Workday Training
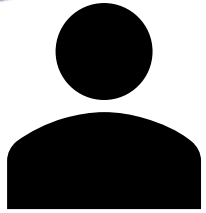## for All Managers

Training Class 2
July 2025

Goal

Introduce all Managers to a deeper level of understanding of core business processes and concepts in Workday.
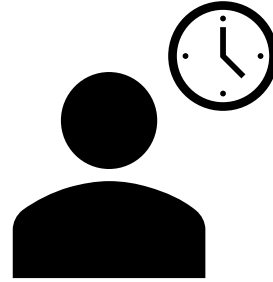
Training Options

Employee

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

(ONLY 1 to ATTEND)

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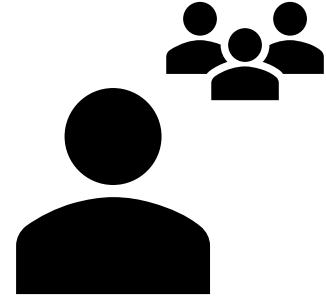July 8, OR 9**

(ATTEND ONLY 1)

Hourly Employee

**Hourly Employee Training
TBD**

(ONLY 1 to ATTEND)

Manager

**Manager Training #1
June 17 OR 18**

(ONLY 1 to ATTEND)

**Manager Training #2
July 1 OR 2**

(ATTEND ONLY 1)

Agenda

INTRODUCTION

FINANCE & EXPENSES

PAYROLL – PTO & TIME TRACKING

HR - RECRUITING & ONBOARDING

HR – PEOPLE MOVES, TERMINATION

HR - TALENT

WHAT'S NEXT?

90 Minutes

LEARNING RESOURCES

Manager Job Aids

workday. at

KenCrest
Your Dreams. Our Mission.

www.kencrest.org/workday

Home

Workday Essentials

HR & Workday

Payroll & Workday

Finance & Workday

Managers & Workday

This page is under development

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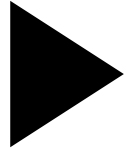- Talent: Manage Team Goals

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**
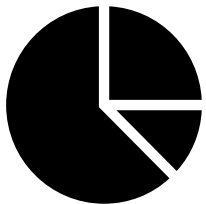
The Manager Role is Important!

▶ Initiate Business Processes

Review / Approve Steps

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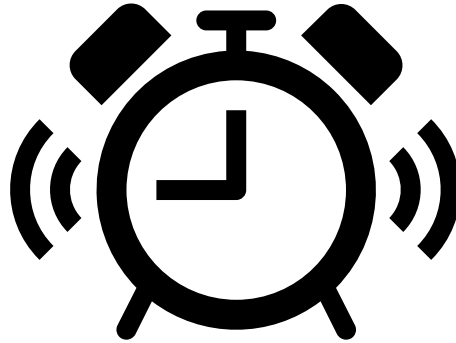
Run Reports

Check In >3x per Week

Set-up Notifications

Take Timely Action
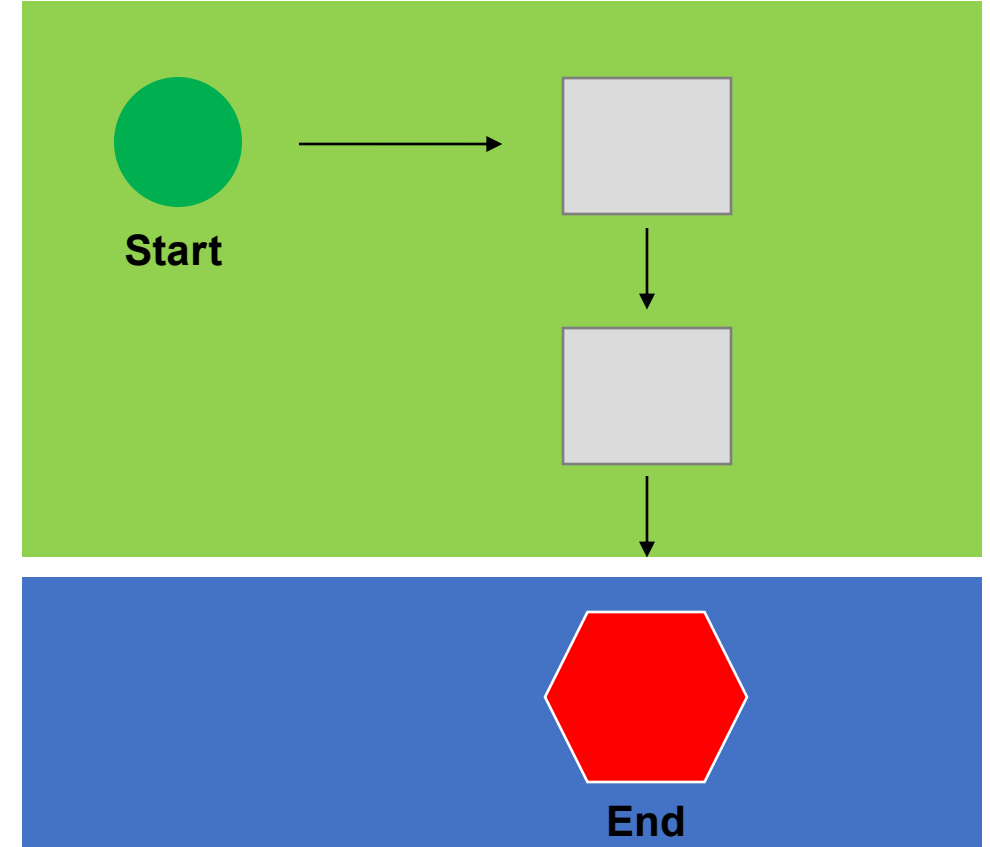
Seek Information
Ask for Help

Data Accuracy is KEY!

Options for Manager

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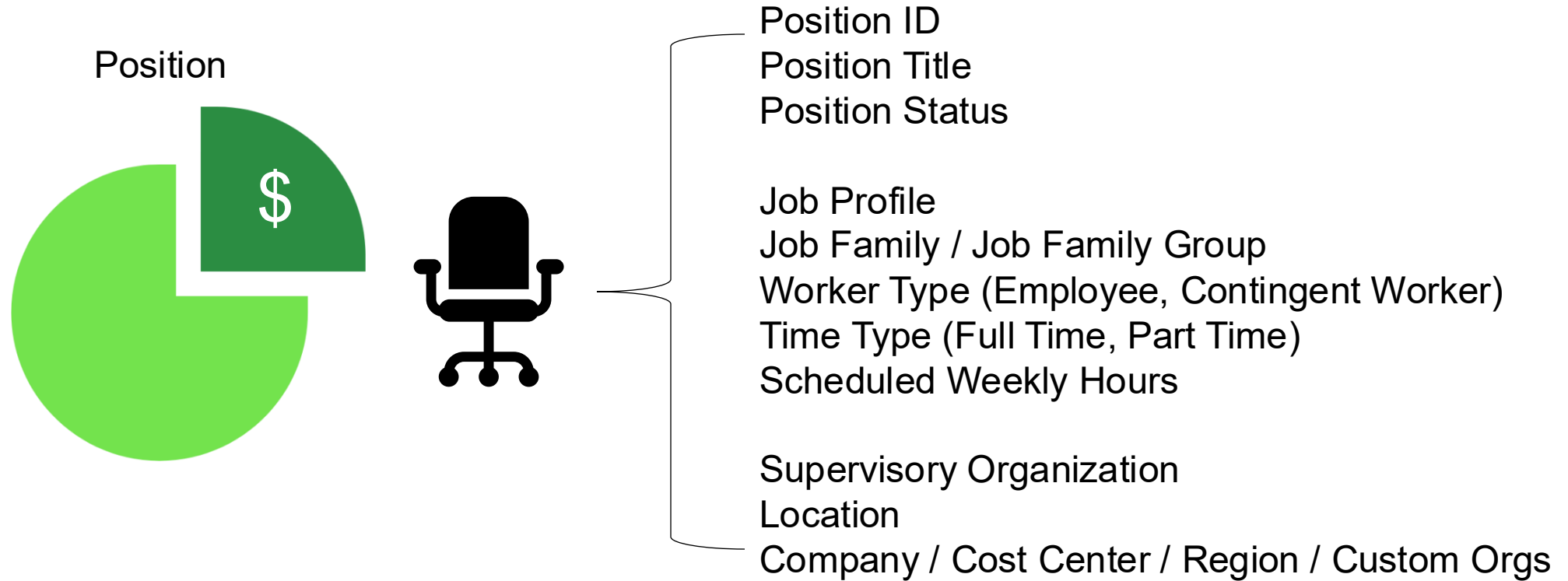
Actions by System Administrator

5. Correct
6. Rescind

Business Process

Start

End

WORKDAY COMPONENTS

Positions

Position

$

Position ID
Position Title
Position Status

Job Profile
Job Family / Job Family Group
Worker Type (Employee, Contingent Worker)
Time Type (Full Time, Part Time)
Scheduled Weekly Hours

Supervisory Organization
Location
Company / Cost Center / Region / Custom Orgs

Positions Principles

- ✓ Every Worker must have ONE Position

- ✓ A Worker inherits values from the Position (including Job Level, Compensation Grade, and Location)

