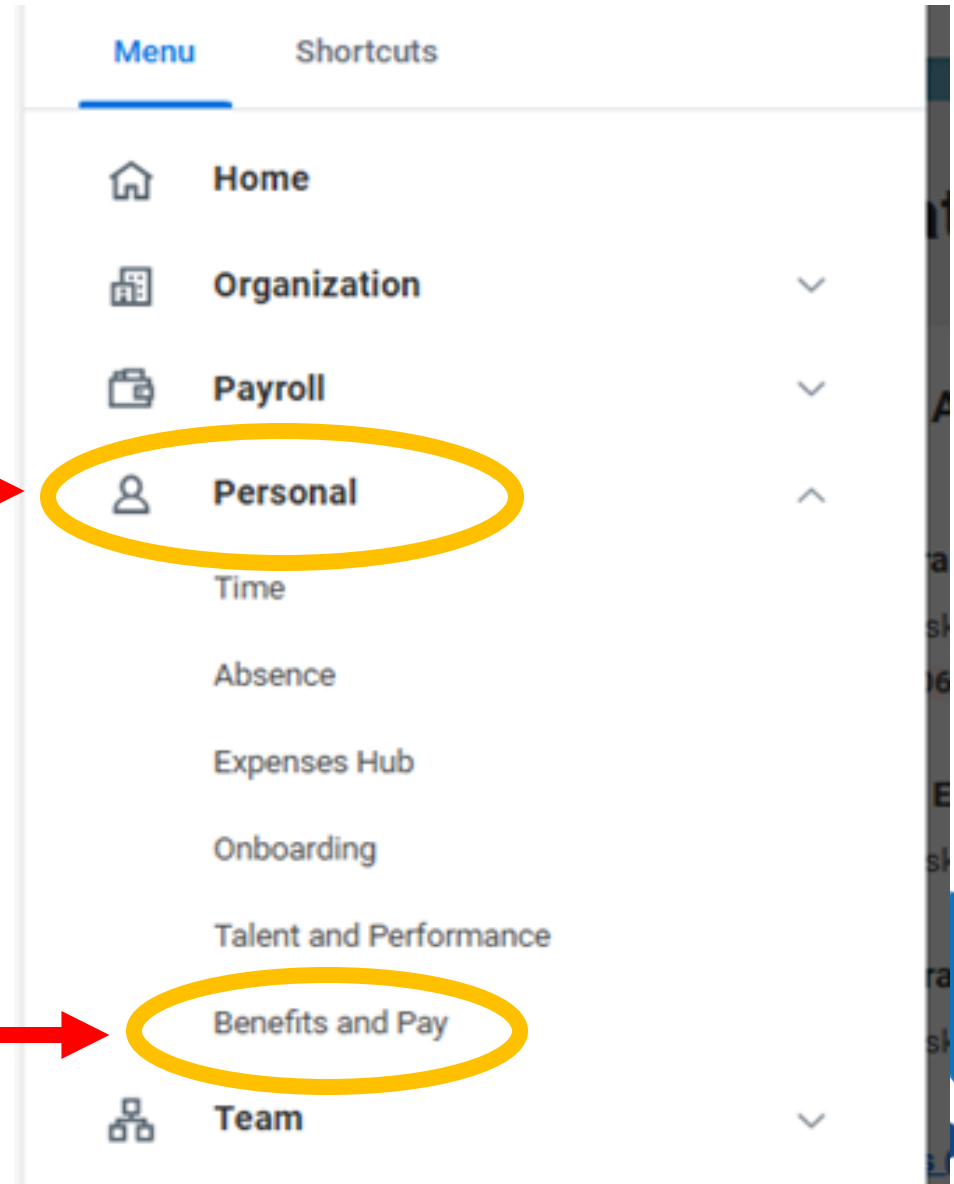
Direct deposit in Workday



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.

MENU

11
 10

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.

***** \$

SUI-Employee Paid (Pennsylvania)	\$0.00
OASDI (Federal)	\$0.00

Current Benefit Costs

***** \$

Employee Cost (Semimonthly)

[View Benefit Details](#)

[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

Default Country [United States of America](#)

Default Currency [USD](#)

Status Successfully Completed

Last Updated 02/19/2025 05:04 PM

Can edit or remove accounts

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
WELLS FARGO BANK, NA <input type="text"/>	United States of America	WELLS FARGO BANK, NA	Checking	<input type="text"/>	<div>Edit Remove View</div>
AMERICAN HERITAGE FEDERAL CREDIT <input type="text"/>	United States of America	AMERICAN HERITAGE FEDERAL CREDIT UNION	Checking	<input type="text"/>	<div>Edit Remove View</div>

Add

Can add new accounts

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
USA Payroll Payment	Direct Deposit	WELLS FARGO BANK, NA <input type="text"/>	<input type="text"/>	Amount	<div>Edit</div>

Add a new account:

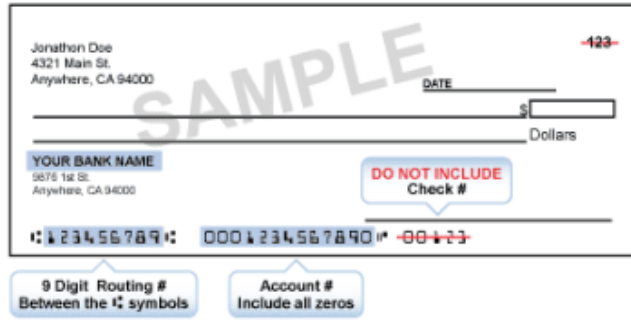
Fill in the following information:

1. Select Account Type
2. Routing Number
3. Account Number
4. Bank Name
5. The click "OK"

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)

OK

Cancel

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	<div>Edit</div> <div>Remove</div> <div>View</div>

Add

Payment Elections

2 items

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

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
<div>+ -</div>	<div>▼ ▼</div>	<div>× United States of America ⓘ</div>	<div>× USD ⋮</div>	<div>× Direct Deposit ⋮</div>	<div>× AMERICAN HERITAGE FCU *****7565 ⓘ</div>	<div><div><div><div><input checked="" type="radio"/> Balance</div><div><input type="radio"/> Amount</div><div><input type="radio"/> Percent</div></div><div><div><div></div><div>0.00</div></div><div><div></div><div>0</div></div></div></div></div>

