workday.

Change Agent Network Kickoff Meeting

May 18, 2022

CHESS
COLLABORATIVE for HIGHER EDUCATION SHARED SERVICES

Welcome, Change Agents!

Laura Mulry

Change Management Workstream Co-Lead
CHESS Communications Officer | SFCC

Agenda

01 CHESS Update

02 **Change Agents**: Your Mission

03 Mission: All Together 2025 Update

04 Talking Points

05 Common Questions & Next Steps

Workday Confidential

CHESS Update

Kathy Ulibarri

CEO | Collaborative for Higher Education Shared Services (CHESS)

CHESS Mission & Vision

Mission

CHESS supports independently governed member colleges by sharing tools, talent, and best practices so that we are laser focused on providing a world-class student experience leading to success for all students.

Vision

Independently governed colleges strategically partnering on operations to focus resources where they matter – on achieving success for all students!

Learn the Lingo

Term	Definition
CHESS	The **Collaborative for Higher Education Shared Services (CHESS)** 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, Mesalands 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.
Mission: All Together 2025	The project name assigned to implementing Workday's Enterprise Resource Planning solution and Student Information System.
Enterprise Resource Planning (ERP) Solution	An ERP is an integrated suite of software applications using the same platform to strategically share resources and information. Workday is our ERP tool.

Change Agents: Your Mission

Alli Marie
Change Management | CNM

Diana Roembach
Change Management | SFCC

Trish Heaton
Change Management | CNM

What is a Change Agent?

Mission 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 CHESS college.

Key Responsibilities

- Attend 5 information sessions (recordings will be made available).
- Learn about the CHESS organization, Mission: All Together 2025, & the transition to Workday.
- Support your coworkers in preparing for Workday by sharing key updates and communications from the CHESS Change Management team.
- One to three hours a month commitment with additional hours needed as go-live approaches (max of 6 hours/month).

Timeline for Change Agent Meetings

Workday Confidential

How to Share Feedback

1. Share feedback directly with the CHESS Change Management workstream co-leads, Laura Mulry (laura.mulry@chess.edu) & Mindy Watson (mindy.watson@sfcc.edu).

2. Submit insights through our feedback form available on chess.edu under Mission: All Together 2025.

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

What are the Benefits?

Leadership:

- Serve as a champion by gaining valuable insights on the Workday ERP project and promote the value of the changes.

Community:

- Connect with peers across CHESS colleges

Socialize:

- Act by sharing key updates within your college

Mission: All Together 2025 Update

Amy Pell

FIN Workstream Lead | SFCC

Matt Wright

HR / HCM Workstream Lead | CNM

Jordan Slotkin

Technical Workstream Lead | CNM

Mission: All Together 2025 Project Timeline

Collaborative for Higher Education Shared Services

Plan	Architect	Configure & Prototype	Test	Deploy
Nov ‘21 - Jan ‘22	Feb ‘22 - Apr ‘22	May ‘22 - July ‘22	Aug ‘22 - Oct ‘22	Nov ‘22 - Dec ‘22
• Begin Project and Conduct Project Planning • Provide Training for ERP Project Team (ongoing) • Build Foundation Workday Tenant (Instance)	• Conduct ERP Survey #1 • Conduct Foundation Alignment Sessions • Gather details for Integrations and Reports requirements • Build the Configure & Prototype Workday Tenant	• Conduct Unit Testing and Customer Confirmation Sessions • Develop Training Plan for CHESS employees • Prepare for Test Stage • Build End to End Workday Tenant • Conduct ERP Survey #2	• Conduct End-to-End & Payroll: Parallel Testing • User Readiness Review • Develop Cutover Plan • Develop End User Training Materials • Conduct ERP Survey #3	• Conduct ERP Survey #4 • Deliver End User Training • Build the Gold / Pre-Production Workday Tenant • **Launch Workday**