- ✓ A Worker exists in a "team" because of their Position

- ✓ Managers must manage their Positions (Open, Edit, Close) and prepare them before doing People moves
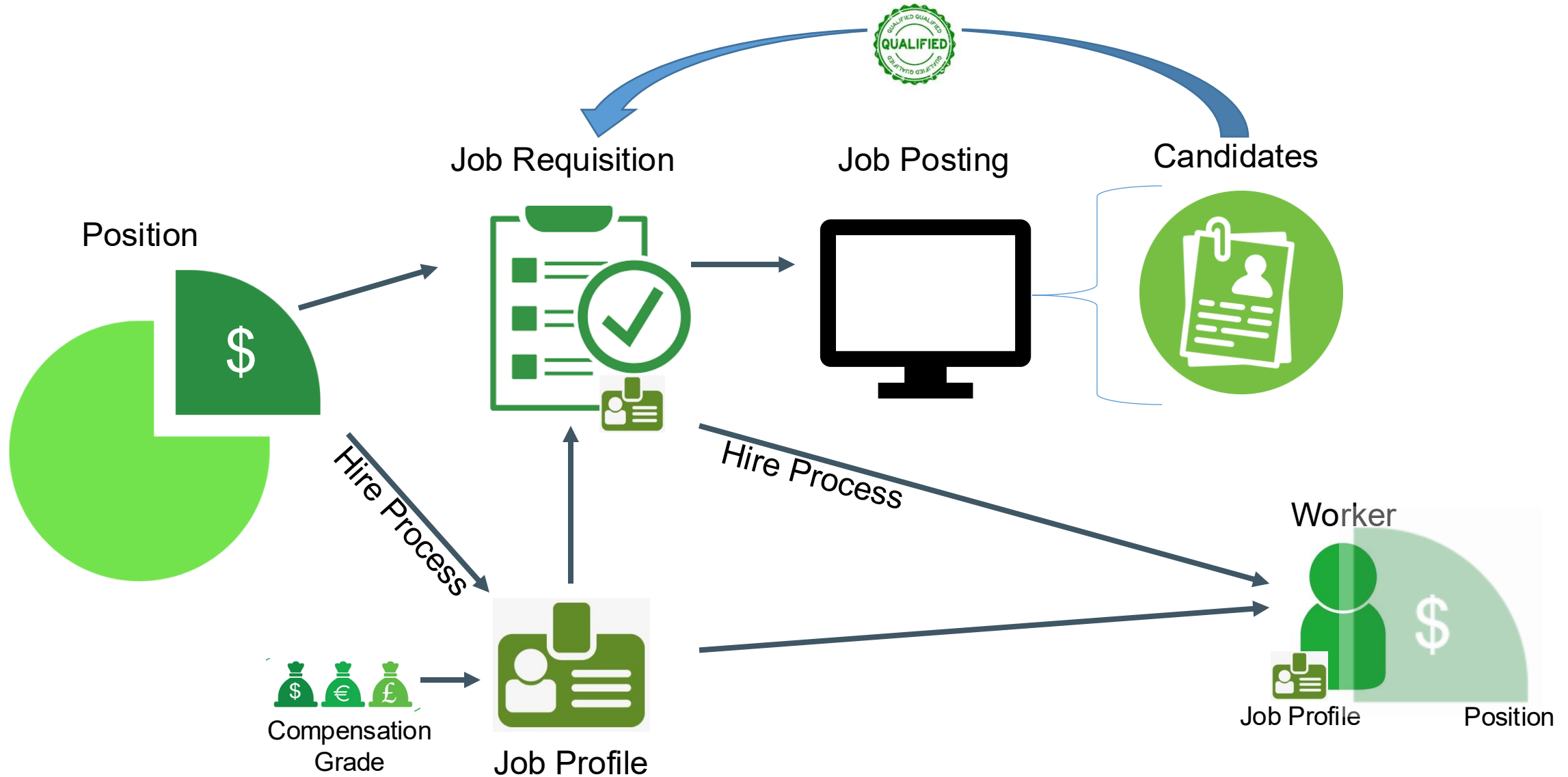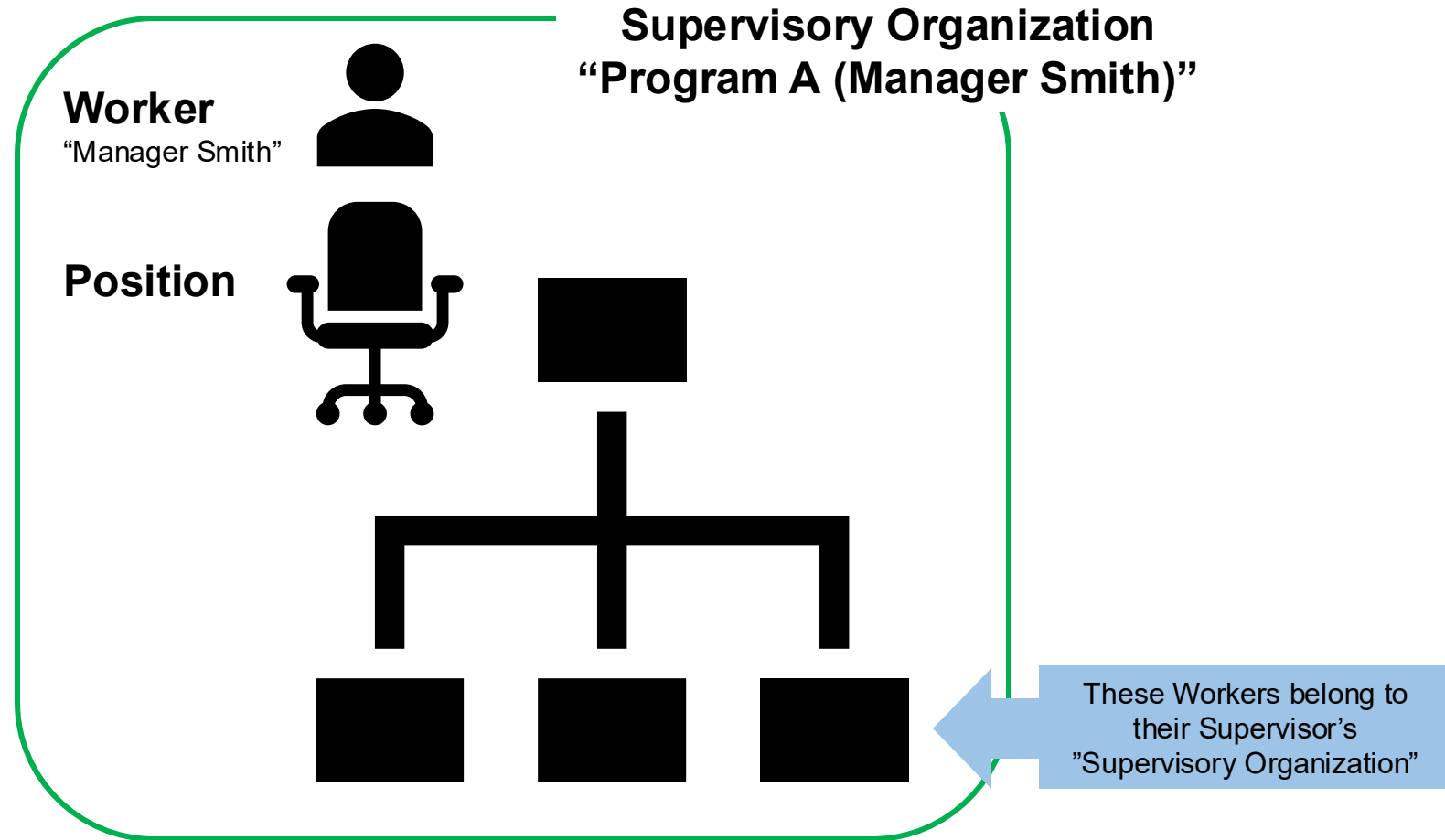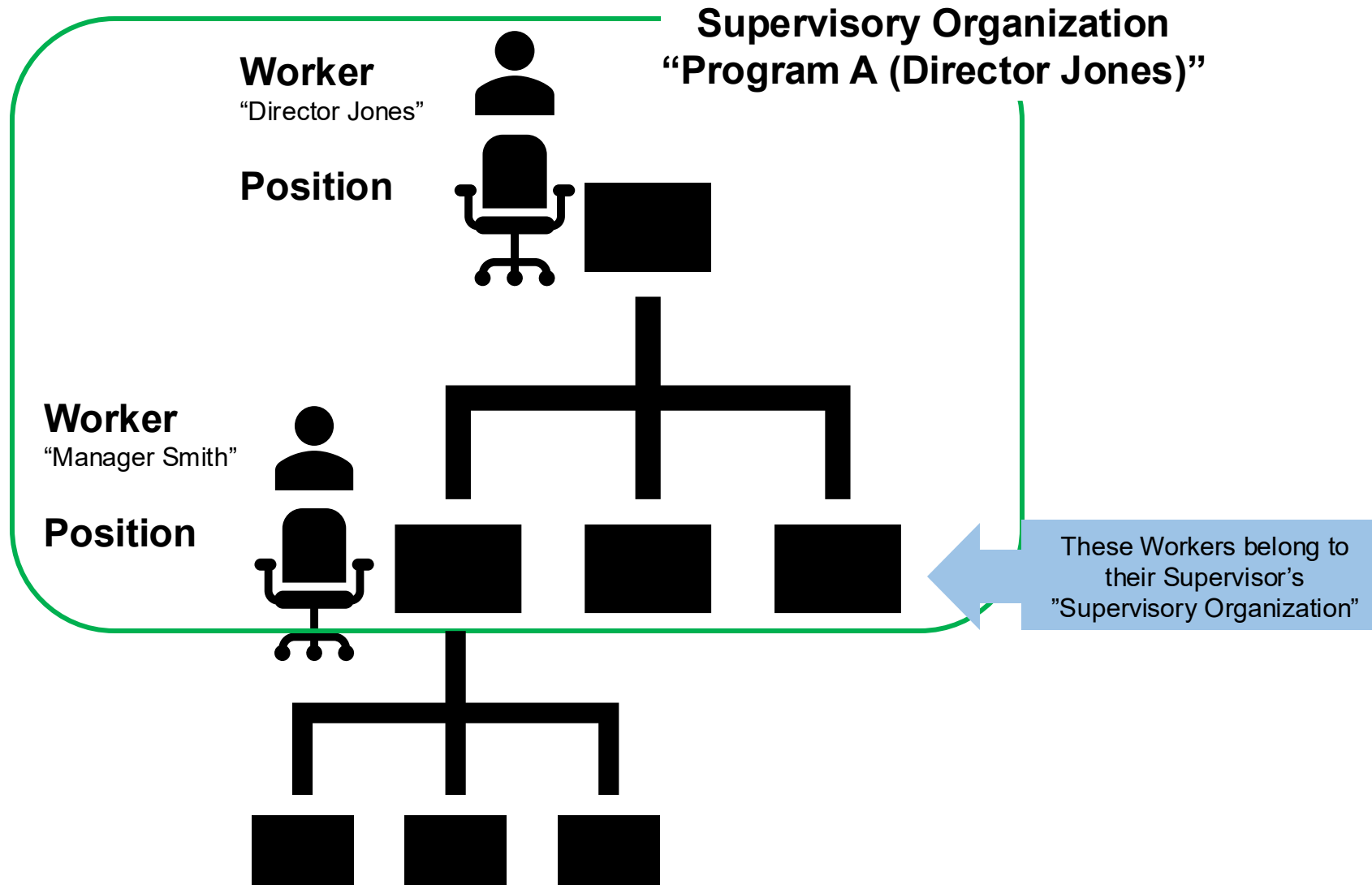
Position vs. Worker

Position

Worker

Job Profile

Position

Compensation
Grade
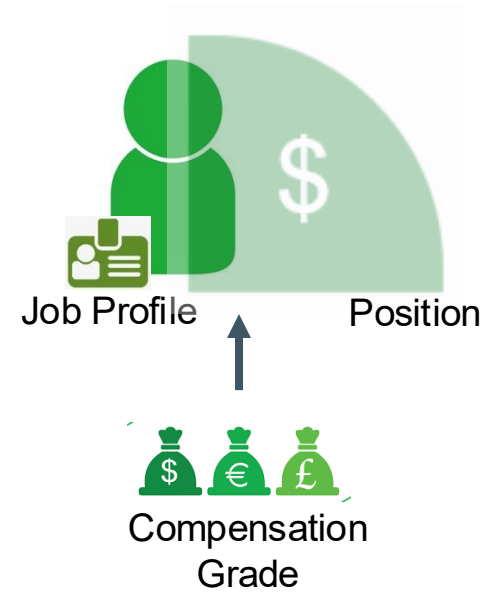
Positions vs. Other Objects

Supervisory Organizations

Supervisory Organization "Program A (Manager Smith)"

Worker "Manager Smith"

Position

These Workers belong to their Supervisor's "Supervisory Organization"

Supervisory Organizations

Security

Assigned to the POSITION

Business Process Security	**Domain (Field Level) Security**	**Organization (Programs) Security**
Who can initiative, approve, or view a step in a Business Process	Controls access to specific data fields in Workday (View or Modify)	Security is assigned at "nodes" of the organization, and permissions are inherited down (or not).

QUESTIONS?

Please type your questions in the chat.

