

CHESS Connection



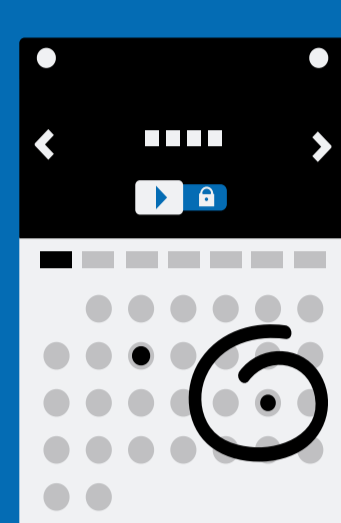
Feb. 13, 2023

Workday Spotlight: Mobile App

Good news! Workday offers a user-friendly mobile app to support you while you're on the go! No need to find a computer with a VPN connection to submit time and absence, approve inbox tasks, or tackle your travel expense report. Check out the [Download the Workday Mobile Application Tip Sheet](#) for more information.



Workday Nugget: Time Entry Timeline



- Each pay period is two weeks long, beginning on Saturday and ending on Friday.
- In order for payroll to run appropriately, all non-exempt/ hourly employees must have all time submitted by close of business on the 2nd Friday of the reporting period.
- Supervisors must approve all time entries and absence requests by Monday at 10 am following the close of the pay period.
- Please note that the submission deadline may be altered for holiday observances.

Service Desk and Training

There are multiple ways to get help. You can contact your IT service desk for [troubleshooting issues](#) or [general support](#).

If you need [step-by-step instructions](#) to perform a task, you can access over 70 tip sheets.

If you have a [general question](#), check out our FAQs.

You can find all this and more on our [training webpage](#).

CHESS Contacts:

Trish Heaton, CHESS Training & Talent Development Officer
trish.heaton@chess.edu

Mike Russell, CHESS Service Desk Manager
mike.russell@chess.edu

Michael Chavez-Kerr, CHESS Workday Support Manager
mchavezkerr@chess.edu

Where Can I Find My 2022 W-2 Form?



Your electronic 2022 W-2 form can be found in your college's legacy system, Banner, as in the past. If you normally receive your W-2 by mail, you will still receive it by mail. For questions, contact the HCM (HR) office at your college.

Mission: Celebration

Enjoy more photos from the Workday implementation team celebrations at the colleges. To see the video presentation, click [HERE](#).



CHESS Job Opportunities

- [Executive Assistant](#)
- [Implementation Project Manager](#)

Click [HERE](#) for job descriptions and application information.



No more begging for a back button that works!

Workday is live!

Feedback Welcome

Fill out the online feedback form [HERE](#) to let us know how you think Workday is going.



Contact

Laura J. Mulry, Communications Officer
laura.mulry@chess.edu

Daphne Welp, Communications Specialist
daphne.welp@chess.edu

The *CHESS Connection* provides news about CHESS and our Workday Enterprise Resource Planning and Student Information System projects. Please share.

CHESS, the Collaborative for Higher Education Shared Services, is a nonprofit comprised of member colleges that employ a unique approach to transform the student experience and streamline administrative operations through state-of-the-art technologies. *Mission: All Together 2025* is the CHESS initiative to launch Workday, a cloud-based software that will consolidate Finance, Payroll, and Human Resources into a central system. Visit, [Mission: All Together 2025](#).