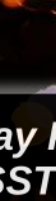


CHESS Connection



Dec. 2024, Issue 1

Workday Student (SIS): A Holiday Performance to Remember



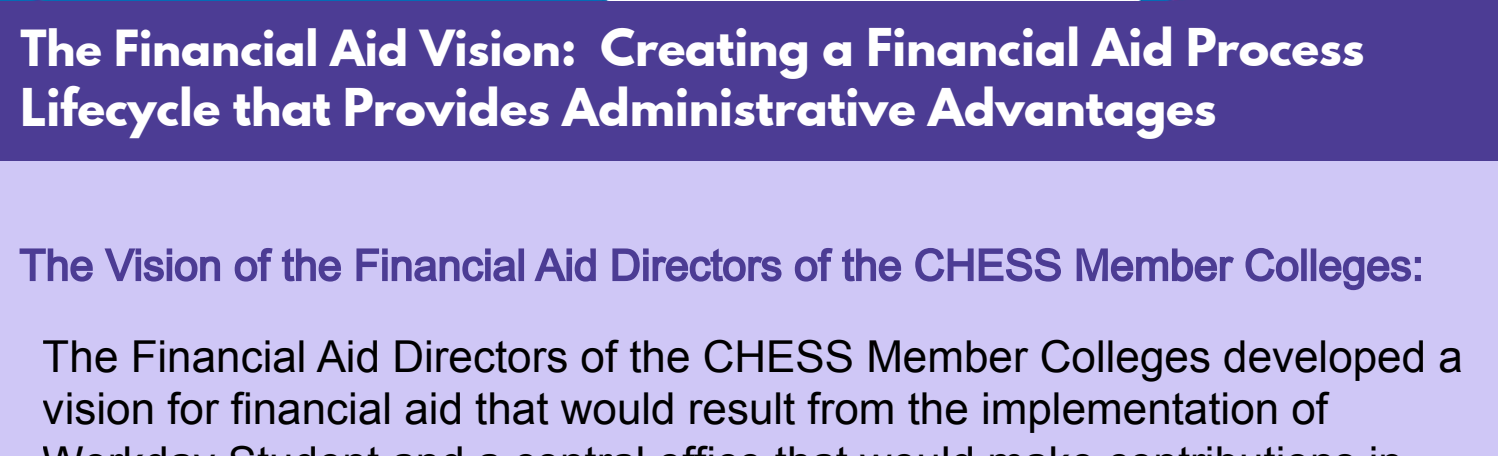
A Holiday Performance by CHESTER & Friends

A Workday Student Carol

On the twelfth day of CHESS-mas,
 Workday Student gave to me,
 Twelve workstreams dreaming,
 Eleven pathways forming,
 Ten systems syncing,
 Nine goals achieving,
 Eight teams collaborating,
 Seven students smiling,
 Six shared solutions,
 Fiiiiive schools aligning!!
 Four helpful dashboards,
 Three visions shared,
 Two workflows merged,
 And a mission for all of us to see!

Happy Holidays!

MISSION: ALL TOGETHER



The Financial Aid Vision: Creating a Financial Aid Process Lifecycle that Provides Administrative Advantages

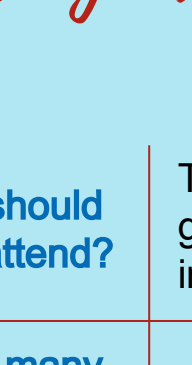
The Vision of the Financial Aid Directors of the CHESS Member Colleges:

The Financial Aid Directors of the CHESS Member Colleges developed a vision for financial aid that would result from the implementation of Workday Student and a central office that would make contributions in providing significant support to the financial aid process.

The entire vision, known as the Financial Aid Visioning Supplement with Recommendations, developed by our CHESS Financial Aid Directors can be found at chess.edu. From this document, here are some ways in which the Financial Aid Directors envision how their offices will be transformed through Workday Student:

- Build an efficient and responsive Financial Aid process lifecycle for students by creating a shared services center to centralize the administrative function at CHESS, thus reducing some administrative burdens to provide additional bandwidth for the individual institutions to award, counsel and advise and better serve its student population.
- CHESS manages the student record to deliver a clean and nearly excellent file for the institution to access which allows the institution to focus on the student and not the backend processes.

Ensuring that a Financial Aid process best meets the needs of students takes a lot of collaboration. Last month, the Financial Aid workstream of the Workday Student project engaged with the CHESS Member Colleges for feedback and input into how to shape the future of financial aid to best serve the student. A bright future for the student experience is possible through Financial Aid.



[Click Here to Learn More About Financial Aid Visioning](#)

Workday Training Corner

Mark Your Calendars for Grants Training!

Who should attend?	This refresher training is designed for end users who will maintain grants in Workday and who have Grants-related security roles including Grants Manager and Principal Investigators.
How many classes are there?	Grants Training will be offered in two parts. Please plan to attend both parts.
Which training is first?	(Part 1) Grants Management Introduction: Core Concepts & Roles
What will I learn in Part 1?	This course is a general overview of Grants by introducing a basic understanding of Workday and Grant functionality. This course will include an introduction to Grants, roles and responsibilities, and a review of the Foundation Data Model (FDM) and other finance touchpoints when managing Grants in Workday.
When will Part 1 training be offered?	(Part 1) Grants Management Introduction: Core Concepts & Roles will be available on: Friday, Dec. 6th at 9 AM MT
What will I learn in Part 2?	"Managing Grants in Workday" builds on the first training by focusing on how to manage Grants using Budget, Payroll, and Reporting. During the course, attendees will have time at the end of the session to ask questions or share insights with your College's Subject Matter Expert (SME).
When will Part 2 training be offered?	(Part 2) Managing Grants in Workday will be offered on: Friday, Dec. 6th at 2 PM MT

Please plan to attend both parts!
 For more details this Grants Training Session, reach out to the Training Team Member contact at your college.
[Click here to find the Training Team Member at your college!](#)

Employees: It's Time to Verify in Workday!