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

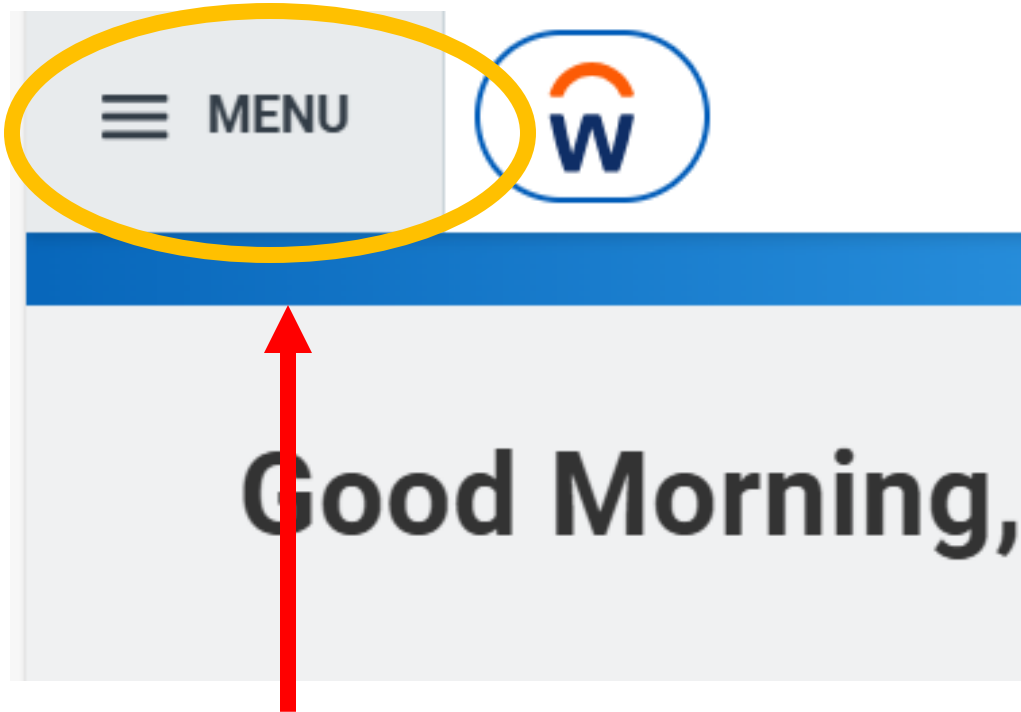


MANAGERS WILL APPROVE
PTO REQUESTS IN WORKDAY

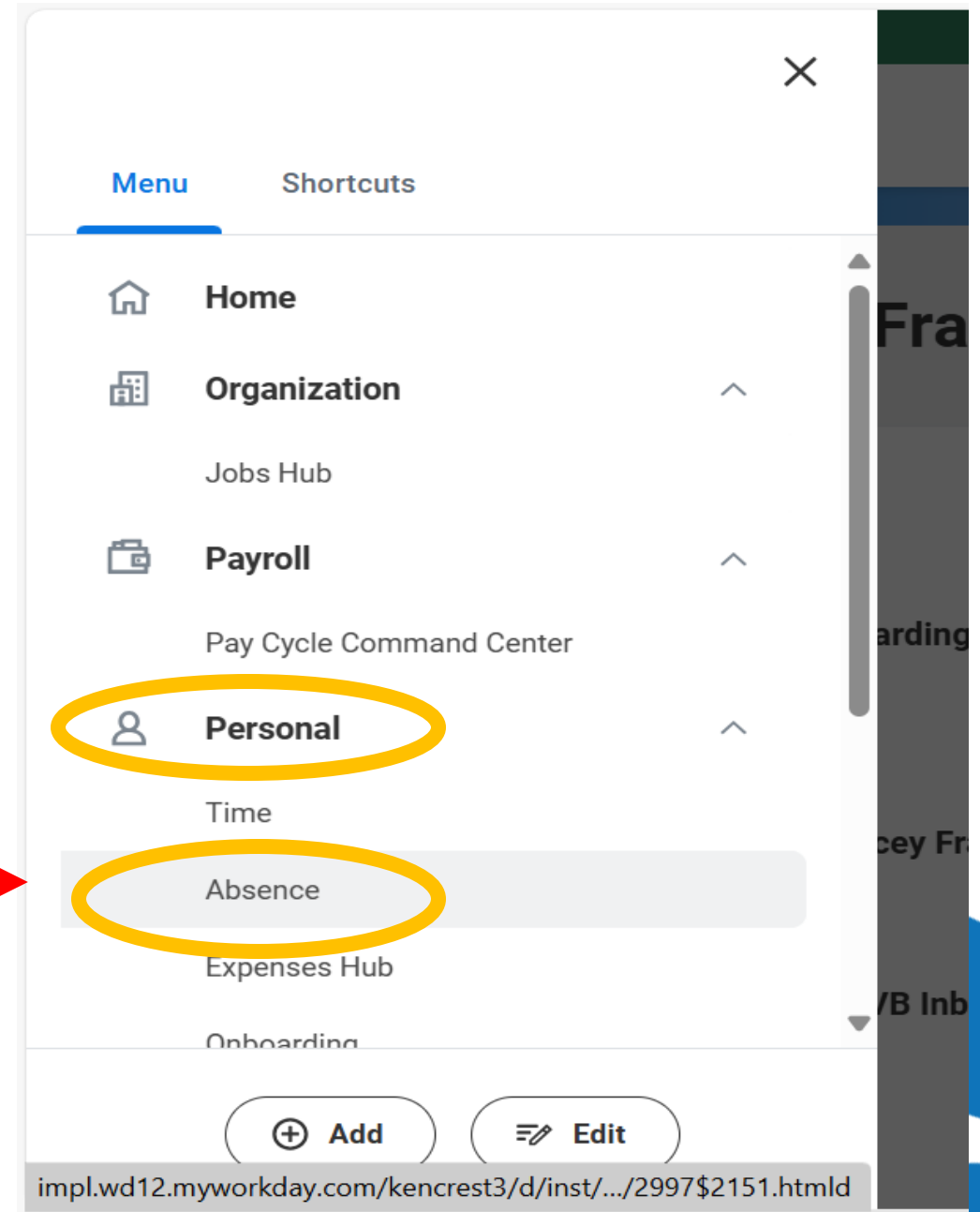


PTO BALANCES WILL BE
MIGRATED TO WORKDAY

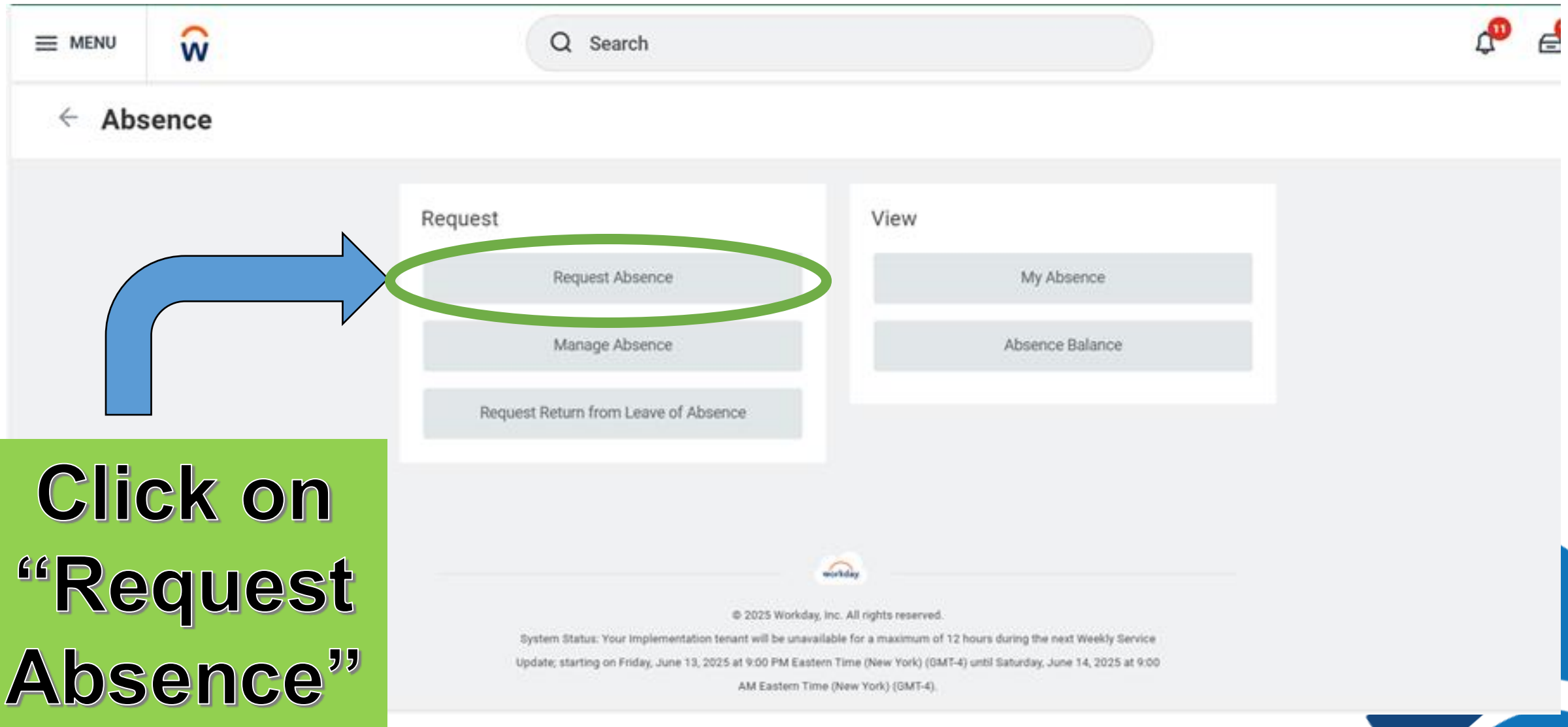
Request PTO using the Menu



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



Request PTO using the Menu - Continued



The screenshot shows the Workday user interface. At the top, there is a navigation bar with a 'MENU' button, the Workday logo, a search bar, and notification icons. Below this, a breadcrumb trail shows 'Absence'. The main content area is divided into two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Manage Absence', and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'My Absence' and 'Absence Balance'. A large blue arrow points from the left towards the 'Request Absence' button, which is also circled in green. A green callout box on the left contains the text 'Click on “Request Absence”'. At the bottom of the page, there is a footer with the Workday logo, copyright information, and a system status message.