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FINANCE & EXPENSES

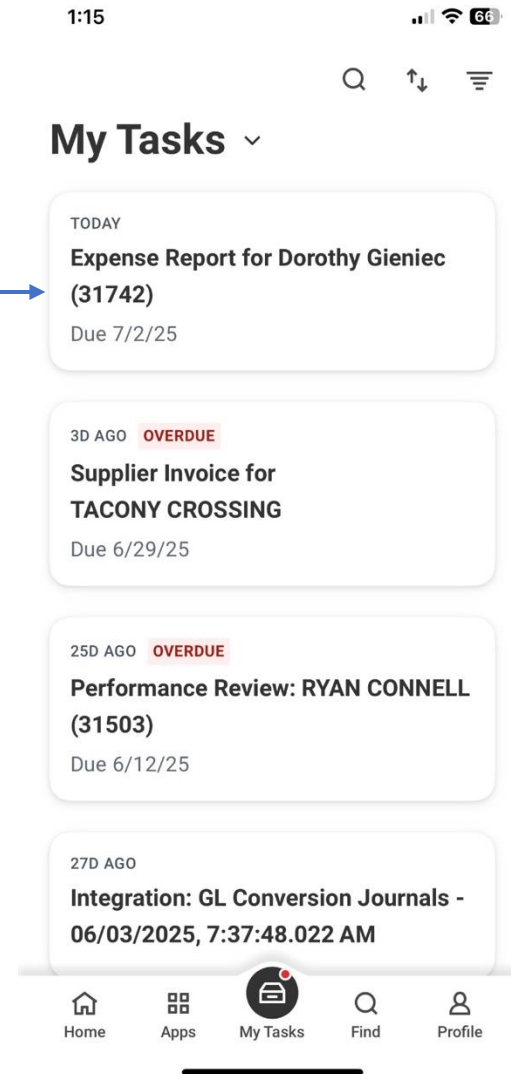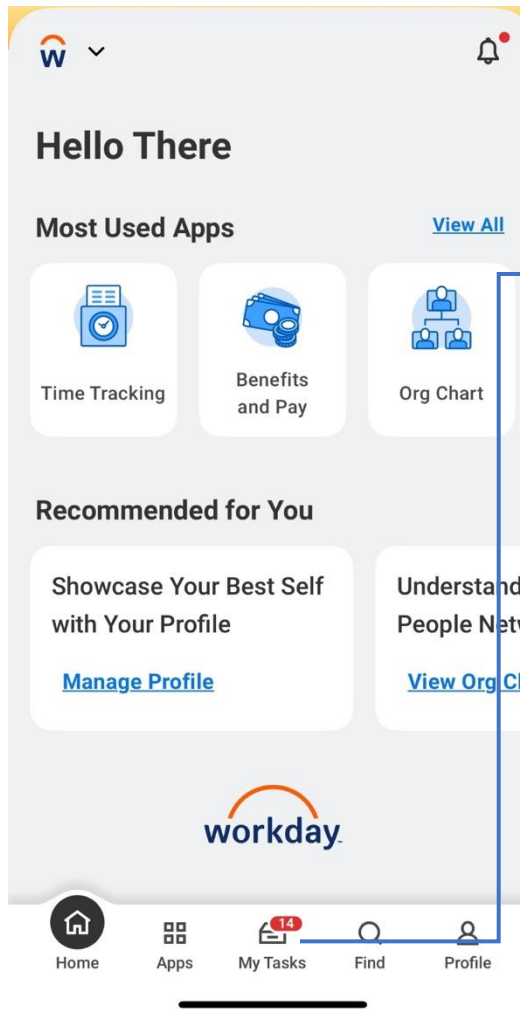# Manager Training Topics

APP APPROVAL NAVIGATION

NOTIFICATIONS

IMPORTANT DATES

Report Approval-App

Report Approval-App

Outstanding Notification Email

- You and the cardholder will receive an email from Workday after the transactions have been outstanding 30 days.

- If left incomplete you will continue to receive the same email every 10 days after the initial 30-day email.

- At the 60-day outstanding mark, you will receive a critical email stating that the expenses are severely past due.

- After 90 days the last email will be sent stating that the card is subject to temporary suspension until completion.

- **You have outstanding Corporate credit card transactions**
  .
  Please review your Expense Hub and submit it as soon as possible.
  RYAN CONNELL (31503) Please review and submit your reports as soon as possible. 05/23/2025 Pitney Bowes Leasing 6.77 USD
  RYAN CONNELL (31503) Please review and submit your reports as soon as possible. 05/22/2025 APF*Nab 324, LLC 1,647.84 USD

Dates to Remember
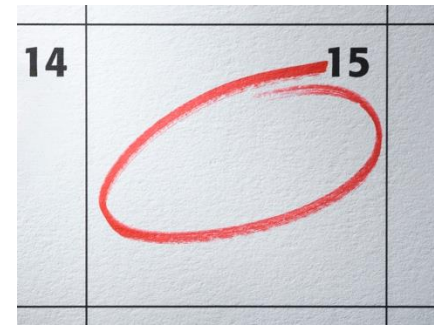
- Any FY25 expenses will be sent into AP like normal. FY26 expenses will need to be completed in Workday.

- 7/1/25- Official start of using Workday for Out-Of-Pocket and credit card expense reports.
  - You will still can work on previous M&T Centresuite expenses

- 7/7/25- **ALL expenses, credit card and travel need to be submitted!!!!**

- 7/11/25- First housing expense report will be available in Workday.

- 7/25/25- First Admin expense report will be available in Workday.

If you have an Admin card you may have noticed a July expense report in M&T Centresuite. *DO NOT* work on or complete.

AP Process FYI

- To add a new vendor, email Dottie Gieniec or Cynthia Hardee
  - o Completed W-9 must be included

- The AP process will remain the same:
  - o Send all invoices APInvoices (ONLY) in PDF format
  - o Please include approval, Spend Category and Cost Center on invoice
  - o Any comments should be included on the invoice
  - o Note: the mailbox is not monitored

QUESTIONS?

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PAYROLL – PTO & TIME TRACKING

Workday and Payroll

Agenda:

- Manager Team Overview
- PTO Request
- Time Tracking
- Request One Time Payment

Now that we are Live...

- Review your home screen to ensure all your direct reports are listed under the <mark>Team Highlights</mark> widget.

Awaiting Your Action   ...

Time Off Balance Transfer for Data Change: Norma Megan Salomon (32492) - CT - Direct Support Professional on 06/12/2025
My Tasks - 2 hour(s) ago
DUE 06/29/2025

Time Off Balance Transfer for Data Change: Tatyanna Pierre (22666) - CT - Direct Support Professional on 05/15/2025
My Tasks - 4 hour(s) ago
DUE 06/29/2025

Time Off Balance Transfer for Data Change: Saundre Jones (32349) - CT - Direct Support Professional on 04/28/2025
My Tasks - 8 hour(s) ago
DUE 06/29/2025

Go to My Tasks (4)

Team Highlights

Gail Davis (13036)

KATRICE QUICK (32757)

Stacey Fragale (21001)

Toni Jefferson (32313)

Important Dates

JUL
4   Holiday
     Independence Day

Go to Team Calendar

Quick Tasks

My Payslips

Time Off Balance

My Goals
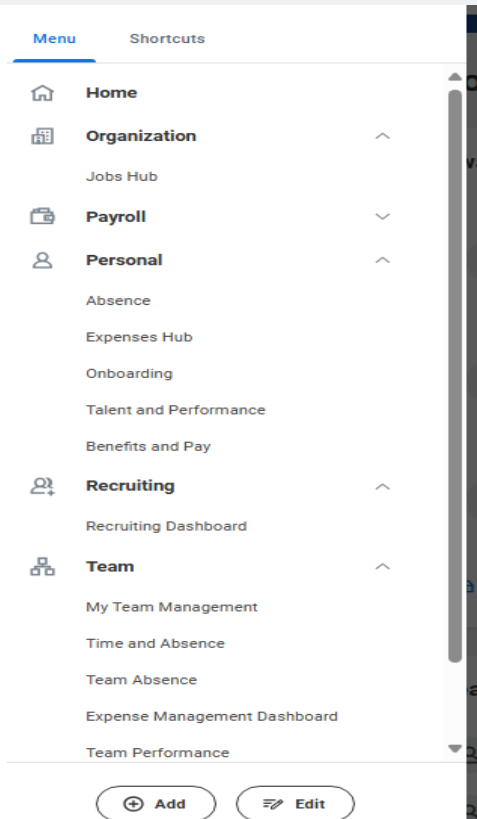
Your Top Apps

Jobs Hub

Pay Cycle Command Center

Absence

Expenses Hub

On the left side of the screen access your menu bar

- One of the main things you will access as a manager in Workday is the TEAM hub, this is where you can manage Team absence, Team performance and soon to come Team Time.

PTO Requests and Approvals

When should Time off be entered in Workday

- All time off request can begin to be entered in Workday starting today, Tuesday 7/1 our go live date.
- Time off benefit balances have already been imported into the system and available for review and request.
- If you have already received and approved time off beginning 6/22 for the Nursing pay group and 6/23 for all remaining staff and the time has been entered in Kronos you are going to be asked to re-enter that time in workday.
- Time off will not be used for payroll processing form hours entered in Kronos.

