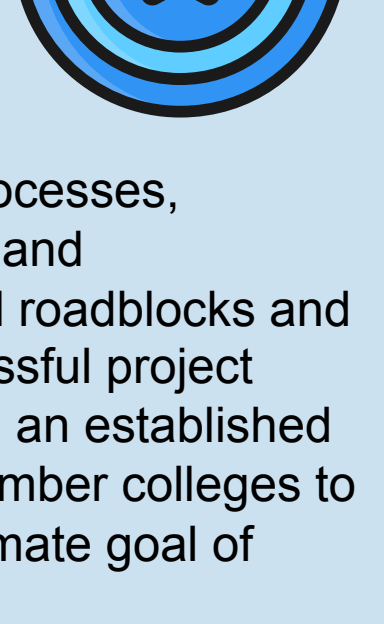


What's Happening with Workday SIS (Student)?

Workday Student (SIS) Discovery sessions have begun. Discovery sessions are a crucial preliminary stage in project planning, where workstream members collaborate to identify project details. These sessions involve brainstorming and information gathering to establish a shared understanding of project goals, deliverables, and potential risks.



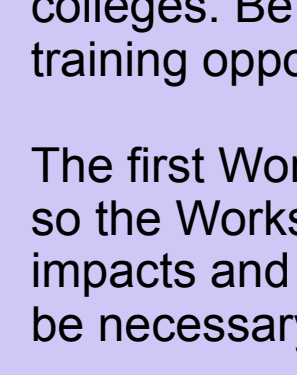
Through these discussions, participants explore processes, expectations, and priorities, fostering transparency and communication, enabling teams to identify potential roadblocks and devise mitigation strategies. Foundational to successful project execution, Discovery results in clear objectives and an established framework for effective collaboration, preparing member colleges to align administrative processes in service to the ultimate goal of student success.



"I thought the setup of Academic Calendars in Workday was interesting with standard periods. Also, configuring courses seems very flexible. I think it will be easily adapted to all of our school needs. Exciting!"

~ Roxanne Tapia, SFCC

Workday ERP News!

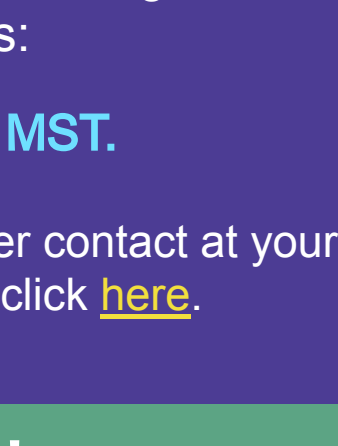


The ERP 2 project continues working through hypercare and the transition into stabilization. As part of this work, the CHES Workday Support Team meets with team members to identify who will continue to assist with ongoing maintenance of the Workday system as Subject-Matter-Experts (SMEs) for each campus. The ERP 2 Teams are also getting their final meetings with the Workday consultants to wrap up any last-minute training needs.

The Organizational Change Management Team finished its first Adoption Survey, tallied the results, and is currently making plans for additional training, communications, and support to ensure a successful transition into the new Workday platform for our ERP 2 colleges. Be on the lookout for more information about additional training opportunities!

The first Workday Release of 2024 is quickly approaching in March, so the Workstream team members are currently identifying change impacts and preparing for any communications and training that may be necessary.

ERP Training Corner



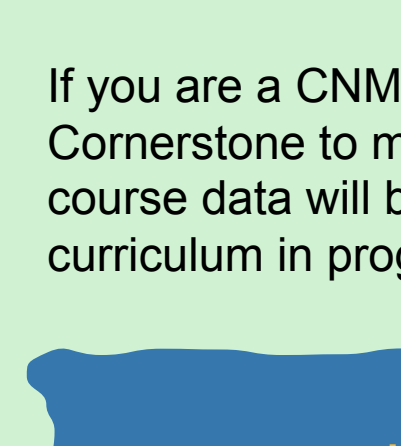
Do you use Reporting in your role? Then plan to attend one of the training sessions below. Learn all about custom reports and more!

This training session will be offered at the following two times to accommodate schedules:

Feb. 19th at 3pm MST or Feb. 26 at 3pm MST.

For more details, reach out to the Training Team Member contact at your college. For a complete list of Training Team Members, click [here](#).

Workday Learning to Go-live Next Week!



Workday Learning is being implemented at CNM and SFCC for employee professional development, role-based training, safety training, and mandatory compliance training. CNM is upgrading from Cornerstone Talent Management and SFCC is migrating from KnowBe4.