CHANGE MANAGEMENT

PROJECT MANAGEMENT

WEEKLY WORKSTREAM MEETINGS

WAVE 2 PLANNING

Stage Review

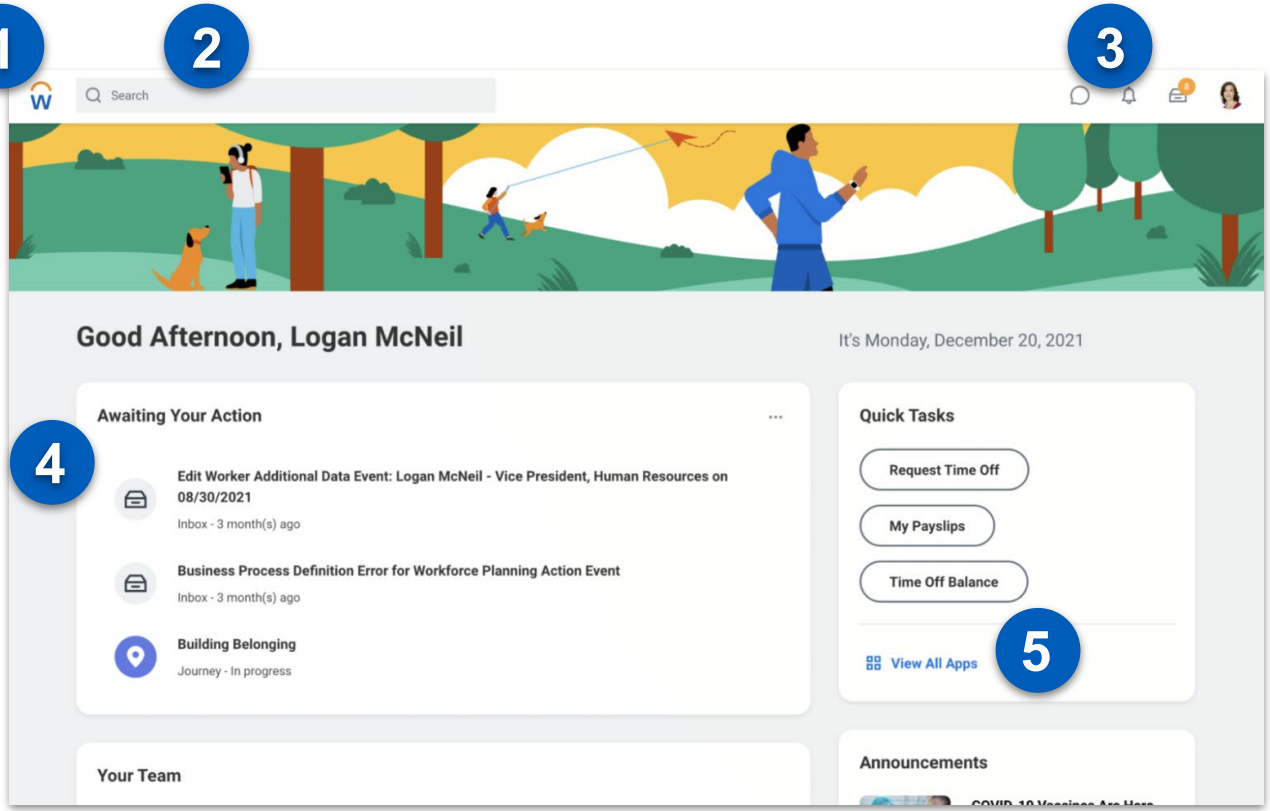
Learn the Lingo

Term	Definition
Workday	Workday is a cloud-based ERP solution that will consolidate the various financial, payroll, and human resources applications from CHESS colleges into one central system.
Human Capital Management (HCM/HR)	The HCM workstream unifies human resources, benefits, talent management, payroll, time and attendance as well as recruitment.
Finance (FIN)	The financials workstream includes accounting, finance, financial reporting, analytics, revenue management, projects, and expenses.
Technical	The technical workstream includes data conversion, integrations, and reporting. This team weaves details from both the HCM and FINs workstream to fill the missing pieces in building Workday for CHESS.

Learn the Lingo

Term	Definition
Workstream	An organizational structure within the Mission: All Together 2025 project framework which divides tasks of the project to specific teams (e.g., HCM/HR, Financials, Technical).
Tenant	A tenant is a unique instance of Workday. Tenants provide dedicated, secure spaces where data exists independently of other tenants.
Prism Analytics	Workday Prism Analytics blends Workday data with information from external sources, including legacy systems.
Enterprise Interface Builder (EIB)	An EIB builds simple inbound and outbound integrations between Workday and external endpoints. EIB provide a framework to build integrations based on the unique business needs of CHESS.

