



Workday Spotlight: Notifications

Did you know that Workday allows you to determine the frequency of email notifications sent to your college email account? You can review your notification settings for computers and mobile devices through the Employee Profile. Learn how in the [Notification Preferences Tip Sheet](#).



Workday Tips and Tricks: Travel

Travel is a hot topic in the Workday system. Here are some tips from the Procurement Team:

- You must submit your Spend Authorization and receive approval **before** any travel purchases are made.
- After travel, take note of the following in your expense report:
 - Include the Spend Authorization Number.
 - Include all procurement card (P-Card) transactions.
 - Reach out to the procurement office if an expense needs to be reassigned to the traveler.
 - Check the box to close out the Spend Authorization once all travel expenses are declared.
- Don't forget to cancel any unneeded, draft Spend Authorizations.
- Please do not use itemization functionality unless you need to split a transaction between multiple funding sources (ex. cost centers / grants).



For more information, review these Tip Sheets on the [training page](#):

- [Create, Edit, and Close Spend Authorizations](#)
- [Create Expense Reports](#)

Watch the **Travel 101** training demo on your Workday training portal.

Workday Updates and Releases



Workday's First Release Update of 2023 is here.

On March 11, Workday provided its first update of the year, called a *release*. Releases deliver features that provide greater value to our colleges. They include responses to customer needs and trends as well as regulatory requirements. Prior to the delivering the releases every March and Sept., Workday previews, configures and tests them. Then our Finance, HCM, and Payroll Workstreams work hard to make sure that the updates are tested and implemented.

If you have questions regarding this release, please email Workday Support Manager, Micheal Chavez Kerr at mchavezkerr@chess.edu.

If you have a Workday application issue or service need, please submit a help desk ticket through your college support desk.

You Asked, We Listened

What's happening behind the curtain?

Many of you have asked about the mysterious, unseen work being done by the Workday implementation teams at your colleges. For the upcoming Student implementation, we want to keep you in the loop every step of the way.



What's happening:

- We are currently in the pre-planning phase (reviewing team structures, scopes of work, and development plans and strategies).
- We are hiring CHES Project Managers and assigning them to workstreams.
- Soon, those workstreams will be identifying current student services processes and identifying points where member colleges can align.

Training made easier!

We restructured the [training webpage](#), making it simpler for you to find the training information you need.

We also created a new email address for your training needs or questions, chess.training@chess.edu. Feel free to contact us - we are happy to help!

Workday Nugget: On-Demand Training

Check out the many on-demand training topics available on your college Training Portal:

- **Workday for All Employees** – required for all employees
- **Workday for Faculty** – required for all faculty
- **Workday for Managers** – required for all managers / supervisors
- **Workday for Executives** – provides demonstrations for Reports and Delegations and more
- **Human Capital Management (HCM)** – for employees in or associated with an HCM role
- **Getting Started in Workday for Benefits Roles** – for employees associated with a Benefits role
- **Getting Started in Workday for Recruiters** – for employees associated with employee recruitment
- **Getting Started in Workday for HR Partners** – provides information to those with HR responsibilities
- **Foundation Data Model (FDM)** – for employees in or associated with a Finance focused role
- **Budget Management** – provides information for those with budget responsibilities
- **Getting Started in Workday for Accounting Roles** – for employees in or associated with the accounting team / office
- **Travel 101** – provides information for spend authorizations, expense reports, and p-card reconciliations associated with travel

For more information, reach out to your college training team [HERE](#).

Feedback Welcome

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



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.



CHES Job Opportunity

Implementation Project Manager

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

Welcome CHES New Hires

Mindy Watson, Strategic Change Officer



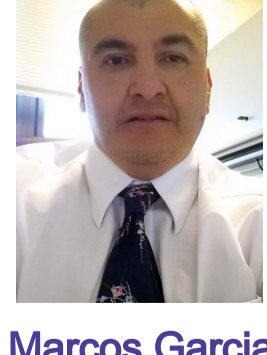
Dr. Watson provides strategy and change leadership to create a people-centric approach in support of the CHES Vision, Mission, and Values. She works with member colleges to create successful organizational change management strategies during CHES project implementations.

Beth Hartley, Payroll Supervisor

Beth manages the operations of the payroll staff and controls preparation and disbursement of payroll for member colleges. She oversees the maintenance of related tax and other payroll records and ensures accurate and timely payment of wages/salaries.

Implementation Project Managers

As part of the CHES Project Management Team, Project Managers oversee deliverables across Wave 1 and Wave 2 member colleges for Workday's Finance, HCM, and Payroll platforms, Student Implementation Teams as well as for other CHES projects. Newly hired Project Managers (not pictured, Lily Stone):



Marcos Garcia



Sarah Martinez



Ruud Clerx



Sarah McCartney

Contact Us:

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

CHES, 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 CHES initiative to launch Workday. Visit, [Mission: All Together](#).