Click on “Request Absence”

© 2025 Workday, Inc. All rights reserved.

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**

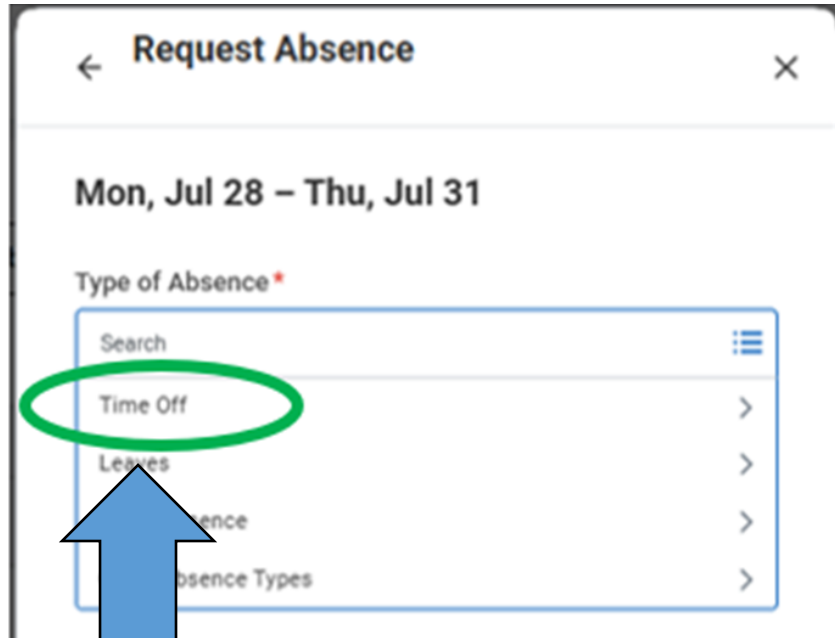
Start Date* 07/21/2025 📅

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

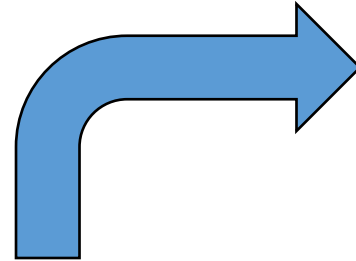
Time Off

Leaves

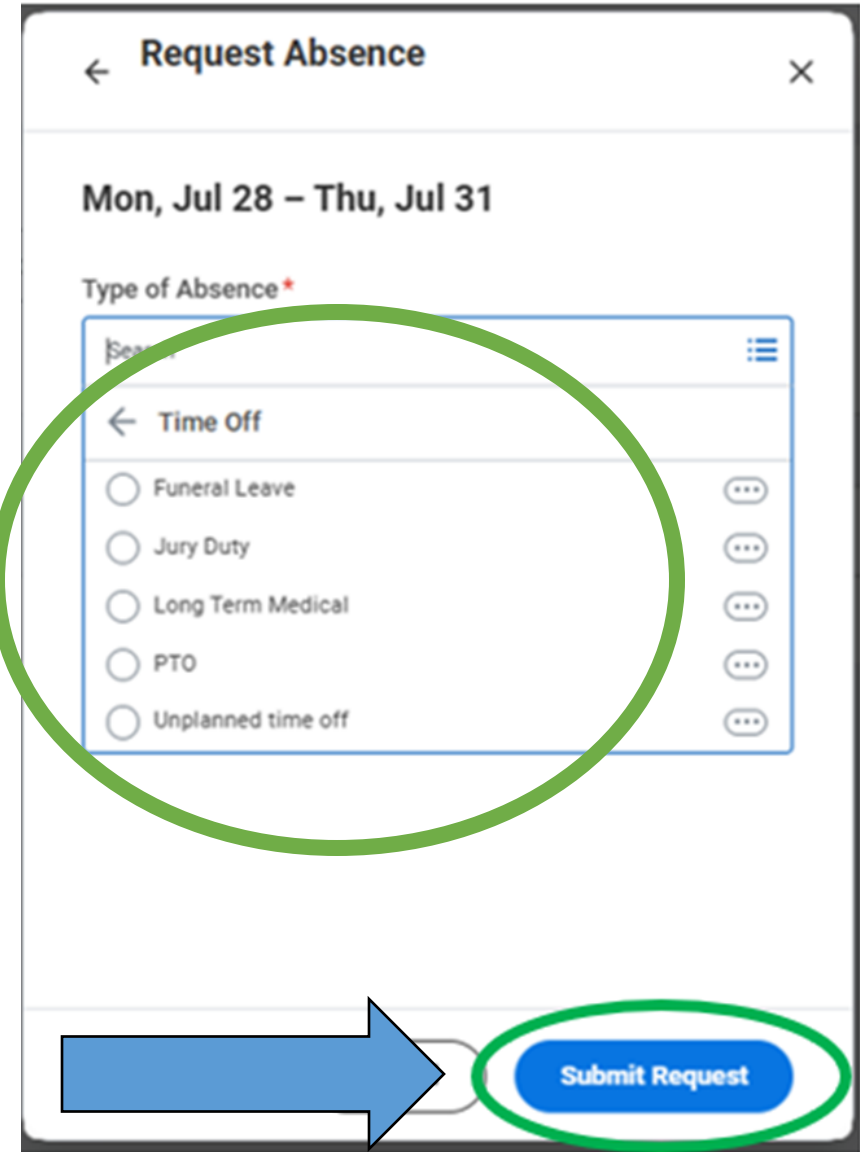