How to request PTO using action
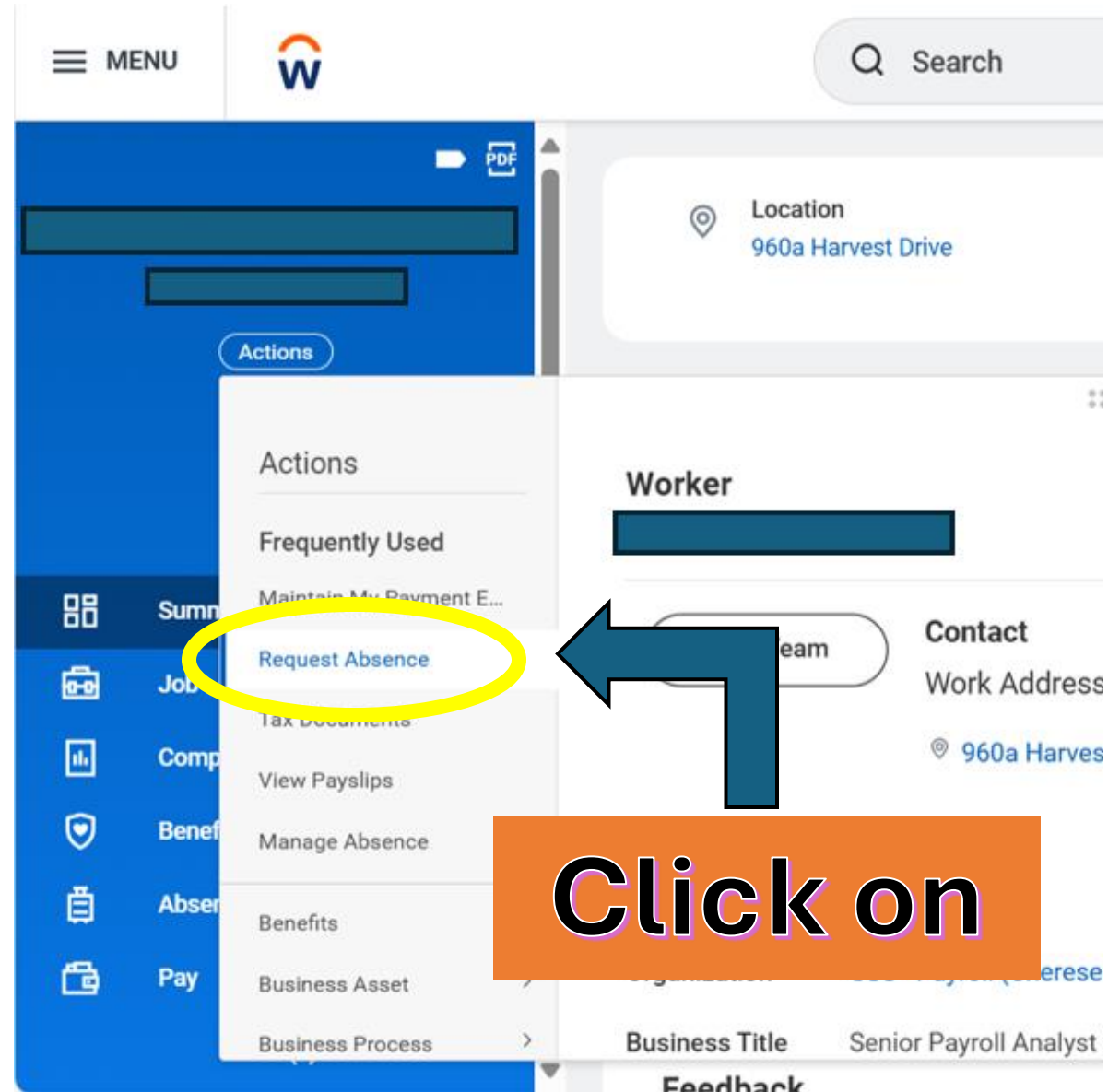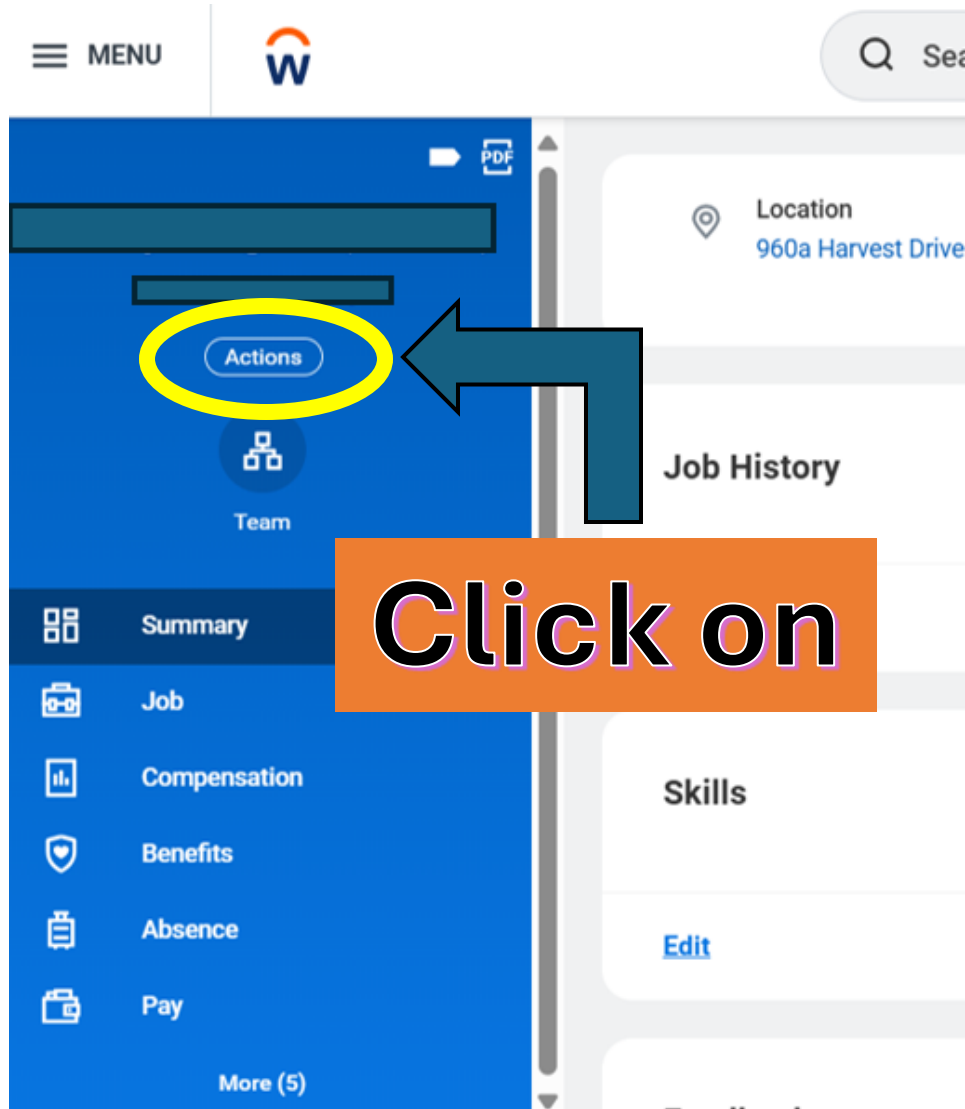
Click on

Actions

Team

Summary

Job

Compensation

Benefits

Absence

Pay

More (5)

Location
960a Harvest Drive

Job History

Skills

Edit

Actions

Actions

Frequently Used

Maintain My Payment E...

Request Absence

Tax Documents

View Payslips

Manage Absence

Benefits

Business Asset

Business Process

Click on

Location
960a Harvest Drive

Worker

Contact
Work Address

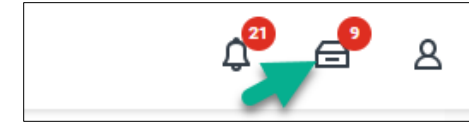960a Harves

Business Title   Senior Payroll Analyst

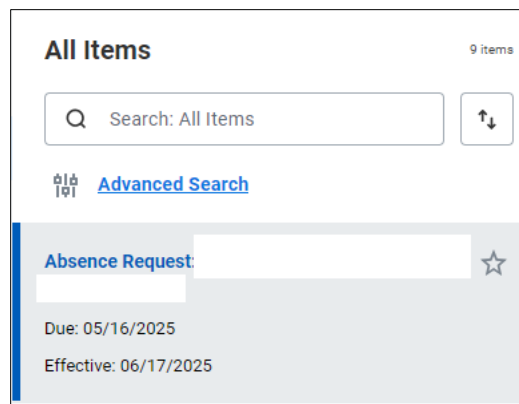**Note:** To view Profile for a member of your team:
Click their name in "Team Highlights" area OR Type team member's name in the Search bar

Approving Time Off in Workday

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

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

All Items   9 items

🔍 Search: All Items

⚙️ **Advanced Search**

Absence Request:

Due: 05/16/2025

Effective: 06/17/2025

Review   Absence Request:

For

Overall Process   Absence Request:

Overall Status   In Progress

Due Date

Details to Review

First Day of Time Off   06/17/2025

Last Day of Time Off   06/18/2025

Total   16 hours - Jury Duty

Request Details 2 items

Date	Day of the Week	Type	Requested	Unit of Time
06/17/2025	Tuesday	Jury Duty	8	Hours
06/18/2025	Wednesday	Jury Duty	8	Hours

View Balances

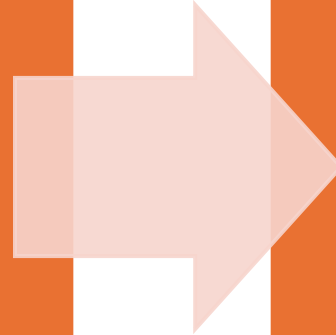Approve   Send Back   Deny   Cancel

Time Tracking

Leveraging Time Tracking via Kronos and Workday

Review, Edit and Approve Absence request in Workday for all Workers

Add PTO/DTO/LTM that has been approved in Workday to the Kronos timecard for Hourly staff to populate pay period totals.
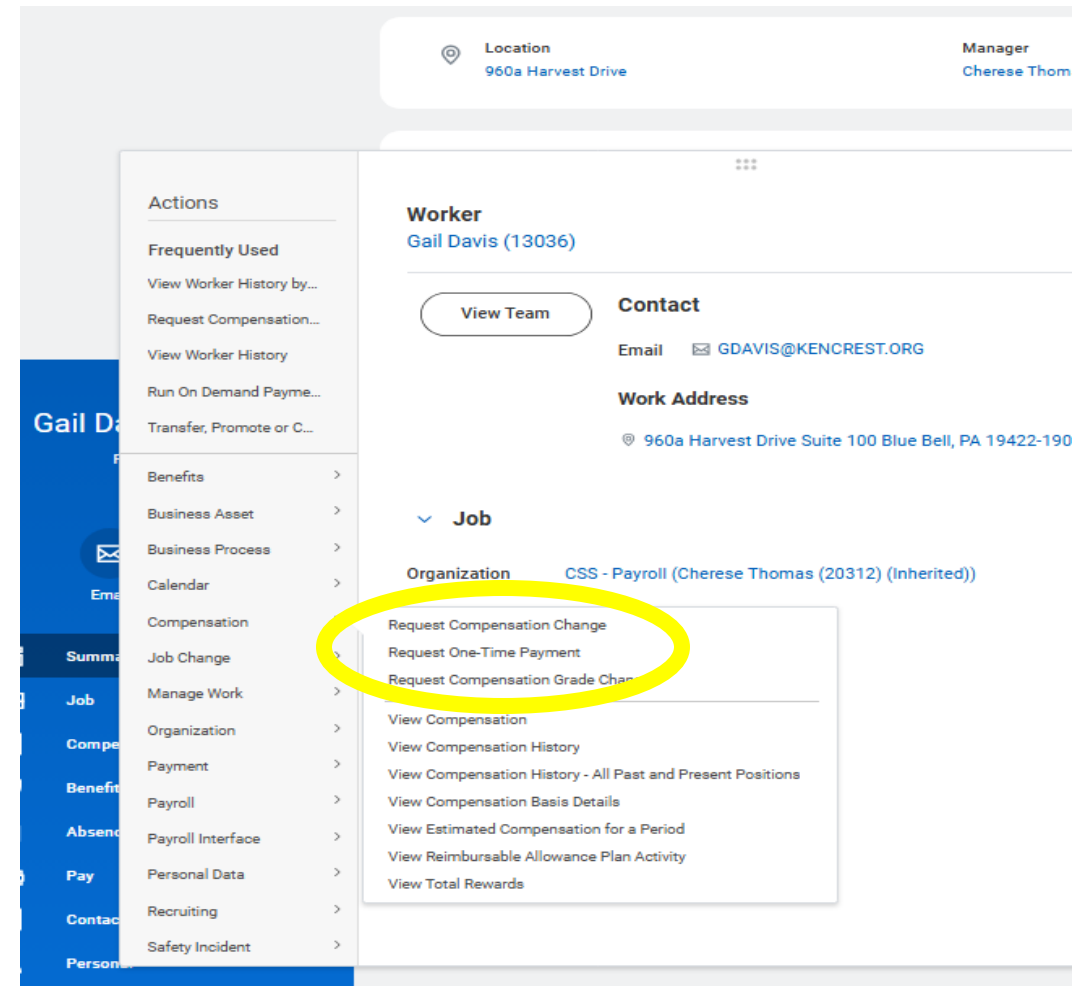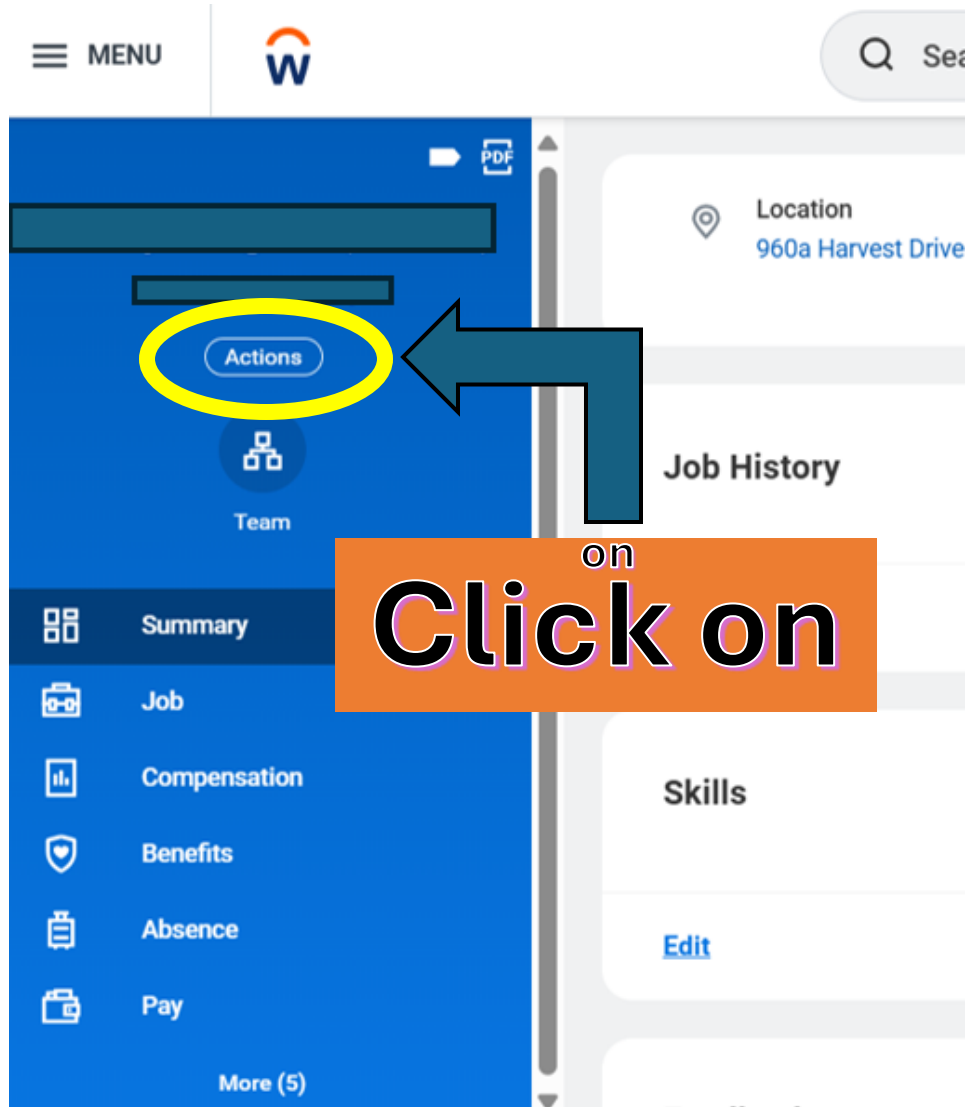
Review, Edit and Approve Hourly Workers timecards in Kronos

