



# Change Agent Network Workday Human Capital Management

August 3, 2023



# Welcome



**Mindy Watson**  
Strategic Change Officer  
CHES

# Agenda

- 01 Welcome
- 02 CHES Refresh
- 03 Change Agents: Your Mission
- 04 All Things HCM
- 05 Talking Points
- 06 Common Questions & Next Steps
- 07 Feedback Request

# Refresher: Learn the Lingo



Term	Definition
<b>CHES</b>	The <b>Collaborative for Higher Education Shared Services (CHES)</b> is a nonprofit that employs a unique approach to transform the student experience and streamline administrative operations by aligning processes among member colleges. Central New Mexico Community College, Clovis Community College, Luna Community College, Northern New Mexico College, San Juan College, and Santa Fe Community College are the partners who collaborate extensively to design and implement an improved, modern, shared technology foundation.
<b>Mission: All Together</b>	The project name assigned to implementing Workday's Enterprise Resource Planning solution and Student Information System.
<b>Enterprise Resource Planning (ERP)</b>	An ERP is an integrated suite of software applications (HCM, Finance, and Payroll) using the same platform to strategically share resources and information. Workday is our ERP tool.

# Change Agents: Your Mission



**Trish Heaton**

Talent Training & Development Officer  
| CHES

# Key Responsibilities



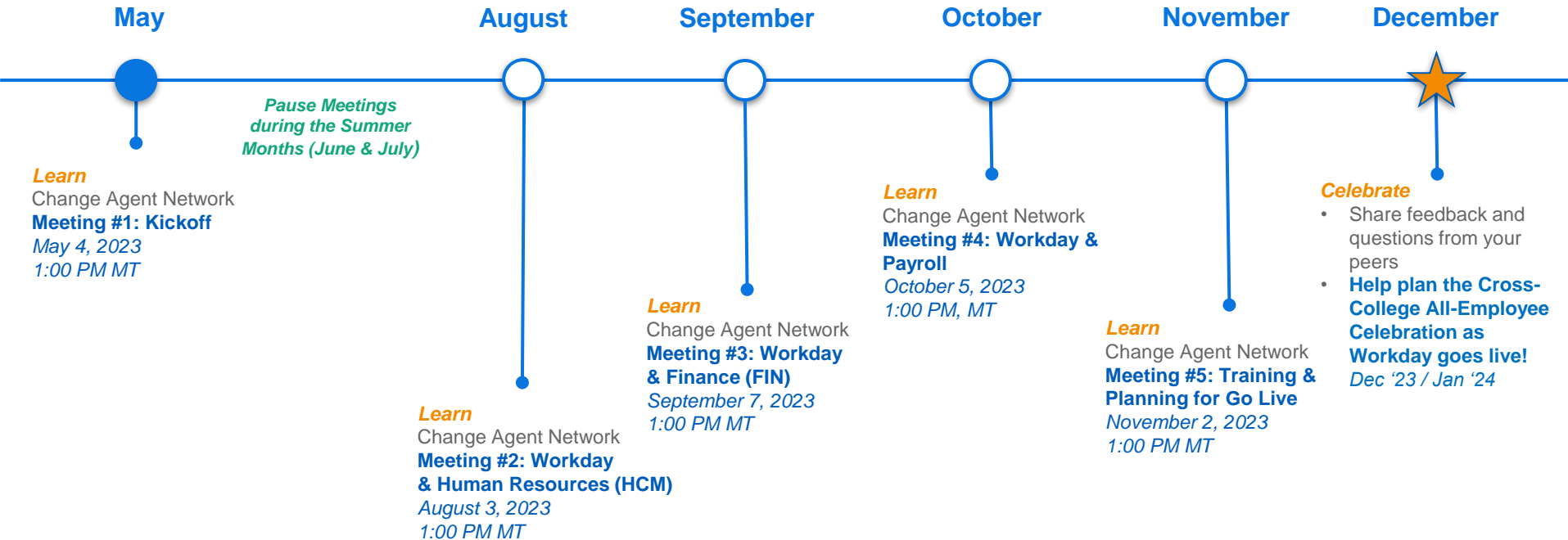
Change Agents are a network of faculty and staff who will help frame and communicate key messaging to support the adoption of Workday at each CHES college.

## Key Responsibilities

- Attend 5 information sessions (recordings will be made available).
- Learn about the CHES organization, Mission: All Together, & the transition to Workday.
- Listen to coworkers and provide feedback on their behalf.
- Support your coworkers to prepare for Workday by sharing key updates and communications from the CHES Change Management team.
- Time commitment of 1-3 hours per month; 6 hours/month max. Increased hours could come from presenting these topics to meetings outside of your normal commitments.