ence

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

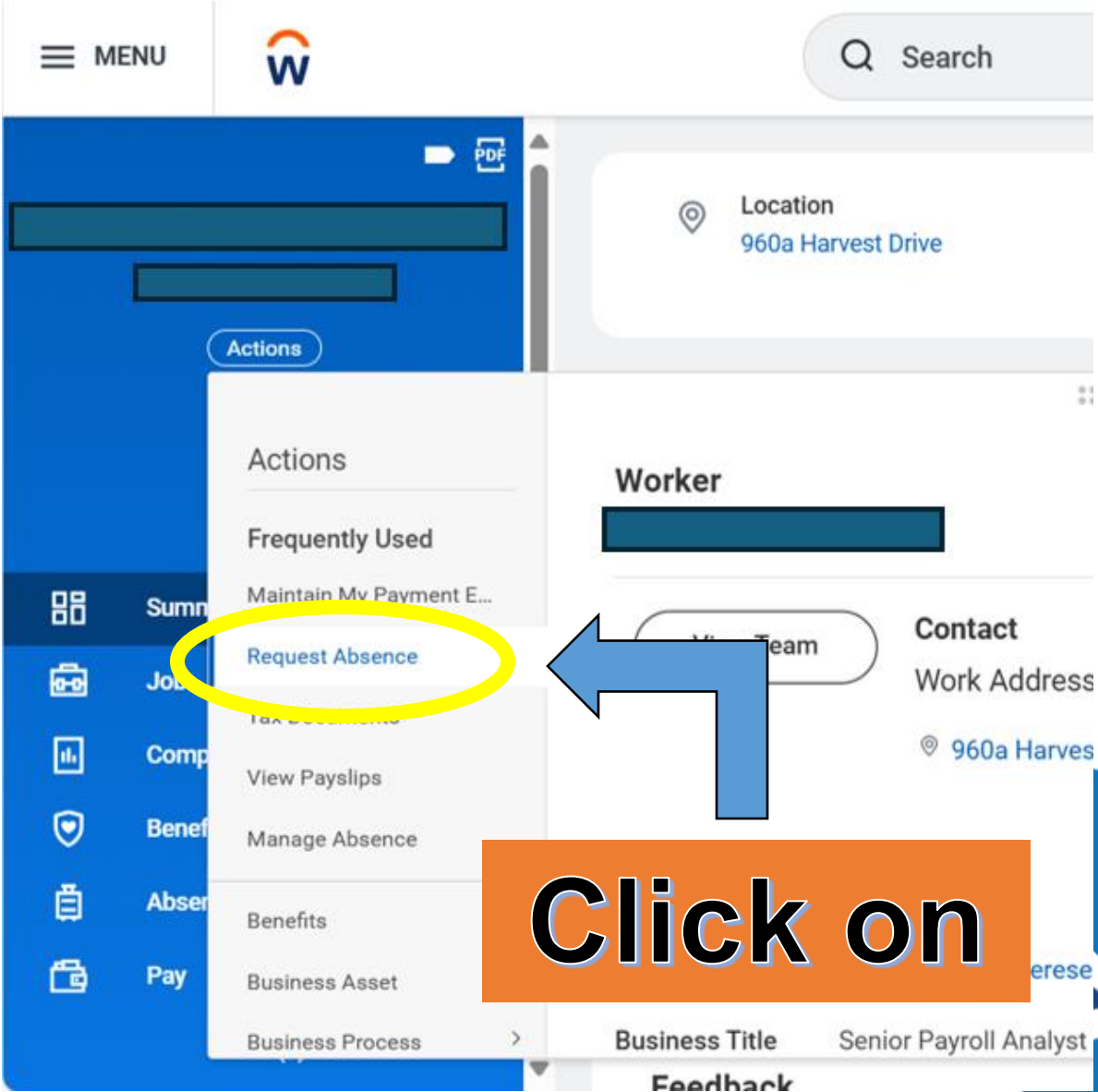
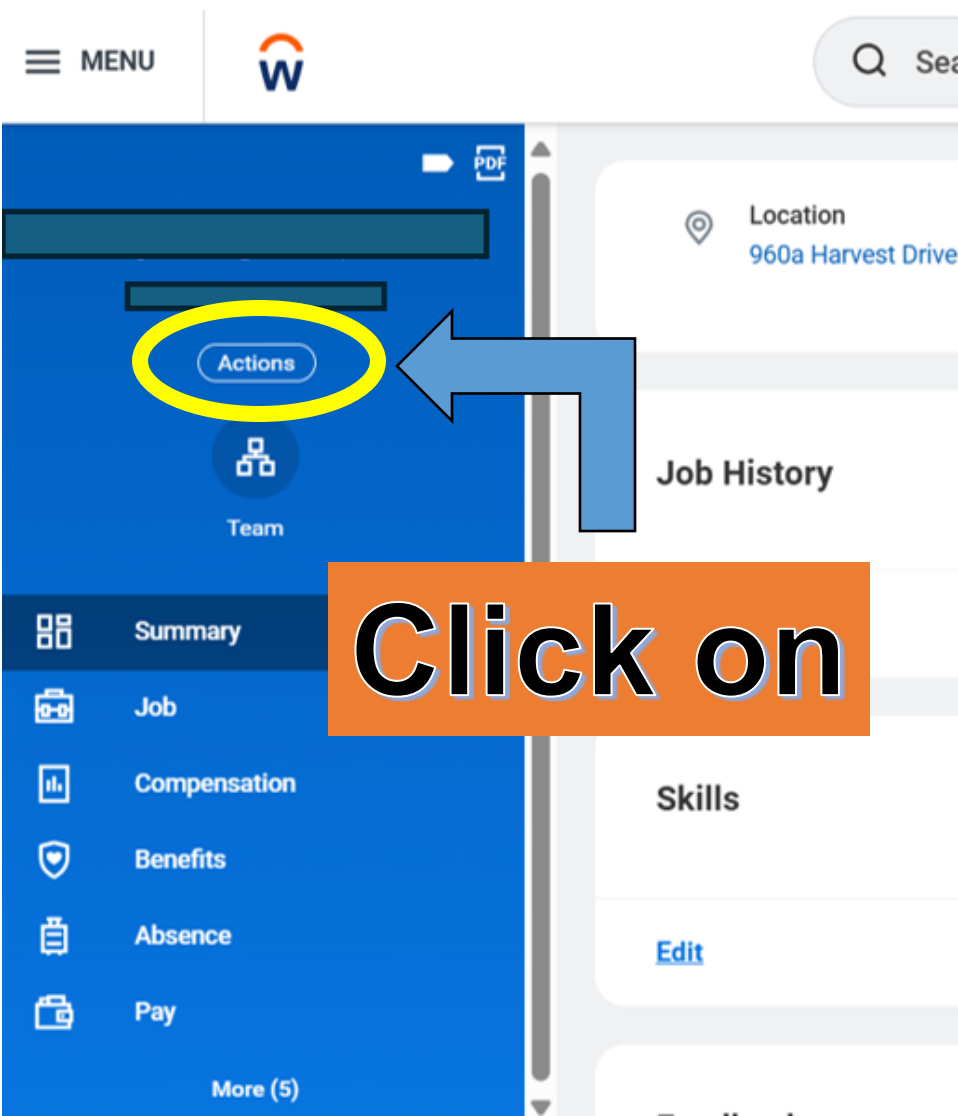
☐ Long Term Medical

☐ PTO

☐ Unplanned time off

Submit Request

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.





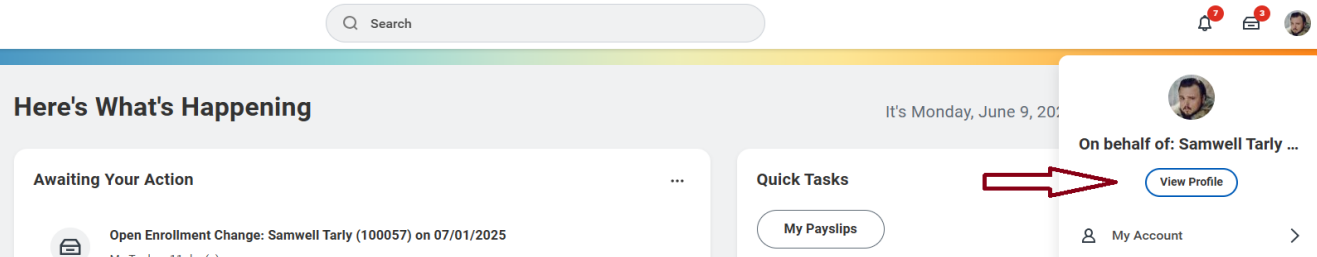
Thank You

Do you have any questions?