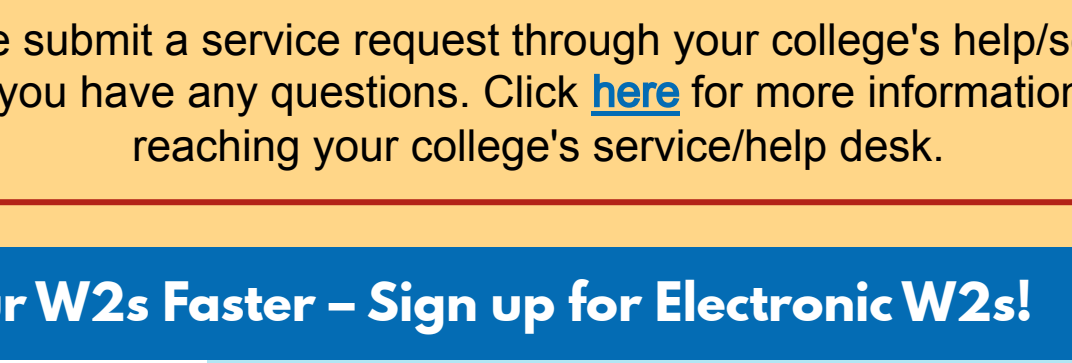
IT'S TIME TO... *Verify!*

It's time to verify that your address and SSN are correct in Workday.

ATTENTION ALL COLLEGE EMPLOYEES WHO CURRENTLY HAVE ACCESS TO WORKDAY:

CHESS Payroll will need you to complete the following steps by December 20th, 2024

Step 1: Log into Workday and select the Profile icon in the top right corner, and "View Profile."
Step 2: Select the "Contact" tab and review your Home Contact Information for accuracy. If any updates are needed, the [Update Personal Information Tip Sheet](#) provides instructions.
Step 3: Select the "Personal" tab and then "IDs" (on top of page), then click on the "Verify National ID" button. This will ask you to enter your Social Security Number (SSN). Once it has confirmed your entry matches that on record, you will receive a message that "You have successfully verified your Social Security Number (SSN)". It will look like this:



Note: If the SSN does not match what is currently in Workday, you will be notified and have 4 more attempts to enter the number correctly. If you feel you have entered the number correctly, please reach out to your college's HR Office for further assistance.

You will be asked to review these key pieces of information every six months so that all reporting and W2 information is processed as smoothly as possible.

Please submit a service request through your college's help/service desk if you have any questions. Click [here](#) for more information about reaching your college's service/help desk.

Get your W2s Faster – Sign up for Electronic W2s!



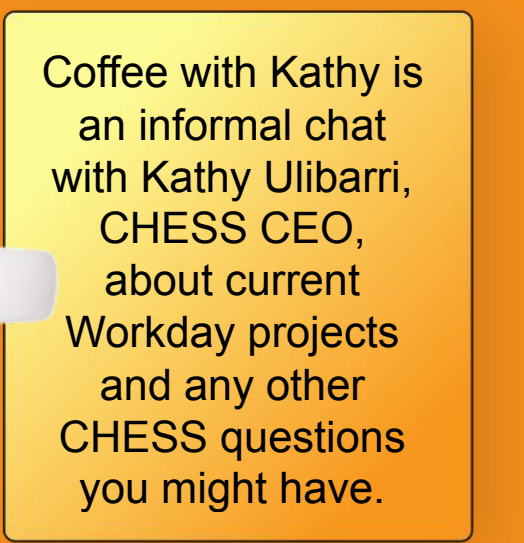
CHESS Superstars

Congratulations to Our Newest CHESS Superstars!

LESLIE GARCIA LCC & ESTELLE GARCIA LCC

Leslie & Estelle were both nominated by Mindy Watson, CHESS Strategic Change Officer.

Mindy wrote, "You have both gone above and beyond preparing for our SIS Onsite visit to LCC. The hospitality provided has been unparalleled and has truly shown the LCC spirit of family. Thank you both for welcoming the CHESS and college teams with such fabulous care."



CHESS Superstars are members of the SIS project implementation teams or employees from member colleges. They obtained this recognition because they exhibited extraordinary CHESS Values: Collaboration, Honesty, Equity, Sustainability, and Student Success.

Questions? Concerns? Suggestions?

Coffee with Kathy is an informal chat with Kathy Ulibarri, CHESS CEO, about current Workday projects and any other CHESS questions you might have.

SAVE THE DATE!
 The next session will be January 28th, 2025 at 10 AM MDT.

[Click here to join Coffee with Kathy](#)

Quick Access to the Technology Support Hub

Check out the new **Technology Support Hub** located within the Member Hub on the CHESS website. The new pull-down menus and sub-menus will get you directly to the right information. Use the buttons below to get the information you need most!

- SERVICE REQUEST HUB**
 - Create a New Service Request Ticket
 - Follow Up on a Service Request
- TENANT INFORMATION HUB**
 - Top Reports by Functional Area
 - Reporting Tips & Tricks
- REPORTING HUB**
- RFC (Request For Change) Process**
 - RFC (REQUEST FOR CHANGE) PROCESS

Contact CHESS

Do you have any questions? Do you have suggestions for new stories?

CONTACT:
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 CHESS Communications
karen.grandinetti@chess.edu

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