















April 17, 2023

Workday Spotlight: Profile Menu

When it comes to nifty nuggets, nothing beats the Employee Profile. This employee-centered menu, available by clicking on the employee profile icon on the top right-hand side of the home screen in Workday, offers employees the opportunity to review current and past job summaries, pay slips, current benefit elections, contact information, and more! From this menu, employees can also review absence requests and create new requests. To learn more about all the features available from the employee profile, check out these Tip Sheets on our <u>Training page</u>:

- Change Benefit Elections, Dependents, or Beneficiaries
- Getting Started in Workday for Employees

Determine Primary Institution and View Multiple Jobs

- Absence Calendar and Balances
- Add Education in Workday
- Applying to Internal Career Opportunities
- Entering Time in Workday
- Payroll 101
- Request Time Off
- Update Personal Information

training portal, or by reaching out to your college's Help/Service desk): Getting Started in Workday for All Employees

- Getting Started in Workday for Faculty and Adjuncts

Unmet needs and new discoveries could mean



that more training is needed in your area. Please feel free to contact the main Training contact at your college if you or your department runs into a consistent call for help with a Workday process. We are happy to assess if training is already available or if new training needs to be developed or provided. Central New Mexico Community College

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Northern New Mexico College **Analise Lopez**

Travis Thompson

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kita.bass@sfcc.edu SIS (Student) is on the Way!

Your college's team members are being selected for the Student

Workday implementation right now. This is a much longer process than the implementation for Finance, Human Resources, and Payroll - we don't go live until 2025!

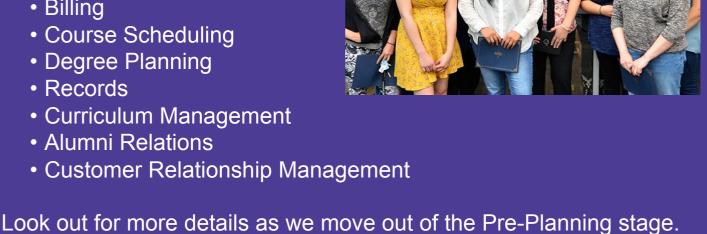
 Recruitment Admissions

This implementation includes many areas that relate to our students:

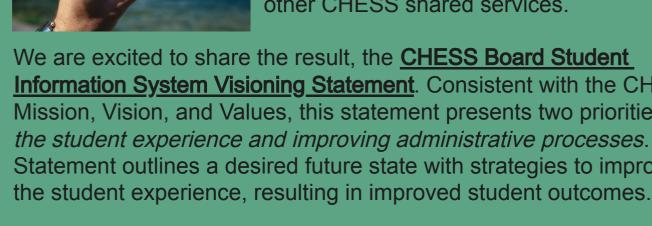
- Advising
- Enrollment
- Financial Aid Billing
- Degree Planning Records
- Curriculum Management Alumni Relations

Course Scheduling

Visioning Statements Now Available



over several months to develop guidance for our colleges that will engage in the upcoming Workday Student projects and



Aid Visioning Supplement.

Desk for resolution.

We are excited to share the result, the CHESS Board Student Information System Visioning Statement. Consistent with the CHESS Mission, Vision, and Values, this statement presents two priorities: the student experience and improving administrative processes. The Statement outlines a desired future state with strategies to improve

other CHESS shared services.

The CHESS Board has been working hard

Workday Support at Your College You can obtain Workday support through your college's Help/Service Desk. Each college will give

Additional visioning work will continue through collaboration with

institutional subject-matter-experts, as can be seen in the **Financial**

How to create a service request:

Central New Mexico Community College

challenges, and complete requests. If needed, your

request will be forwarded to the CHESS Service

their best effort to answer questions, resolve

supportservices@cnm.edu Clovis Community College helpdesk@clovis.edu Northern New Mexico Community College nnmc.zendesk.com/hc/en-us/requests/new or on the

ITS Services webpage on nnmc.edu

Santa Fe Community College

oitservicesupport@sfcc.edu

CHESS Job Opportunity

Workday Technical Lead

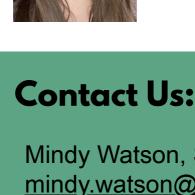
Fill out the online feedback form <u>HERE</u> to let us know how you think Workday is going.

Click **HERE** for the job description and application information. Welcome CHESS New Hire

Feedback Welcome

As part of the CHESS Project Management Team, Amanda oversees deliverables across two of the Wave 1 Student Implementation Teams.

Amanda Lamb-Rupe, Project Manager



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Mindy Watson, Strategic Change Officer mindy.watson@chess.edu Daphne Welp, Communications Specialist

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

initiative to launch Workday. Visit, Mission: All Together.

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 is the CHESS