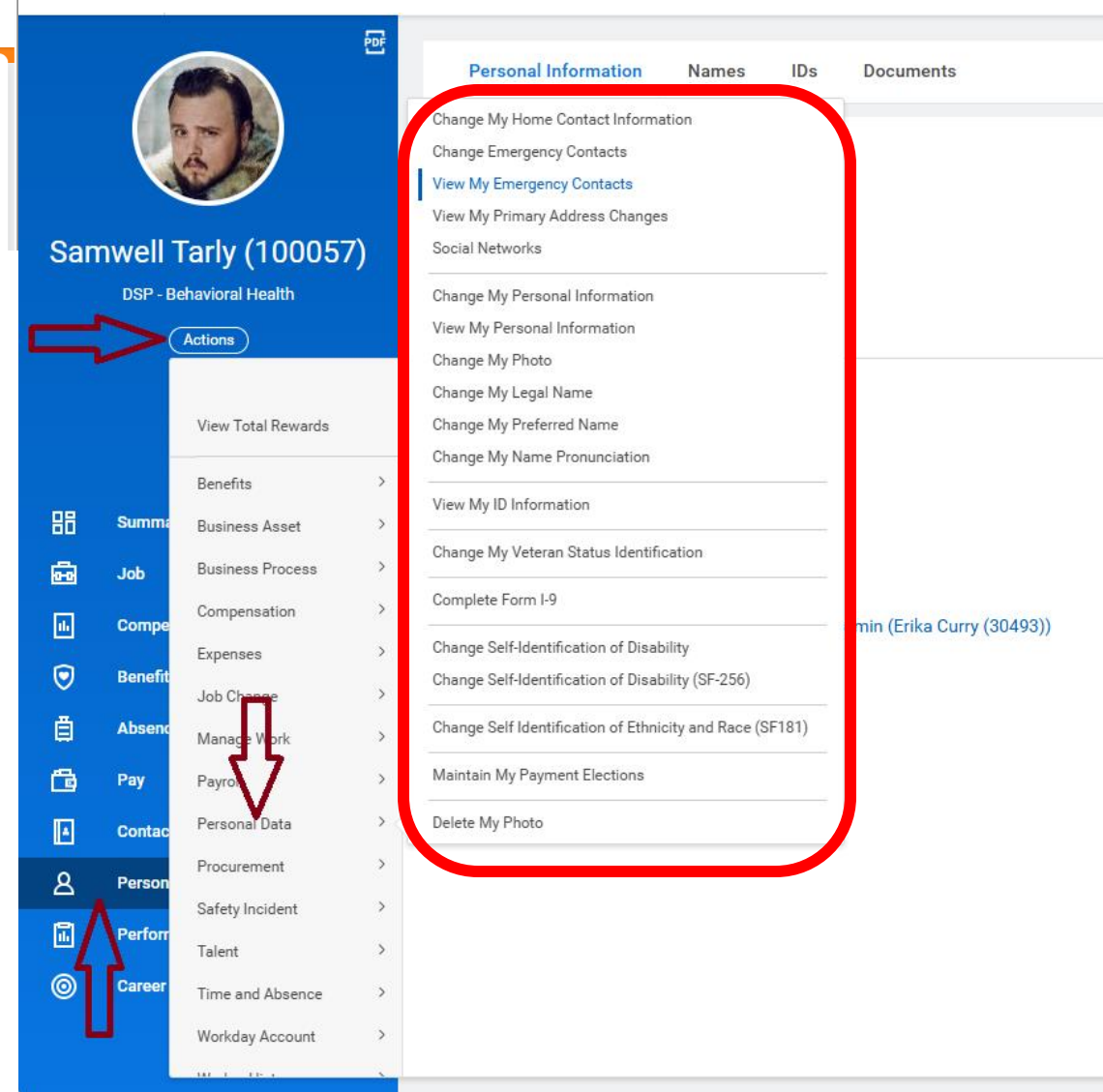
HR – WORKER PROFILE and BENEFITS



HR – Worker Profile



- 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



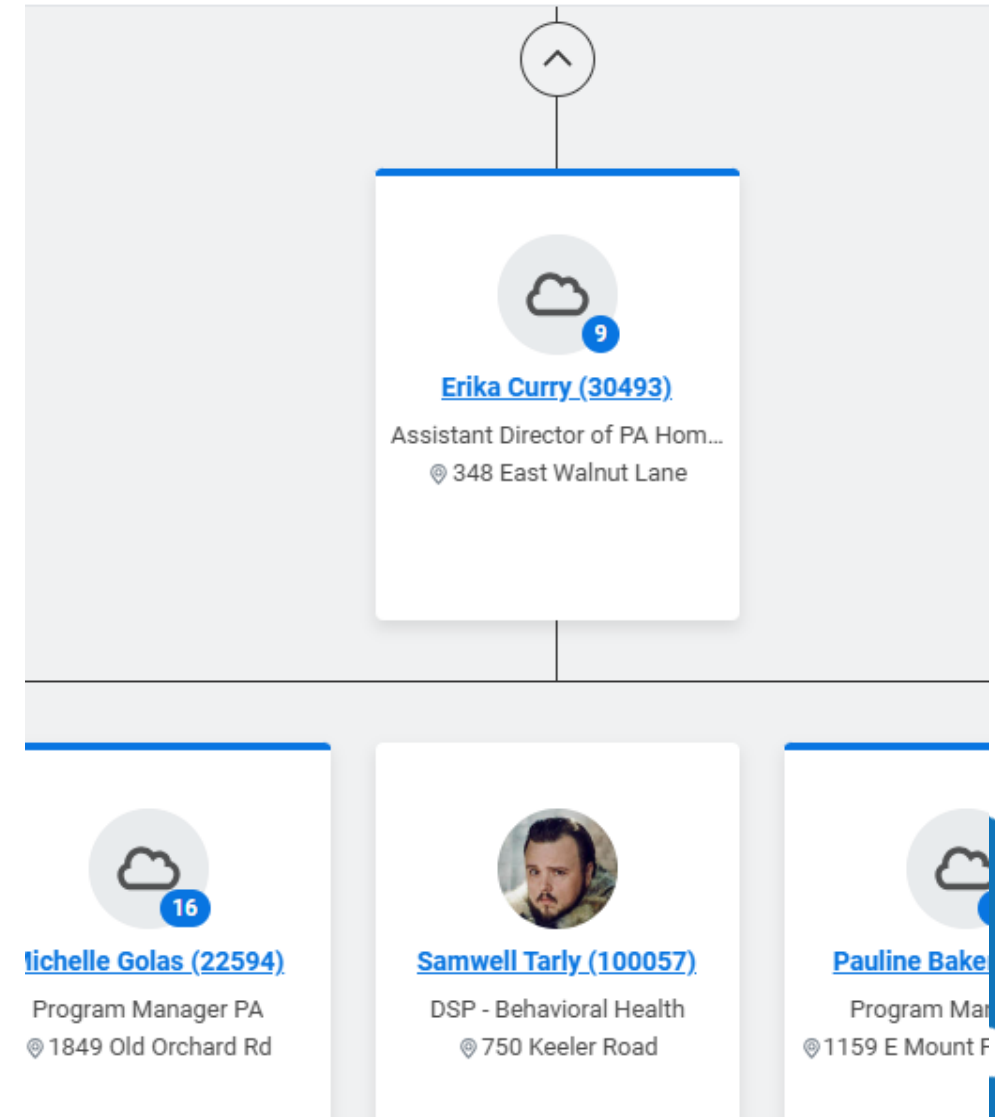
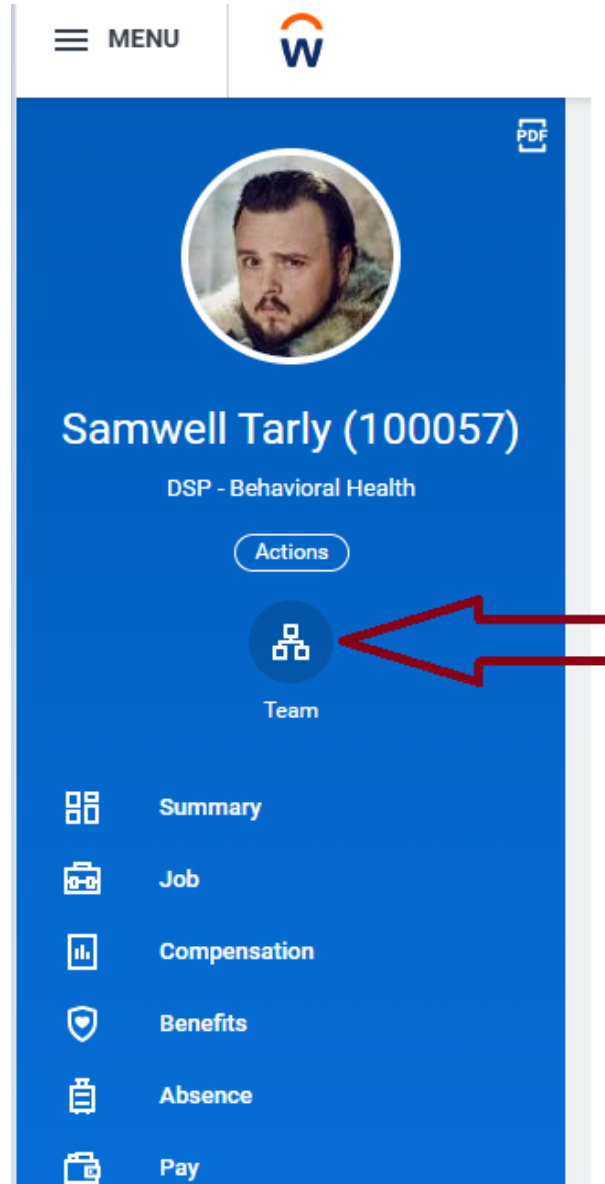
HR – Worker Profile