One Time Payment

Request from Worker Profile

Note: To view Profile for a member of your team:
 Click their name in "Team Highlights" area OR Type team member's name in the Search bar
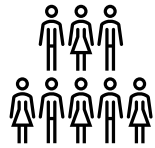
QUESTIONS?

Please type your questions in the chat.

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RECRUITING & ONBOARDING

What Managers Handle in Workday for Recruiting

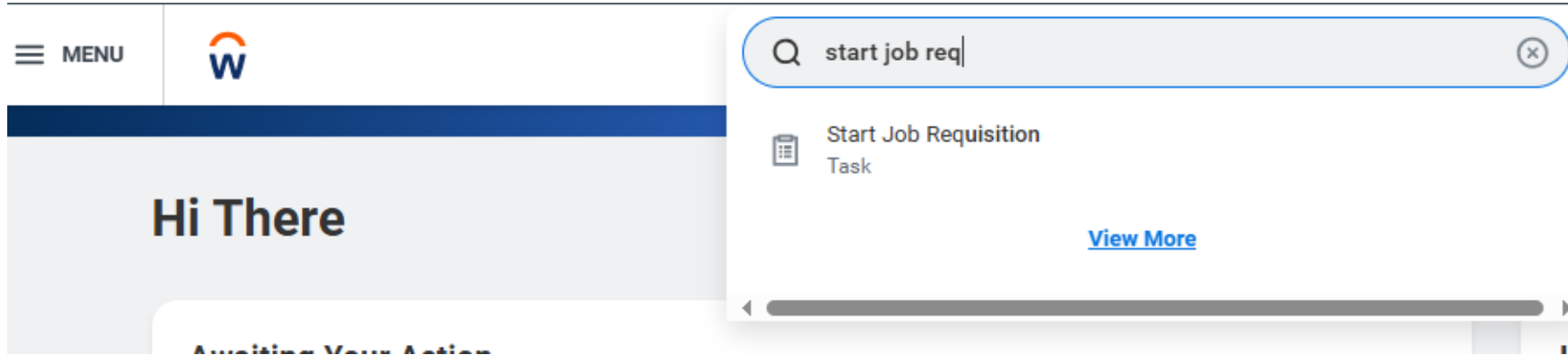Starting Job Requisitions

Keep Outlook Calendar Updated for Interviews
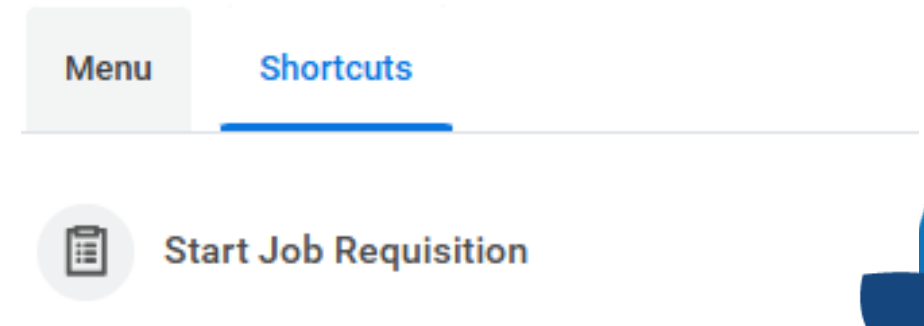
Review Offer Letters

workday

Starting a Requisition

Method 1: *Type in Search Bar "Start Job Req"*

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

Starting a Requisition

Job Details

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

Basic Information

What supervisory organization is this job for? *

x PA - Region 1 - Western - Homes (Asia Berry (19876))

This job will *

○ replace a worker

○ add a worker

Replacing A Worker

Recruiting Details

Reason *

| × Recruiting > Resignation | ≡ |

← Choose Reason

Replacement For

| × Kate Spade (Terminated) (100030) | ⋯ ≡ |

← Will auto populate person being replaced if termination

Recruiting Instruction

| select one | ▼ |

Recruiting Start Date *

| 05/26/2025 📅 |

←

Target Hire Date *

Choose date you are creating the requisition in both fields

| 05/26/2025 📅 |

←

Target End Date

| MM/DD/YYYY 📅 |

Job Details

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Job Posting Title *

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

Justification

Job Profile *

Direct Support Professional

Additional Job Profiles

Job Description Summary

Job Description

Additional Job Description

Job Families for Job Profiles

Worker Sub-Type *

Regular

Time Type *

Full time

Primary Location *

21 Carrigan Avenue

Primary Job Posting Location *

CHESTER DELAWARE RESIDENTIAL - Spring City

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

35

Work Shift

Back

Next

Attachments

Compensation

Assign Roles

Summary

Compensation Package
- General Compensation Package   added

Compensation Grade
- 11.0_H   added

Compensation Grade
- 11.0_H   added

Salary

Add

Hourly

Assignment Details
- 0.00 USD Hourly   a

Plan Name
- Hourly Plan   added

Effective Date
- 05/26/2025   added

Assign Roles

Guide Me

Role *

| × Primary Recruiter | ☰ |

Assigned To *

| Director of Talent Acquisition and Onboarding - Jaclyn Greenberg (22481) | ☰ |

Add

Additional Data*

Edit Additional Data

Job Requisition: JR100232 PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional 21 Carrigan DSP3 ⋯

Custom Object   Work Schedule

Instructions

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

Work Schedule

Work Schedule *

Edit Additional Data

Job Requisition: JR100232 PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional 21 Carrigan DSP3 ⋯

Custom Object   Skill Level Requirement

Instructions

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

Skill Level Requirement

Skill Level Required *

Creating A Position* through Job Requisition

Basic Information

What supervisory organization is this job for? *

> × CSS - Recruitment (Jaclyn Greenberg (22481)) ⋯ ☰

This job will *

- ○ replace a worker
- ● add a worker

Is there an existing position for this job? *

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

How many openings are there for this job?

> 1

In this context a Position means a "Seat on the Bus"

KCS KenCrest Services

Why are you creating this job? *

Select a cost center *

99156 Recruitment

Recruiting Information

What location is this job based in? *

Suggested for you   1013 E. Mt Pleasant Avenue   1113

Add additional locations

Are you hiring a new employee or contingent worker? *

- Employee
- Contingent Worker

What is the time type for this job? *

- Full time
- Part time

When would you like this worker to st

- As soon as possible
- Select Date   MM/DD/YYYY

What recruiting instruction do you hav

select one

Select a primary location to post this

Suggested for you   104 Deer Ln   M/

Recruiting > Growth

Search

Create Job Requisition > Recruiting

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

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

Requisition is Submitted

Your Supervisor Approval

HR Approval

Back to Initiator:
- Compensation (Salary/Hourly)
- Assign Recruiter
- Cost Allocation (if any)

Recruitment Posts Job

Skip the Scheduling Headache
Let Workday Do the Work!

Recommended Interview Settings

Earliest Start Time *

09:00 AM

Latest End Time *

05:00 PM

Range of Dates *

○ Selected Interview Day

◉ 1 Week

○ 2 Weeks

Days of the Week

Next   Cancel

Recommended Times

☐

1 item

Interviewers	Time	Location
Valerie Van Kirk (11861)	10:00am - 10:45am	

Monday, July 7, 2025 (1:00pm - 1:45pm)

☑

1 item

Interviewers	Time	Location
Valerie Van Kirk (11861)	1:00pm - 1:45pm	

Tuesday, July 8, 2025 (10:00am - 10:45am)

☐

1 item

Cancel   OK

t Support Professional - Philadelphia/Bucks (C100127)

11 AM	12 PM	1 PM	2 PM	3 PM

Schedule   Back   Next   Cancel

Schedule Interview Natasha Romanoff - Direct Support Professional - Philadelphia/Bucks (C100127)

⌄ Proposed Interview Schedule

1 item

Interviewers	Start Time	End Time	Location	Interview Type
Valerie Van Kirk (11861)	07/07/2025 1:00 PM	07/07/2025 1:45PM		In Person

⌄ Additional Options

Do not send email

☐

Time Zone

GMT-05:00 Eastern Time (N

Subject

Interview with Natasha Ro
(Evergreen)

Body

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop files here

or

Select files

Submit   Back   Save for Later   Cancel

Let's Focus on You

Notifications

Viewing: All ▼   Sort By: Newest ▼   ▼

From Last 30 Days

Interview with Natasha Romanoff (C100127) for
Direct Support Professional - Philadelphia/Bucks
(Evergreen)
Interview with Natasha Romanoff (C100127) for Direct
Support Professional - Philadelphia/Bucks (Evergreen)
4 minute(s) ago

Interview with Natasha Romanoff (C100127) for Direct Support Professional - Philadelphia/Bucks (Evergreen)

4 minute(s) ago

View Candidate

🔔 22   🗃 10

Give Interview Feedback

Natasha Romanoff

For: Direct Support Professional - Philadelphia/Bucks (Evergreen)

Overall Feedback

Overall Rating   * | select one   ▼ |

| select one |

3 - No - Please disposition   st have a value.