Training and tip sheets for Workday Learning: Basics will be available soon. Training is available now for CNM, SFCC coming soon!

Workday Learning will NOT be replacing your current student learning management systems (Brightspace or Canvas).

CNM Employee to-do:
Complete assigned training before Feb. 15th

If you are a CNM, please complete your assigned training(s) now in Cornerstone to maintain course progress. The majority of completed course data will be migrated to Workday Learning. However, any curriculum in progress will not be transferred.

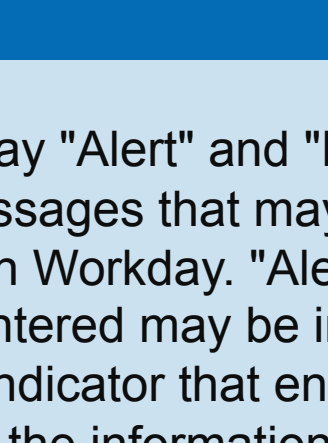
CNM Employees:

Please click [here](#) for information on training sessions that are available to you beginning this week. You should have already received an email from your college training team with links to each online session.

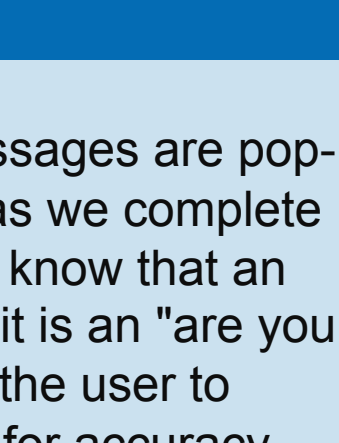
Welcome CHES Employees



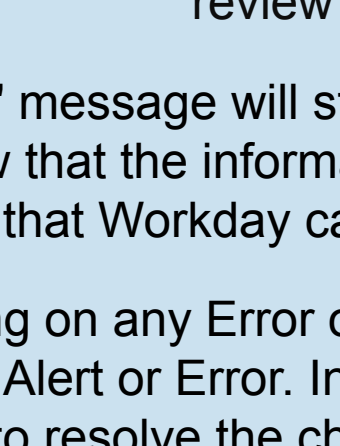
Dani Day
SIS Functional
Advisor



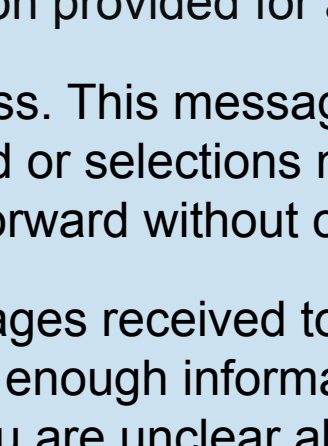
Rosalie Garcia
Payroll Accountant



Julie Hicklin
Payroll Accountant



Chris Summers
Business Analyst &
WD Learning Administrator



Marshall Quam
Payroll Tech

Nifty Nugget

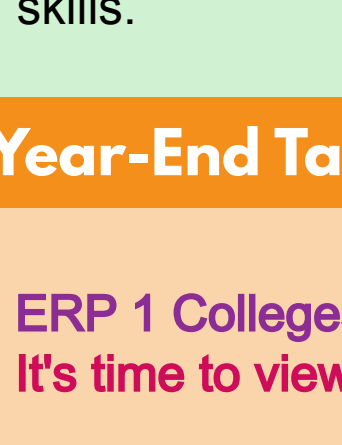


Workday "Alert" and "Error" messages are pop-up messages that may appear as we complete tasks in Workday. "Alerts" let us know that an item entered may be incorrect - it is an "are you sure" indicator that encourages the user to review the information provided for accuracy.

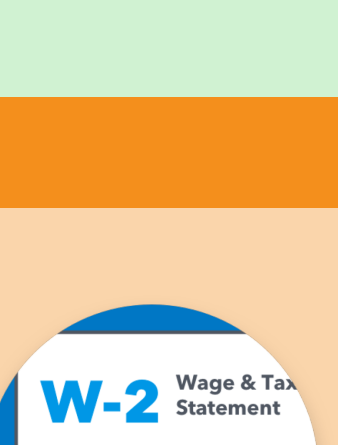
An "Error" message will stop all progress. This message lets the user know that the information provided or selections made are incorrect, that Workday cannot move forward without corrections.

Try clicking on any Error or Alert messages received to learn more about the Alert or Error. In most cases, enough information is provided to resolve the challenge. If you are unclear about how to resolve the Error or Alert, reach out to your college's support team.