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

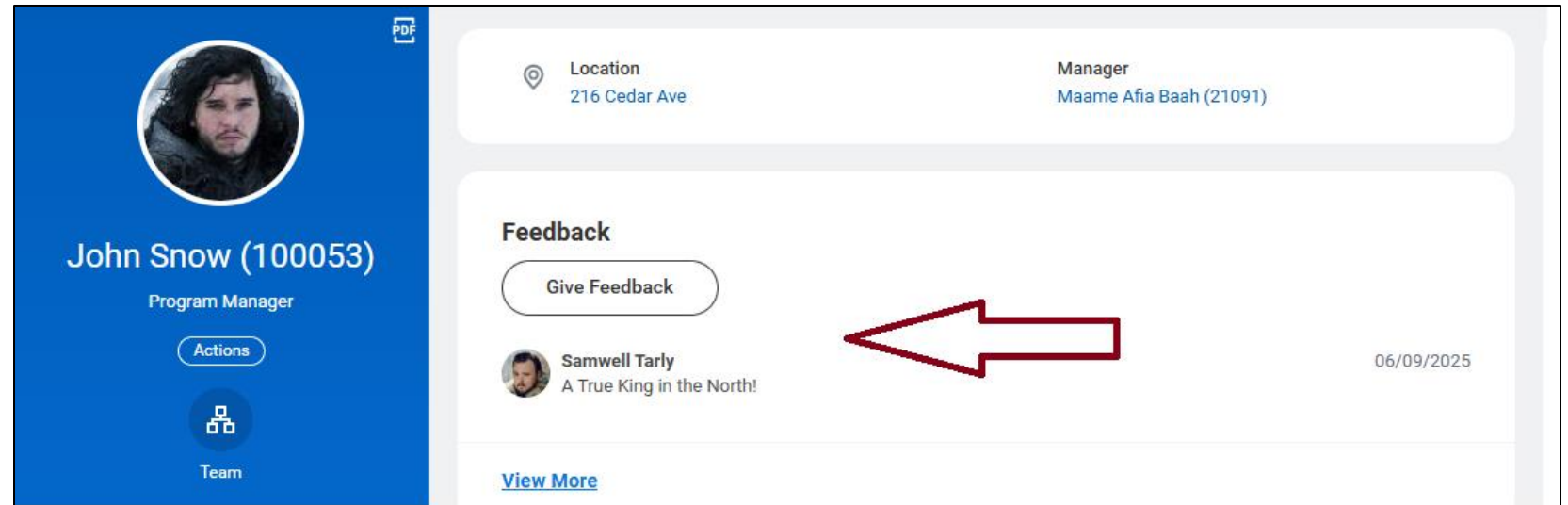
- A visual map in the Workday that shows reporting relationships – who you report to, your team and other roles in your company
- Demo



HR – Feedback

Feedback:

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



MENU

W

PDF

Actions

EmailTeam

SummaryJobCompensationBenefitsAbsencePayContactPersonalPerformanceCareerFeedbackCompany PropertyTravel

Search

41

User

BenefitsMy Retirement SavingsMy DependentsMy Beneficiaries

My Semimonthly Totals

My Cost \$36.69Employer Cost \$4.36

Change BenefitsChange Retirement SavingsView as Grid

Health Care

Dental
Aetna PPO

Cost (Semimonthly)\$36.69

CoverageEmployee + 1

Dependents1

View Details

Insurance and Retirement

Basic Life
The Hartford (Employee)

Coverage\$20,000

Long Term Disability (LTD)
The Hartford (Employee)

Coverage40% of Salary

Basic AD&D
The Hartford (Employee)

Cost (Semimonthly)Included

403(b)
Corebridge Financial

Contribution\$100 per month

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.



HR – RECRUITING



Recruiting - Overview

dayforce

FROM

- Basic Internal Job Search
- Referral Process - Manual

**workday**

TO

- Advanced Internal Job Search
- Referral Process via System

How Do I Refer Someone to KenCrest?



Jobs Hub



Overview



Browse Jobs



My Job Alerts



My Applications



My Referrals

My Referral Activity

My Referral Activity

Days Since Last Referral 71

Refer a Candidate

1

Active Referrals

My Referrals

Leaderboard

Points Breakdown

1 item

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



How Do I Refer Someone to KenCrest Part 2!

→

← Search Results 1 item

×

[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 *

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.





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

Join by QR code
Scan with your camera app

Your opinion is important to us!

- Please take 3-4 minutes to complete this survey.
- Your feedback will help us design and customize courses in the future.
- This survey is anonymous.



OR use this link in your browser:

<https://insights.kencrest.org/s/zernjr>



THANK YOU!!!



WORKDAY SEARCH

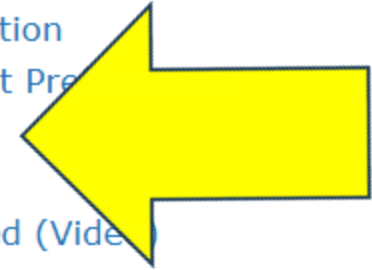
Bonus Topic if there is extra time



Job Aid - Using Workday Search



- Find Your Place in the Organization
- Modify Personal Information
- Set Passwords & Account Pre
- Using Workday Search
- Workday Accessibility
- Workday: Getting Started (Vide
- Workday Navigation & Tools