Overall Comment *

2 - Consider for alternate opportunity

1 - Yes - Please move forward

Review Propose Compensation: Natasha Romanoff - 5703 PA - Region 2 - Philadelphia & Bucks - Homes - Direct Support Professional 508 Ramsey Rd DSP3 (C100127) ⋯

Plan Assignments 1 item

Plan Type	Plan Name	Proposed Change
Hourly	Hourly Plan	16.00 USD Hourly

enter your comment

Approve   Send Back   Cancel

Brief Overview of Onboarding Process
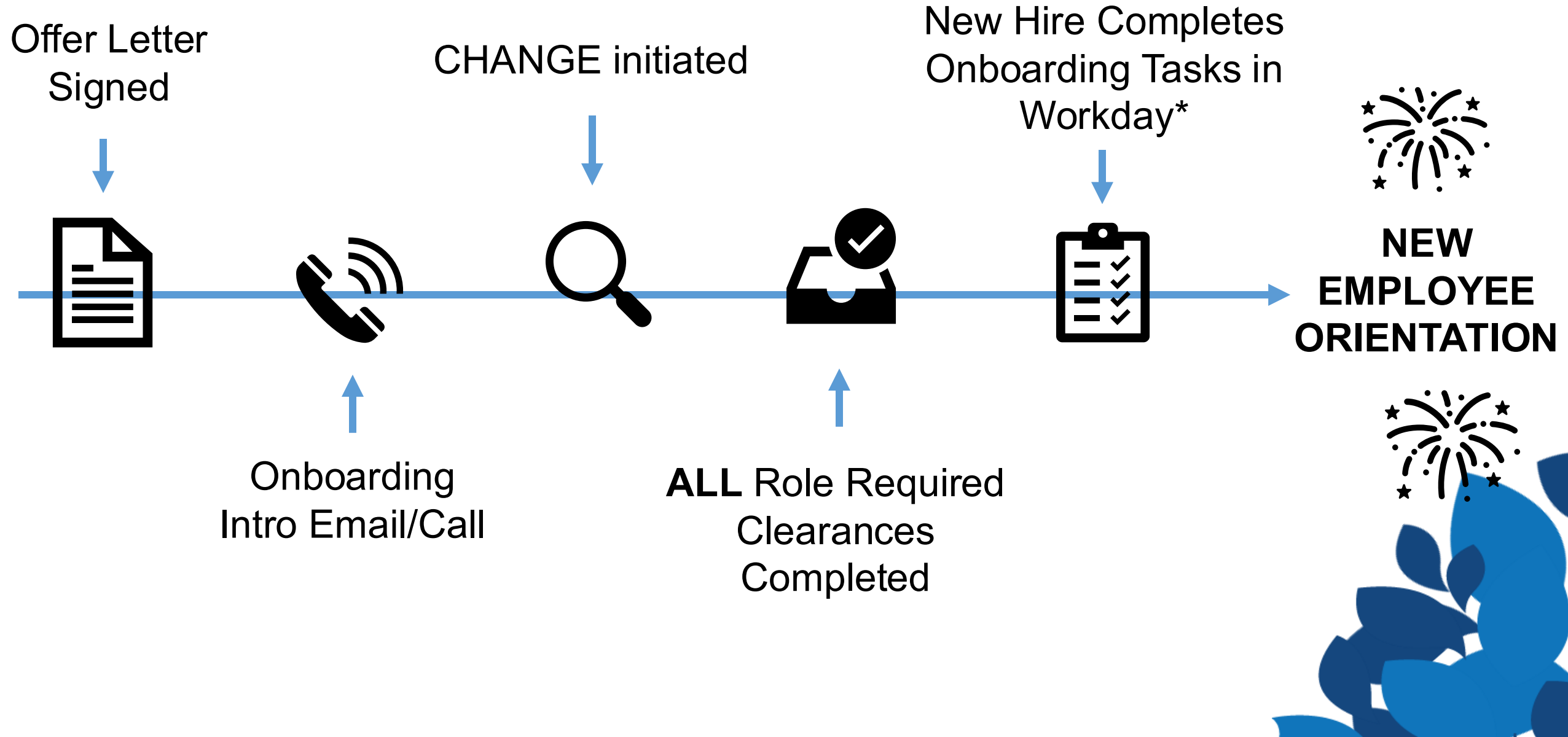
Offer Letter
Signed

CHANGE initiated

New Hire Completes
Onboarding Tasks in
Workday*

**NEW
EMPLOYEE
ORIENTATION**

Onboarding
Intro Email/Call

ALL Role Required
Clearances
Completed

QUESTIONS?

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HR – PEOPLE MOVES & TERMINATIONS

Business Process (BP)

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

Business Process (BP)

SIMPLE

COMPLEX

Auto-completing BPs
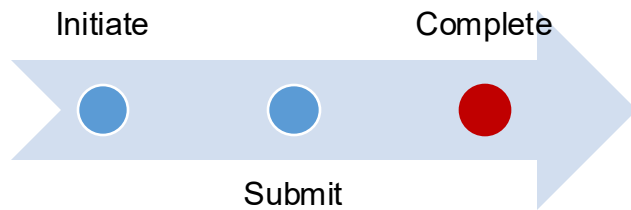
BPs with steps to completion

Initiate — Submit — Complete

Initiate — Submit — Reviewer 1 — Reviewer 2 — Approver 1 — Approver 2 — Subprocess — Complete — To Do
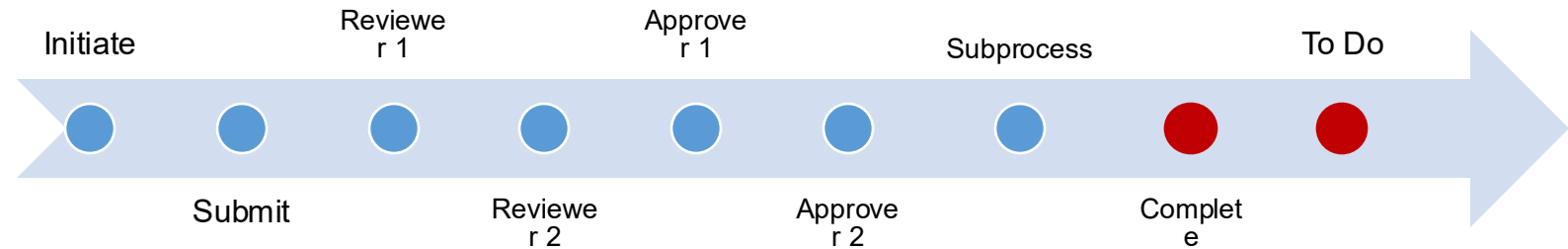
● Change in proposed state

● Change written in Workday

BP Managers may Initiate

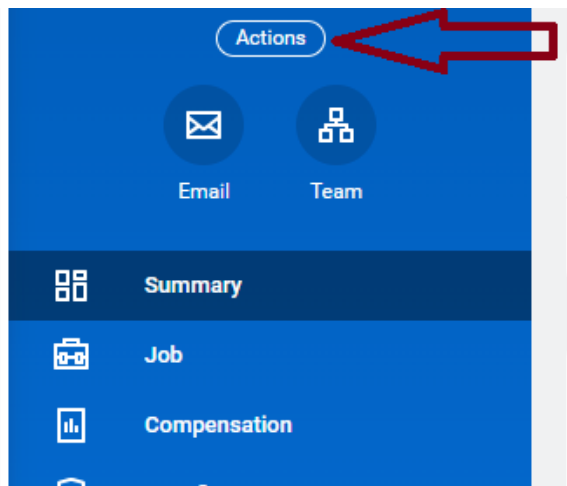|			
Transfer, Promote or Change Jobs	Change Job Details	Change Location	End a job (second Job)
Make a New Manager	Add a Job (second Job)	Terminate Employee	

HR – Business Process (BP)

Change Job
(change job, location, promote, request transfer etc)

- Start at the employee profile and click on Related Action button
- Select applicable action
- Fill out form and click Submit
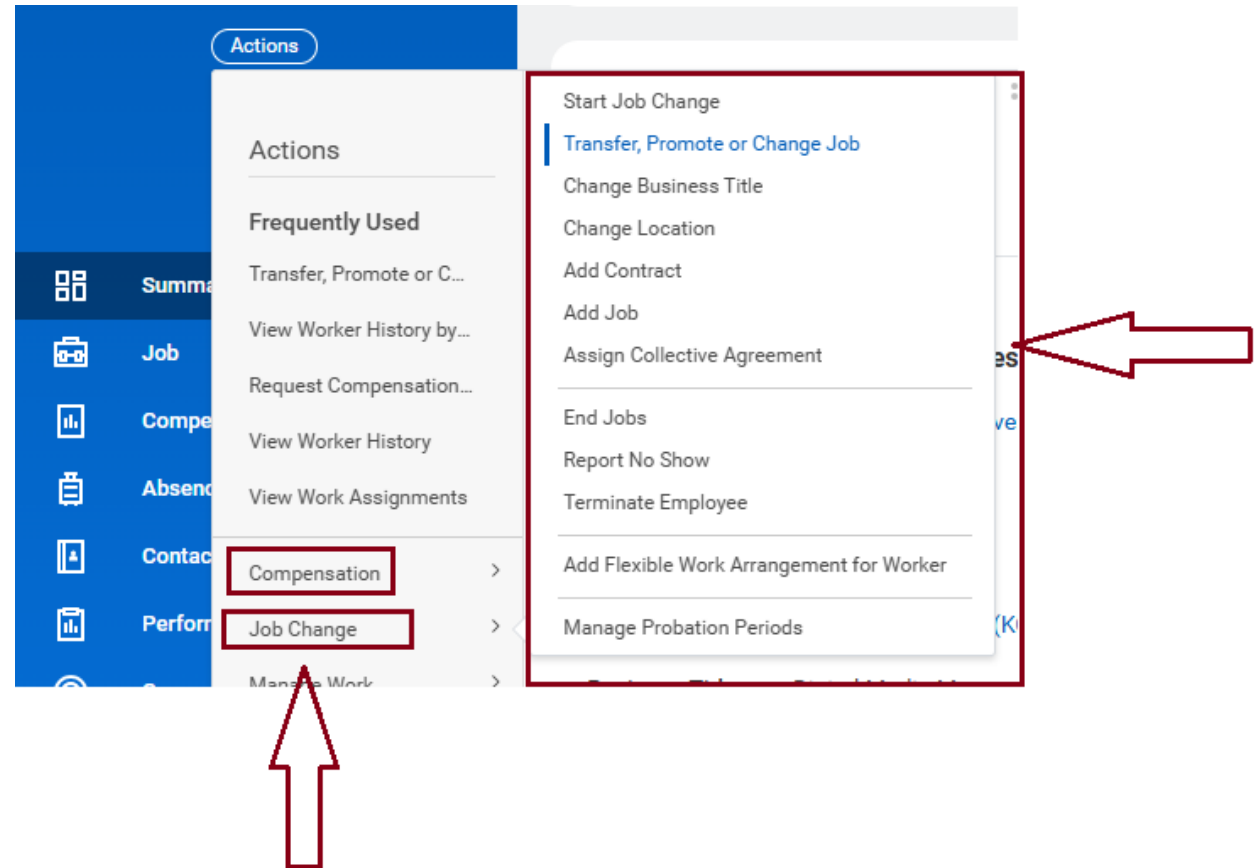
Change Job Reasons
(Appendix)