# Timeline for Change Agent Meetings



# Available Resources



To assist you in completing your tasks as a Change Agent, the following resources are available:

## Self-Service Resources ([chess.edu](https://chess.edu))

Kickoff Meeting presentation & recording | Workday Glossary | Mission: All Together Timeline

## Support Contacts

College Contacts (*available on [chess.edu](https://chess.edu)*) | Change Management Coordinators & Leads

## Feedback Form

Submit feedback | Review previously submitted feedback and answers



# How to Share Feedback



1

Share feedback directly with the CHES Change Management Workstream co-leads, Mindy Watson ([mindy.watson@chess.edu](mailto:mindy.watson@chess.edu)) and Trish Heaton ([trish.heaton@chess.edu](mailto:trish.heaton@chess.edu)).

2

Submit insights through our feedback form available on [chess.edu](http://chess.edu) under [Mission: All Together - ERP 2 Feedback](#).

3

Compile and share feedback during our **Change Agent** meetings throughout the deployment.

# All About Human Capital Management



**Regina Dart**  
HCM Lead | CHES

# Learn the Lingo



Term	Definition
<b>Human Capital Management (HCM)</b>	The HCM workstream unifies human resources, benefits, talent management, payroll, time tracking as well as recruitment.
<b>Self Service</b>	Self-service is an approach where users access resources to find solutions on their own without requiring assistance from another service or individual. Workday provides access to tasks (e.g., request time off) for employees directly in the system.

# Learn the Lingo

## Workday HCM Tasks for all Employees



### **Personal Information**

Update home address, phone, and emergency contacts.



### **Pay Information**

View pay slip and W2, change tax withholdings and direct deposit.



### **Benefits**

Enroll in benefits, add dependents and update beneficiaries.



### **Time Off and Enter Time**

Request Time Off (e.g., Sick, Vacation), Request a Leave of Absence, and Enter Hours Worked (if applicable).

# Learn the Lingo

## Workday HCM Tasks for Managers & Leaders



### **Team Information**

Manage information about your team, such as birthdays and work anniversaries.



### **Hiring**

Create and monitor positions and budgets.



### **Reporting**

Generate reports directly and view analytics to help better manage, engage, and develop teams.



### **Review and Approve Requests**

Review and approve requests from your team (e.g., Time Off Requests, Time Sheets, New Hires).



Worker Profile / Self-Service



# Talking Points, FAQs, and Next Steps



**Mindy Watson**  
Strategic Change Officer  
CHES

# Please Share with your Peers



- **What is Workday Human Capital Management (HCM)?** Workday HCM is a solution which houses interactions between an employee and the organization during their career.
- **Who will use Workday HCM?** All employees at CHES member colleges will use Workday HCM.
- **How will employees use Workday HCM?** Employees will use Workday HCM to make changes to their benefit elections (e.g., change beneficiaries, dependents) either during open enrollment or eligible life events, view pay slips and change payment elections, view and apply for open positions at CHES member colleges, complete performance evaluations, request time off, and if applicable, enter time such as clocking in or out.
- **How will employees access Workday HCM?** Workday will be available through a desktop or mobile device.
- **When will employees learn to use Workday HCM?** Training will be released to individuals based on their level of interaction with the system. All-employee training will occur in November and December, prior to go live (December 18, 2023) with in-depth training sessions continuing into the new year.



# Frequently Asked Questions



Question	Answer
<b>Who will use Workday HCM?</b>	All employees.
<b>How will I access Workday?</b>	Workday will be available via computer, tablet, and mobile device.
<b>When will I access Workday?</b>	Workday will be available beginning on December 18, 2023. Many employees will experience Workday for the first time in January 2024 when they return from winter break.
<b>What will I be able to do in Workday?</b>	Employees will have direct access to Human Resources and Finance information, including the following tasks: <ul data-bbox="548 696 1634 918" style="list-style-type: none"><li>• View and update personal information, such as address and emergency contacts</li><li>• View pay stub and change direct deposit information</li><li>• Download tax documents and change tax withholdings</li><li>• Select health benefits during open enrollment</li><li>• Add and update dependents and beneficiaries</li></ul>
<b>Where can I learn more information?</b>	The most up to date information is available on <a href="http://chess.edu">chess.edu</a> under Mission: All Together.

# Next Steps



1

Complete a brief survey on today's meeting (link added to chat).

2

Compile and share feedback with the CHES Change Management team via email, the feedback form, or in person at our next meeting.

3

Plan to attend our next meeting, focused on Workday & Finance (FIN) on September 7, at 1pm.

# Contact Us



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**Thank you!**