www.kencrest.org/workday



Job Aid - Using Workday Search

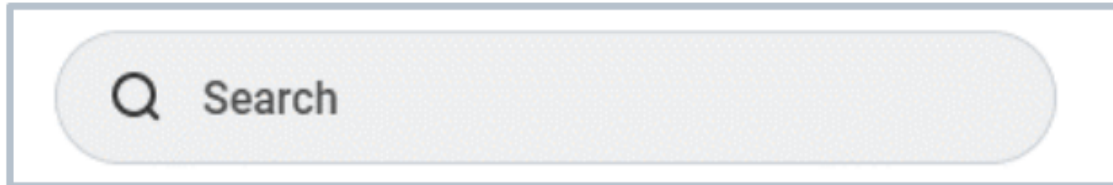
Getting Started: Workday Search

Employee

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

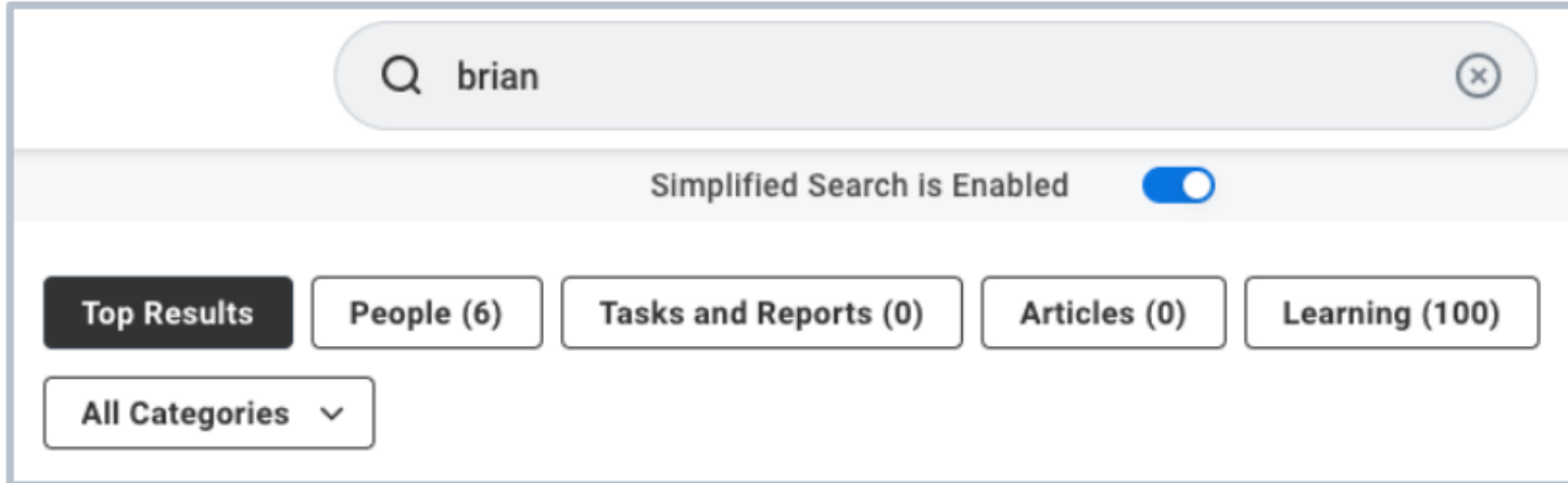
Global Search

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

A screenshot of the Workday search interface. It features a light gray rounded rectangular search box with a magnifying glass icon on the left and the word "Search" in a dark gray font.

Job Aid - Using Workday Search

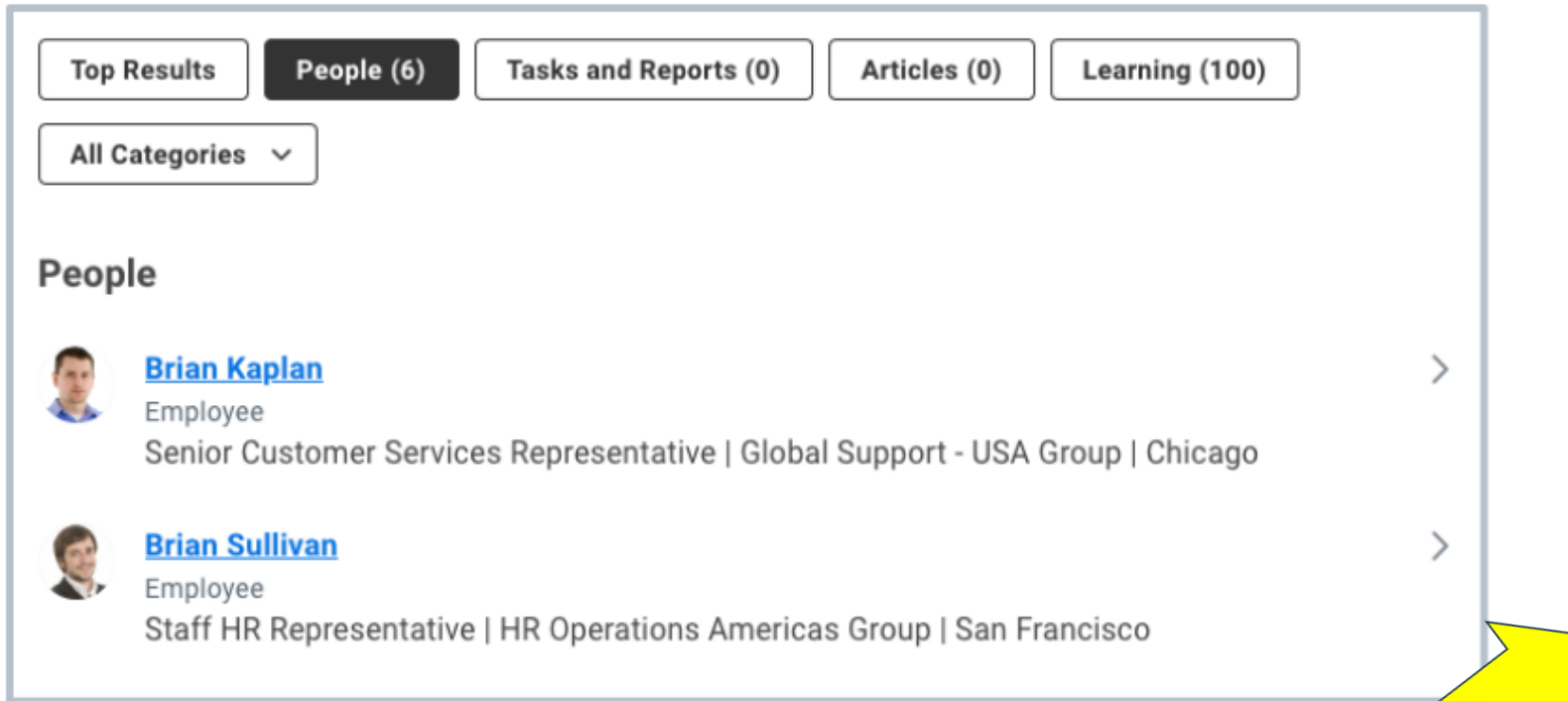
For example, to find a worker, enter their name into the Search box, and then press Enter on your keyboard.



The screenshot displays the Workday search interface. At the top, a search bar contains the text "brian" with a magnifying glass icon on the left and a clear button (X) on the right. Below the search bar, a toggle switch labeled "Simplified Search is Enabled" is turned on. Underneath the toggle, there are five buttons: "Top Results" (highlighted in dark grey), "People (6)", "Tasks and Reports (0)", "Articles (0)", and "Learning (100)". At the bottom left, there is a button labeled "All Categories" with a downward arrow indicating a dropdown menu.

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 top of a Workday search results page. At the top, there are five filter buttons: 'Top Results', 'People (6)', 'Tasks and Reports (0)', 'Articles (0)', and 'Learning (100)'. Below these is a dropdown menu labeled 'All Categories' with a downward arrow. The main content area is titled 'People' and displays a list of two employees. Each entry includes a profile picture, the employee's name (a blue hyperlink), their title, and their department/location. To the right of each entry is a right-pointing chevron. A yellow arrow points from the bottom right of the 'People' list towards the 'All Categories' dropdown.

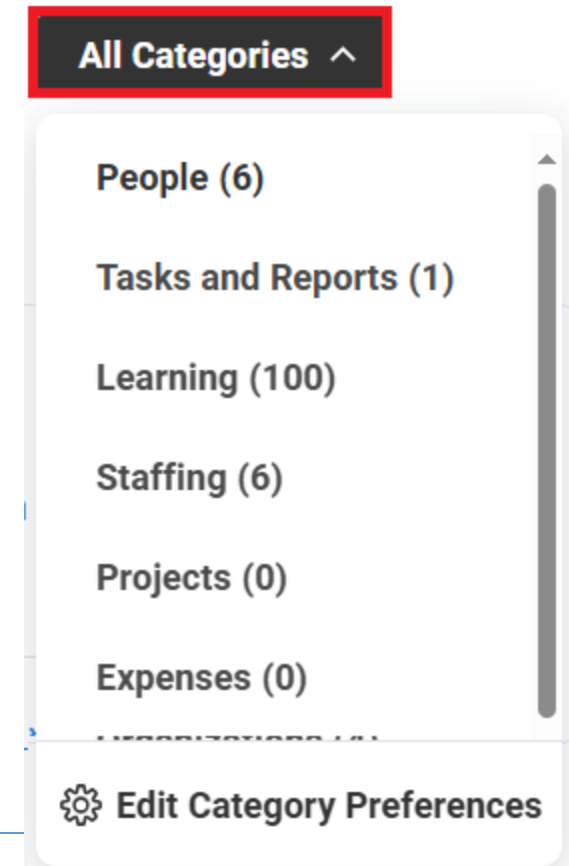
Top Results People (6) Tasks and Reports (0) Articles (0) Learning (100)

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


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



This is a detailed view of the 'All Categories' dropdown menu. The menu is open, showing a list of categories with their respective counts. The categories are: 'People (6)', 'Tasks and Reports (1)', 'Learning (100)', 'Staffing (6)', 'Projects (0)', 'Expenses (0)', and 'Organizations (1)'. At the bottom of the menu is a link with a gear icon labeled 'Edit Category Preferences'. The 'All Categories' button at the top of the menu is highlighted with a red border.