Position Change		
	Demotion	Decrease in Responsibility
		Demotion
	Department/Location Change	Move to another Department
		Move to another Location
	Data Changes	Change Job Details
		Change Contingent Worker Details
	Promotion	Make New Manager
		Received Certificate/Degree
		Promotion
	Lateral Move/Position Change	Move to Another Position on My Team
		Transfer to Another Position
	Hours Changes	Change in Hours
		Change to Full-Time Status
		Change to Part-Time
	Corrections and Data Changes	Correct Position Entry Date
		Correction-Department
		Correction-Job Code
		Correction-Pay Rate
		Correction
		Correction - Location Change

Request Transfer

Request Transfer

Termination

From an employee's profile:

1. Select the **Actions** button.

2. Select **Job Change > Terminate Employee** to display the Terminate Employee page, as shown in the image below.

Termination Reasons
(Appendix)

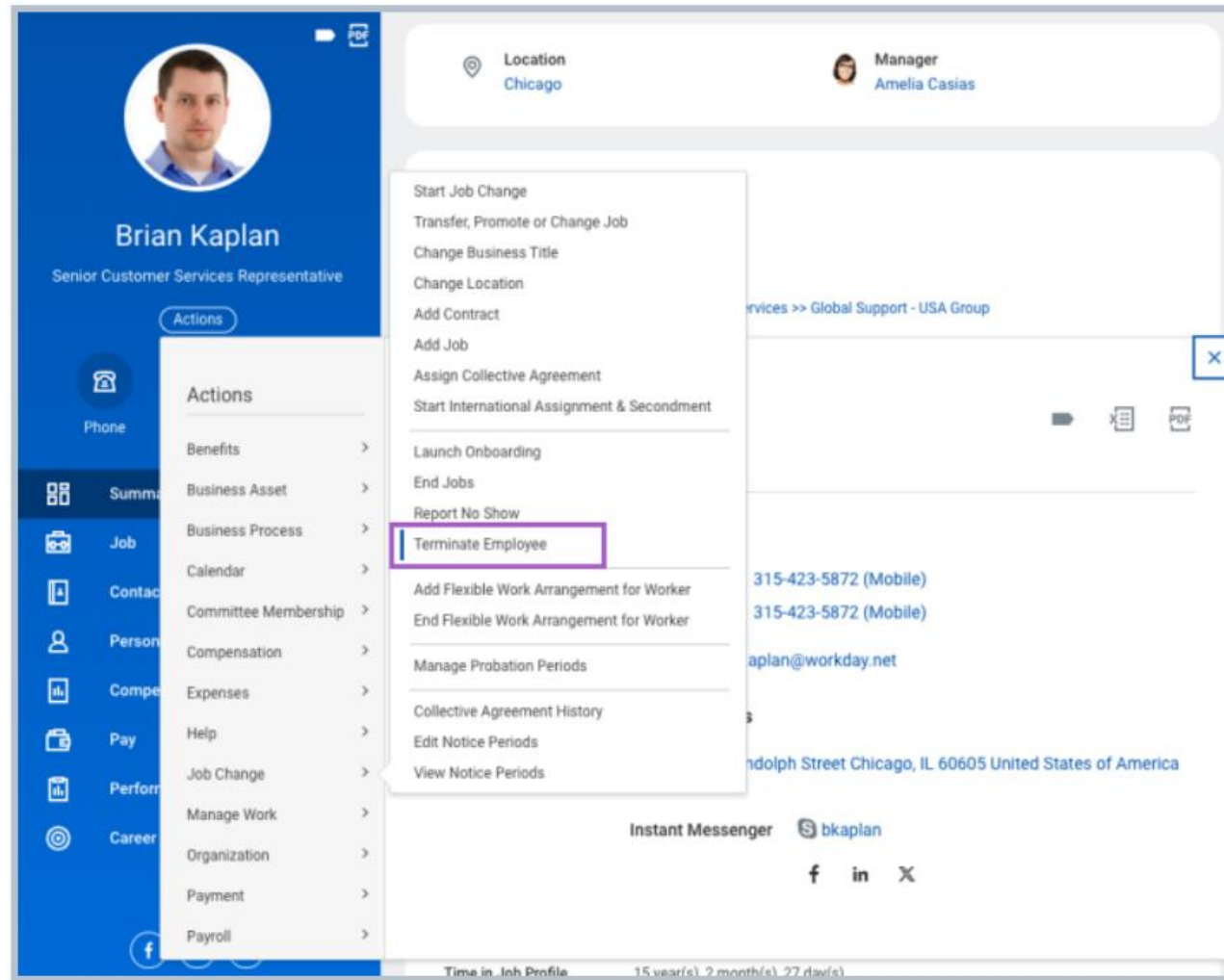| Category	Subcategory
Termination No Start	Employee did not start- Did not complete onboarding
	Employee did not start- Decided not to accept positon
Resignation	• Resignation – New Job Proper Notice Given
	• Resignation -Personal Reasons Proper Notice Given
	• Resignation -Retirement
	• Resignation - Position did not meet expectations
	• Resignation – Improper notice
	Resignation - Job Dissatisfaction
New Hire Did not Pass Probation	• New hire did not pass probation within first 90 days – Attendance
	• New hire did not pass probation within first 90 days –Job Performance
	• New hire did not pass probation within first 90 days –Violation of Policy
	• New hire did not pass probation within first 90 days – Job Abandment
Performance	• Perfomance – Unsatisfactory Job Performance
	• Perfomance– Excessive Absenteeism
	• Perfomance– EE Violated Agency Policy
	• Perfomance– Failed PIP Probationary Review
Lay Off	• Lack of Work
Job Abandonment	• Job Abandonment
	• Did not return from leave of absence
Did not meet job requirements	• Did not meet job requirements - EE Did not pass recent background check
	• Did not meet job requirements -EE Does not have valid license
	• Did not meet job requirements -EE Did not meet PRN status requirements
Death	Death
Assignment Ended	Assignment Ended

Resignation	• Resignation – New Job Proper Notice Given	Eligible
	• Resignation -Personal Reasons Proper Notice Given	Eligible
	• Resignation -Retirement	Eligible
Lay Off	• Lack of Work	Eligible
Death	Death	Eligible

Need Data / Reports?

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

My Workers ⋯

Reporting Type Either

2 items

Worker	Reporting Type	Position and Job - All Staffing Models	Supervisory Organization	Public Phones	Public Email Addresses	Location
Gandalf Gray (100058)	Direct	Direct Support Professional - Gandalf Gray (100058)	John Snow (100053)	☎ +1 (215) 3111515 (Mobile)		⊚ 109 Meadow Lane
Sleeping Beauty-test (100061)	Direct	Direct Support Professional - Sleeping Beauty-test (100061)	John Snow (100053)	☎ +1 (610) 8259360 (Mobile)	✉ ldouglass@kencrest.org (Sleeping Beauty-test)	⊚ 407 Johnson Rd
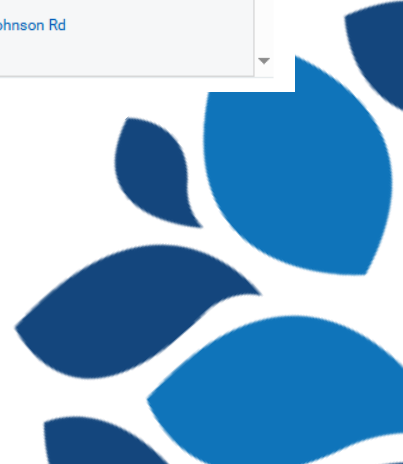
Useful Reports

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

Headcount Report   John Snow (100053) ⋯   ⚙

View As Of	06/16/2025
Include Subordinate Organizations	Yes

Workers   Positions

Workers 2 items

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

- ## My Team Anniversaries with Continuous Service Date - View a list of worker anniversaries in the next two weeks based on continuous service date. Details include the date of the next anniversary and the worker name.

- ## My Team Birthdays - Provides managers with a list of worker birthdays coming up in the next 2 weeks within the supervisory organization.

- ## Personal Details - This report includes standard Workday-delivered **personal details** for workers.

- ## My Team's Upcoming Time Off - Displays workers in your supervisory organization with approved time off in the next 7 days. Does not include workers on Leave of Absence or unapproved time off.
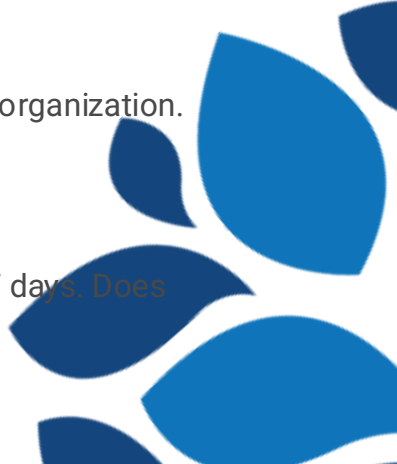
QUESTIONS?

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 – TALENT

Workday Talent Sneak Peek...

Communication Aids:
- Check-ins
- Feedback – Giving & Receiving

Talent Development Tools:
- Mentorship
- Reviews-Development Plans
- Certifications
- Succession Planning
- Assessing Potential
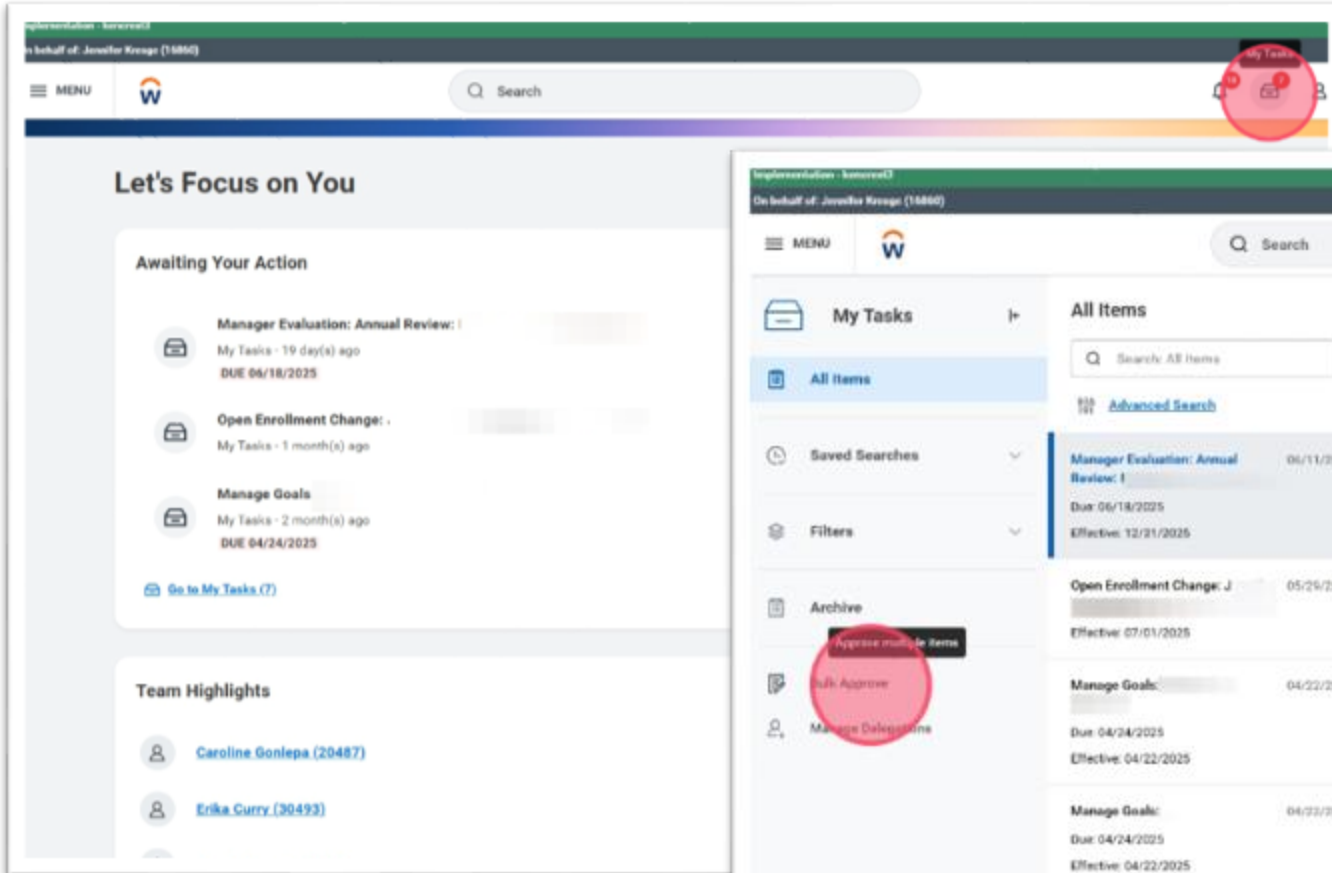- Talent Pools

