

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 [Training_page](#):

- Determine Primary Institution and View Multiple Jobs
- Change Benefit Elections, Dependents, or Beneficiaries
- Getting Started in Workday for Employees
- 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



... and these on-demand trainings (available through your college's 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

The Training Team is Working for You



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.

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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!

This implementation includes many areas that relate to our students:

- Recruitment
- Admissions
- Advising
- Enrollment
- Financial Aid
- Billing
- Course Scheduling
- Degree Planning
- Records
- Curriculum Management
- Alumni Relations
- Customer Relationship Management



Look out for more details as we move out of the Pre-Planning stage.

Visioning Statements Now Available



The CHESS Board has been working hard over several months to develop guidance for our colleges that will engage in the upcoming Workday Student projects and other CHESS shared services.

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 the student experience, resulting in improved student outcomes.

Additional visioning work will continue through collaboration with institutional subject-matter-experts, as can be seen in the **Financial Aid Visioning Supplement**.

Workday Support at Your College

You can obtain Workday support through your college's Help/Service Desk. Each college will give their best effort to answer questions, resolve challenges, and complete requests. If needed, your request will be forwarded to the CHESS Service Desk for resolution.



How to create a service request:

Central New Mexico Community College

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

oit-services-support@sfcc.edu



Feedback Welcome

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

CHESS Job Opportunity

Workday Technical Lead

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



Welcome CHESS New Hire



Amanda Lamb-Rupe, Project Manager

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

Contact Us:

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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* is the CHESS initiative to launch Workday. Visit, [Mission: All Together](#).