All Categories ^

- People (6)
- Tasks and Reports (1)
- Learning (100)
- Staffing (6)
- Projects (0)
- Expenses (0)
- Organizations (1)

 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.


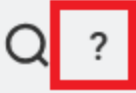

Job Aid - Using Workday Search


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

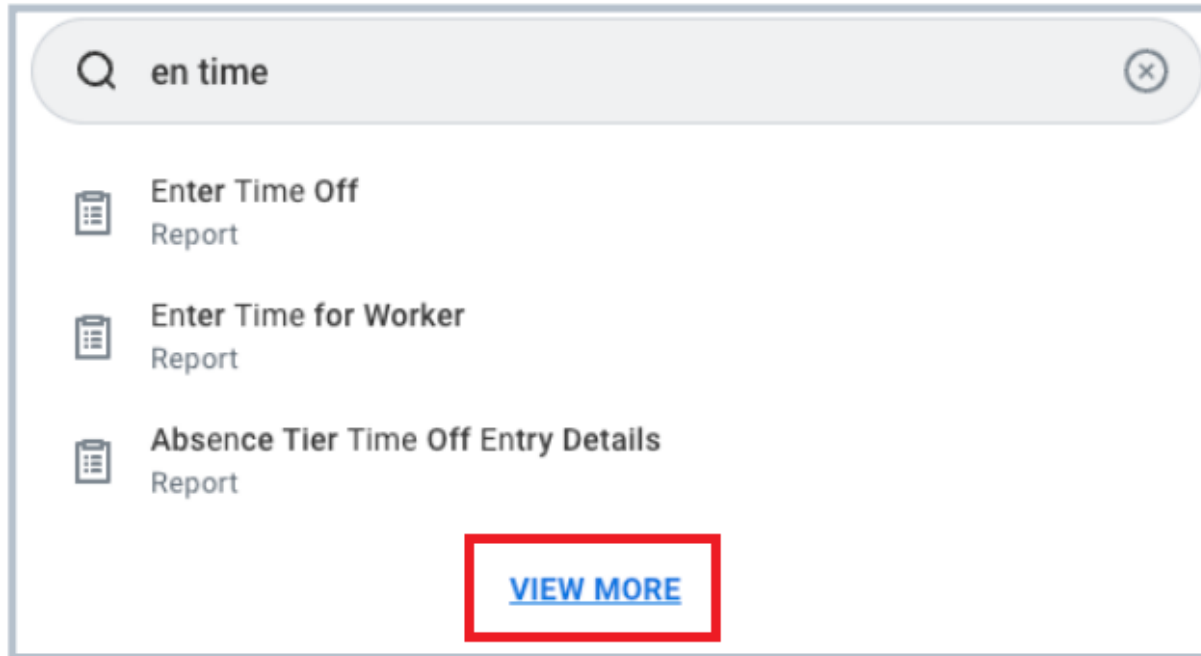
It can be helpful to use a prefix word to refine your search results. For example, to find only organizations, begin your search text with 'org: '. To find specific workers, use 'worker: '.

To search for an employee or contingent worker	<u>worker: john smith</u>
To search for a specific person or organization using a global identifier	<u>id: 1112223333</u>
To search for a business process	<u>bp: 3000</u>
To search for a job requisition using the job posting title or job requisition ID	<u>jr: R00247</u>
To search for a candidate using the candidate's name, ID, or email address	<u>cand: john smith</u> <u>cand: j.smith@gms.com3</u>

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

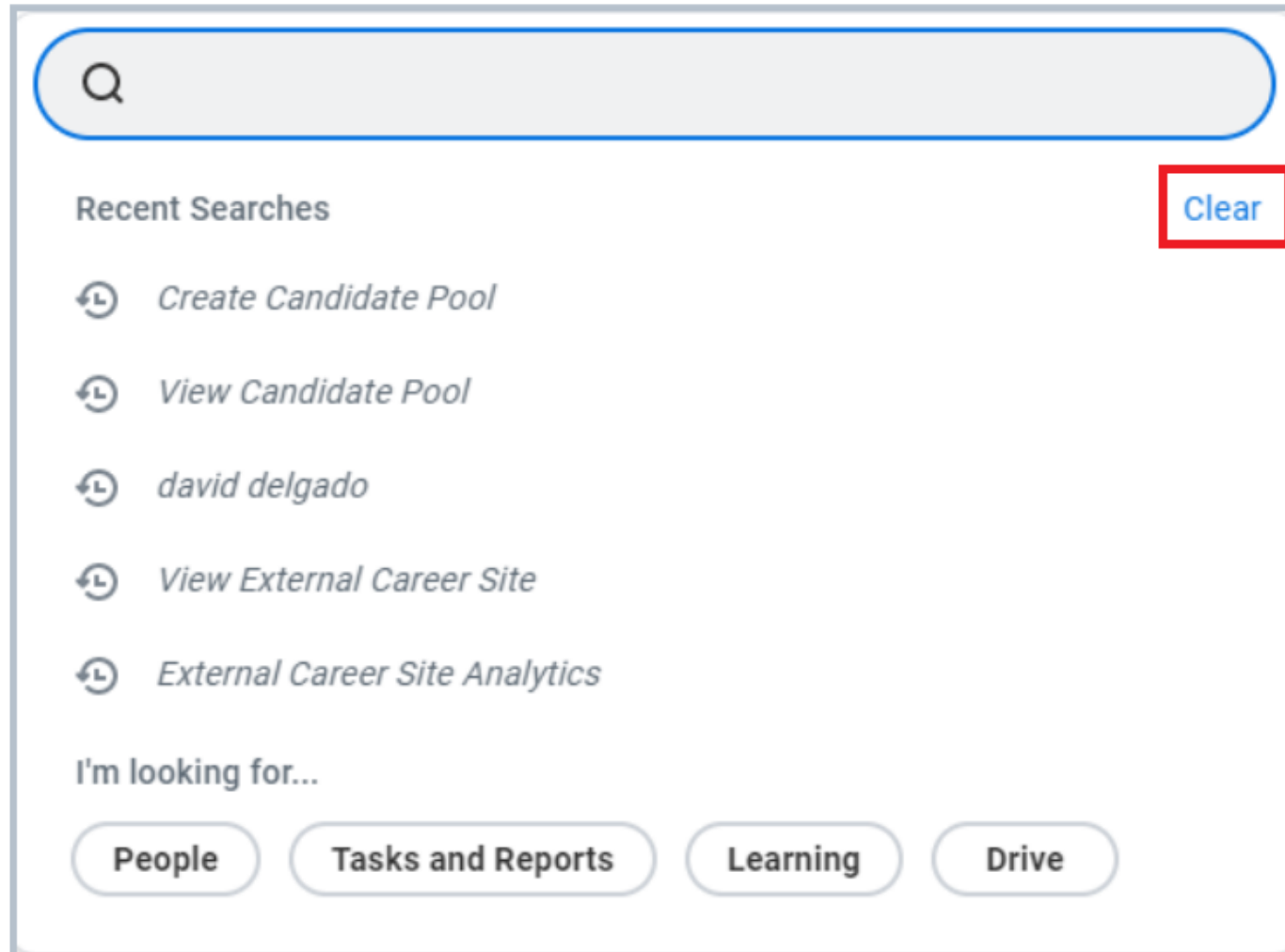
Recent Searches

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 screenshot displays the Workday search interface. At the top is a search bar with a magnifying glass icon. Below it, the 'Recent Searches' section lists five items, each preceded by a circular arrow icon: 'Create Candidate Pool', 'View Candidate Pool', 'david delgado', 'View External Career Site', and 'External Career Site Analytics'. To the right of this list, a blue 'Clear' button is highlighted with a red rectangular box. At the bottom, the text 'I'm looking for...' is followed by four filter buttons: 'People', 'Tasks and Reports', 'Learning', and 'Drive'.

