

CHESS Connection



April 3, 2023

Workday Spotlight: Delegations

Delegations allow you to temporarily enable another user to perform functions on your behalf in Workday. This is useful for managers who are out sick or on vacation and need someone to cover Workday-related tasks when they are away.

There are three types of delegations:

- **Delegate Inbox Tasks** – delegate the entire Workday Inbox or specific business processes from the Inbox for a specified time period
- **Delegate the Initiation of a Business Process** – delegate the initiation of specific business processes
- **Delegate a Single Task** – delegate a specific task directly from the Inbox

You can delegate many business processes. Peers, supervisors, and subordinates are all eligible to be delegates.

You can learn more about delegations by reviewing the [Delegations in Workday](#) tip sheet. There is also a “Workday for Executives” on-demand training through your college’s training portal, or reach out to your college’s Help/Service desk.

Workday Nugget: Period Activity Pay



Are you a part-time/adjunct faculty member or a full-time faculty member with an overload? You will need to review and approve your Period Activity Pay (PAP) contract in Workday. Locate PAP contracts awaiting review and approval in your Workday Inbox. Previously approved PAP contracts are available through your employee Profile.

For more information, check out the [Period Activity Pay Review, Approval, and Payment Tip Sheet](#).

Tip Sheet Updates

There are some new Tip Sheets to help Managers:

- [Correct Approved Absence](#)
- [Time Entry and Correction on Behalf of an Employee](#)

With the new release that happened on March 11, we found exciting updates that are now reflected on the following Tip Sheets (available in English, Spanish, and Vietnamese):

- **Create, Edit and Close Spend Authorizations:** added the ability to choose between job positions, if applicable.
- **Create Expense Reports:** added the ability to choose between job positions, if applicable.
- **Create Miscellaneous Payment Request:** added the ability to choose a primary address for the miscellaneous payee.

These Tip Sheets and many more can be found [HERE](#) on the chess.edu Training page.

Workday Support



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.

Here is how to create a service request at your college:

Central New Mexico Community College
supportservices@cnm.edu

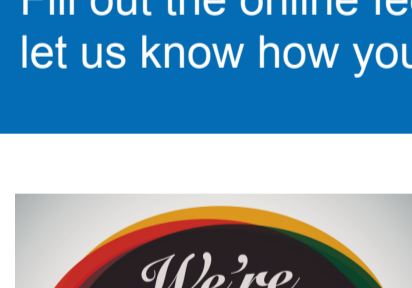
Clovis Community College
helpdesk@clovis.edu

Northern New Mexico Community College
nmmc.zendesk.com/hc/en-us/requests/new or on the ITS Services webpage on nmmc.edu

Santa Fe Community College
oitservicesupport@sfcc.edu

Feedback Welcome

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



CHESS Job Opportunities

Implementation Project Manager

Technical Project Manager

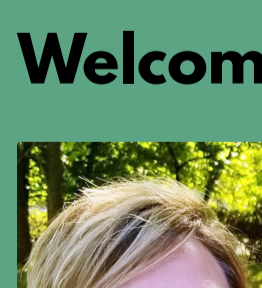
Click [HERE](#) for job descriptions and application information.

Where's My 2022 W-2?

Download your 2022 W-2 in your college’s Banner system as you have in the past. If you normally receive it by mail, then you should have received it by now. If not, contact your college HR office.



Welcome CHESS New Hire



Lily Stone, Implementation Project Manager

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

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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](#).