CHES Superstars



Superstars are members of the Implementation Team who are recognized based on CHES Values: Collaboration, Honesty, Equity, Sustainability, and Student Success.



Congratulations!

Travis Eli Thompson
CNM Implementation Team
Lead, Workday Learning

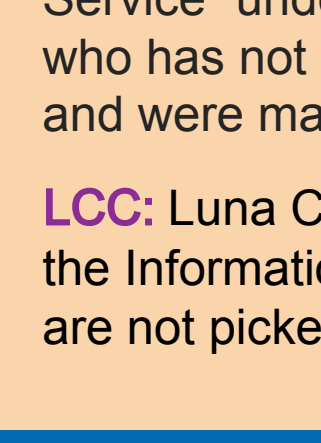
Derek Bellah
CNM Data Conversion
Lead, Workday Learning

Ruud Clerx
CHES
Project Manager

Alicia Rendon
CHES
Project Manager

You Asked, And We Listened...

Check out the redesigned Training page on the [chess.edu](#) website!



The new user-friendly design offers easier navigation and access to a wide range of training resources, including updated quick links, tip sheets, live training dates, videos, and more!

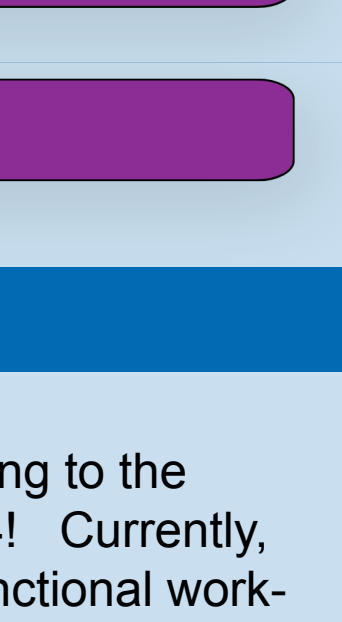
The revamped layout provides clear pathways for users to explore different aspects of training, whether they are beginners looking to grasp the fundamentals or advanced learners seeking to refine their skills.

Year-End Tax Document Information

ERP 1 Colleges (CCC, CNM, SFCC, & NNMC):
It's time to view and print your tax documents.

Follow these steps:

1. Beginning on the Workday home page, select View All Apps > Pay.
2. Under the View section, select My Tax Documents to view your tax documents.
3. Under Printing Election, select Edit to elect to receive an electronic copy of Year End Tax Documents.



This information can also be found on the Payroll 101 Tip Sheet. Click [here](#).

Note: For those in Wave 1 ERP who did not opt for electronic-only W2s, paper copies were mailed last month. You can also access an electronic copy by following the steps, above.

ERP 2 Colleges (SJC & LCC):

SJC: W-2s for 2023 are available in your Legacy System in "Self-Service" under "Tax Information". W-2s were printed for anyone who has not consented to receive them electronically in the past and were mailed last week.

LCC: Luna Community College is distributing W-2s for 2023 from the Information Desk outside the President's Office. W-2s that are not picked up will be mailed to the employee.

Website Access to Workday Support

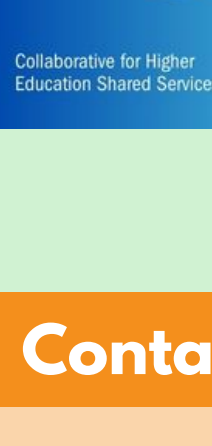
You can now find Tenant Management (refresh schedules), Workday Maintenance, and links to Workday Support on the [chess.edu](#) website! Click on the images below to visit the web pages.

Click Here for 2024 Workday Maintenance Schedules

TENANT MANAGEMENT

SERVICE REQUESTS

Workday Updates and Releases



The 2024R1 Feature Release is coming to the Production tenant on March 9th, 2024! Currently, WST and representatives from the functional work-streams are reviewing the release and coordinating testing. Please visit the Workday Community for more information.

Click [here](#) for a tip sheet with details on setting up a Workday Community Account and how to log in.



Join us for a discussion of Workday Student (SIS) and any other questions that you might have.

Questions? Concerns? Suggestions?

Join an informal chat with CHES CEO, Kathy Ulibarri.

Tuesday, February 27th at 10:00 AM

Click [here](#) to join.

CHES Job Openings

Visit [CHES.edu](#) for information on these positions.

Contact CHES

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

CONTACT:

Karen Grandinetti
CHES, Communications
Specialist
karen.grandinetti@chess.edu

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.