Performance Management

Performance Management Tools:
- Goals – Individual and Agency
- Reviews - Annual Performance
- Reviews – Development Plans
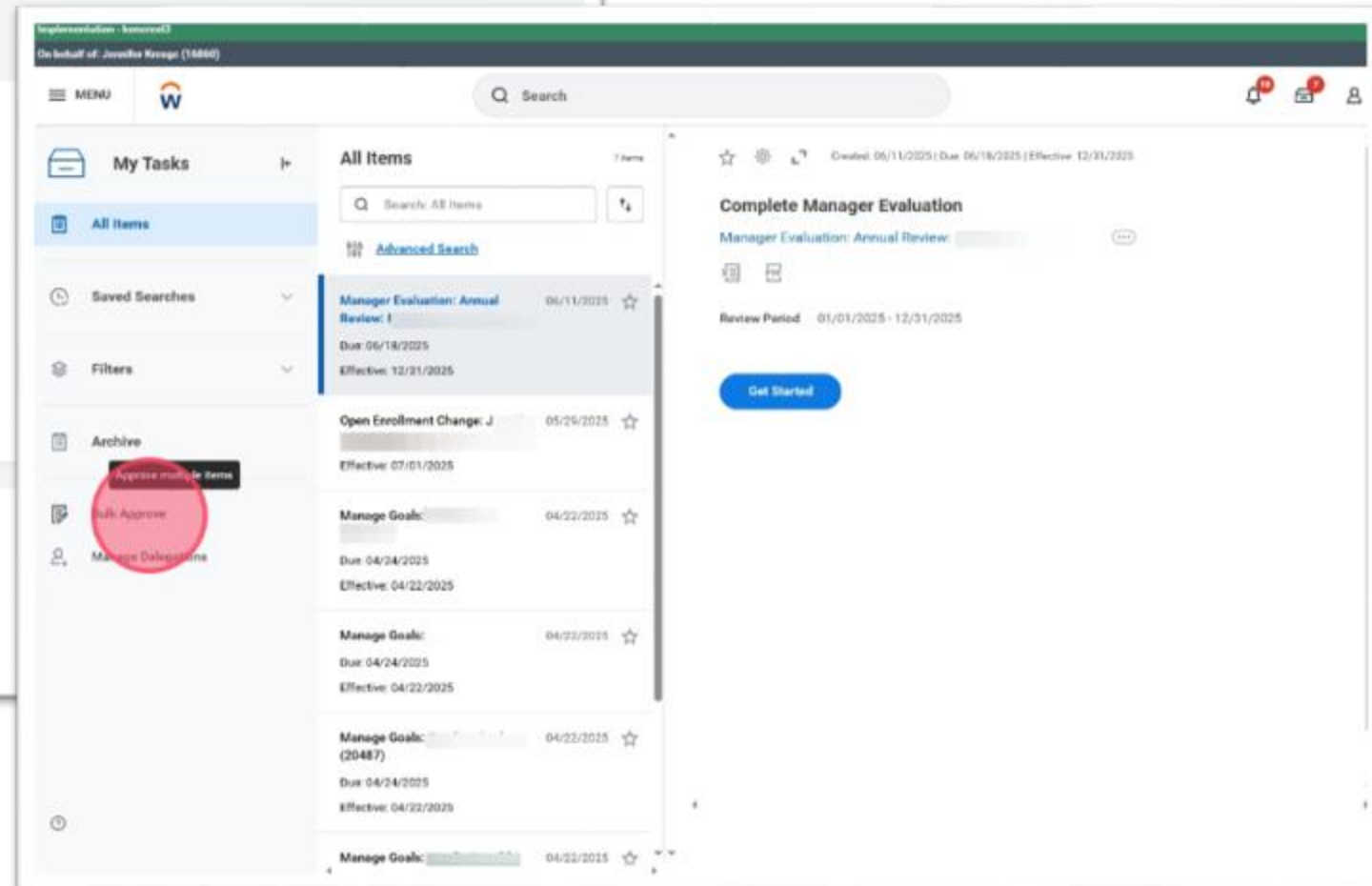- Reviews – 30,60,90-Day Probationary
- Reviews – PIPs

Bulk Approving Team Goals

1. Click on Mailbox Icon

2. Click on "Bulk Approve"

3. Click on the "Task" box as show to select all pending tasks for approval.

4. Click "OK" to approve selected tasks.

5. Click "Done". The tasks have been completed.

The task was completed successfully.

Done
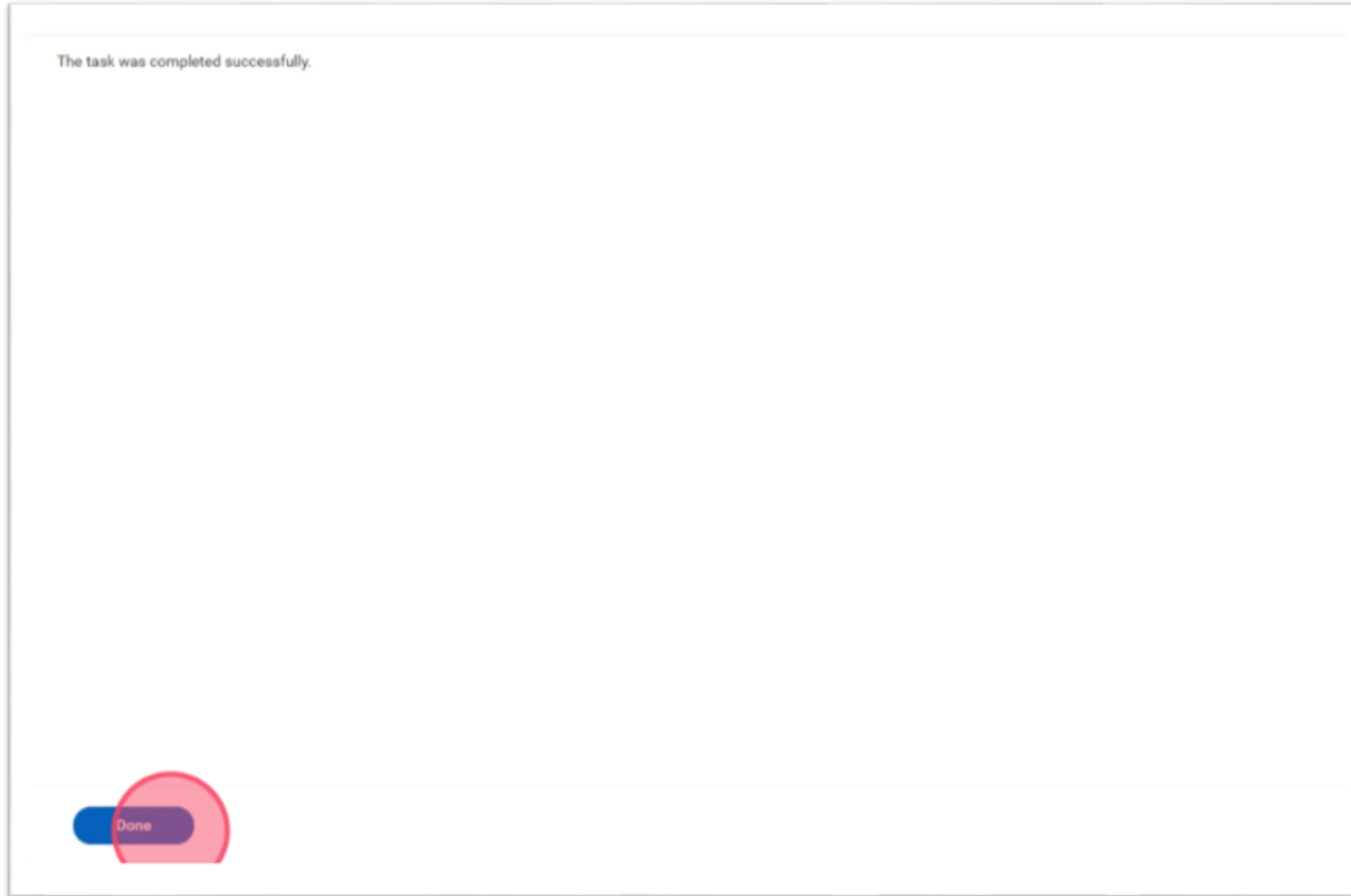
You will receive a confirmation email for reach employees' goals you approve.

QUESTIONS?

Please type your questions in the chat.

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

WHAT'S NEXT?

Where to get help

https://www.kencrest.org/workday

- Job aids & Videos
- FAQs
- Glossary
- Future Trainings & Training Recordings (Relias)
- Office Hours - July 8, 9, 10 (1-2:30pm)
- Change Champions
- Just try it!
- Support Model – helpdesk.kencrest.org or email WorkdaySupport@kencrest.org

Where to get help – helpdesk.kencrest.org

• OR email WorkdaySupport@kencrest.org

Where to get help – helpdesk.kencrest.org

Help Request

Request Type: [IT Support] [Software]
[Workday Technical Support]

Request Detail: [   ]

Location: [PA - 960A Harvest Drive]

[Save] [Cancel]

Request Type: **Workday Support**

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

Request Type: **IT Support**

Sub Type: **Software**

Sub Type: **Workday Technical Support**

• OR email WorkdaySupport@kencrest.org

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 Bailey-Raison, Karen Latimer, Beth Tavenner

Coming up July

KenCrest
Bringing ability to life

workday

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

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

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

NEXT STEPS

1. Watch for Communications

2. Get familiar with the Workday Landing Page

3. Validate your Information Starting July 3 and throughout July

4. Attend All Employee Training July 8 OR 9

5. Visit us during Office Hours – Additional dates will be communicated!

6. Attend a LIVE On-site event!

Feedback

Your opinion is important to us!

• Please take 3-4 minutes to complete this survey.

• Your feedback will help us design and customize courses in the future.

• This survey is anonymous.

OR use this link in your browser:
https://insights.kencrest.org/s/eyvauw

THANK YOU!!!

www.kencrest.org/workday