Workday Navigation



1. Home Button
2. Search Bar
3. Notifications/Inbox
4. Actions
5. Applications

Workday Landing Page

Talking Points

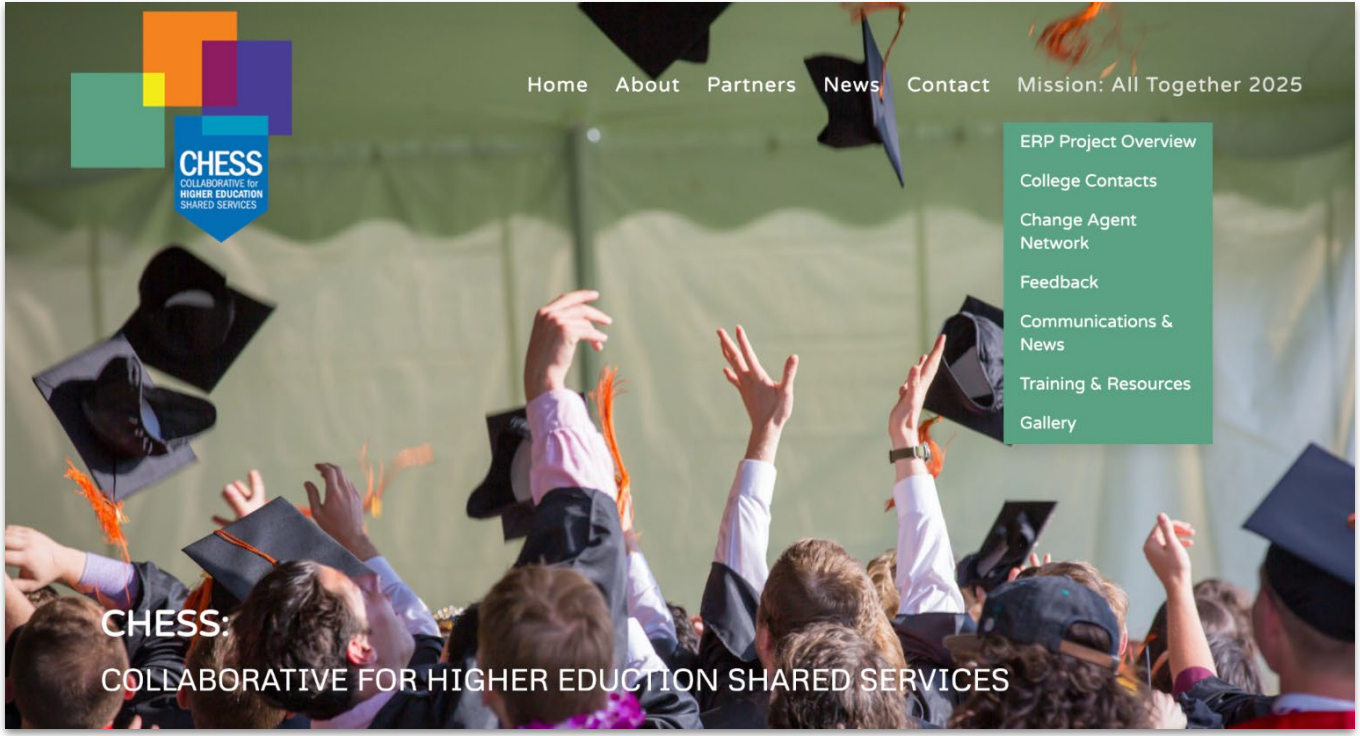
Amanda Lamb-Rupe
Change Management | CCC

Analise Lopez
Change Management | NNMC

Talking Points to Share with your Peers

- **Workday is coming:** Beginning in December 2022, all CNM, CCC, NNMC and SFCC employees will gain access to Workday, a cloud-based ERP, that will assist employees in managing personal info, payroll, benefits, and more.
- **Training Timeline:** The CHESS Change Management teams will provide training for all employees prior to go live. Expect to hear more about specific opportunities to attend training sessions in October 2022.
- **Stay up to date online:** Visit the Mission: All Together 2025 webpage (on chess.edu) for the most up-to-date information on the Workday Implementation, timeline and available resources.

Introducing CHESS.EDU



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Common Questions & Next Steps

Gerrie Becker

Change Management | CNM

Common Questions & Next Steps

Question	Answer
Who will use Workday?	At a minimum all employees will use Workday for time entry and leave requests.
How will you access Workday?	Workday will be available via computer, tablet, and mobile.
When will you access Workday?	Workday will be available in December 2022. You will receive more information and training in the weeks before Workday goes live.
What will I be able to do in Workday?	Employees will have direct access to your Human Resources and Finance information, including the following tasks: ● View and update personal information, such as address and emergency contacts ● View pay stub and change direct deposit information ● Download tax documents and change tax withholdings ● Select health benefits during open enrollment ● Add and update dependents and beneficiaries
Where can I learn more information?	The most up to date information is available on chess.edu under Mission: All Together 2025.

Next Steps

1. Share talking points with your peers.
2. Compile and share feedback with the CHESS 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 & Human Resources (HCM).

Thank you!

Daphne Welp - CHESS/CNM
Alli Marie (she/her)
Jay Caughren - Workday (he/him/his)
Kathy Ulibarri
Candace Carr - Workday
Trish Heaton-CNM
Laura Mulry, SFCC | CHESS
M. Wright, CNM HCM Lead
Amy Pell-SFCC
Analise Lopez NNMC (she/her)
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Contact Us

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Thank you!

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