

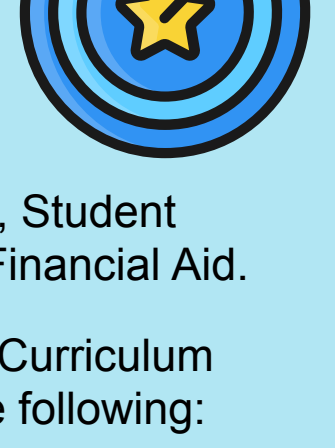
# CHES Connection



February 28, 2024

## What's Happening with Workday SIS (Student)?

Workday Student (SIS) Discovery sessions are still underway. These sessions involve brainstorming and information gathering to establish a shared understanding of project goals, deliverables, and potential risks. Our workstream team members have joined forces to gather information for six distinct areas. These areas include Student Core/Cross-Functional, Recruiting/ Admissions, Curriculum Management/Academic Advising, Student Records/Academic Foundation, Student Financials, and Financial Aid.



Zac Shank from CNM checked in with the Curriculum Management workstream and reported the following: "The team is learning about the capabilities for various workflows, from course requirement overrides to creating course definitions. It's fun to see how the wheels turn for different people at different campuses as we compare our current processes to out-of-the-box functionality in Workday. We're seeing potential paperwork reduction as well as scratching our heads wondering how the system will intersect with other decision-making processes at each college."

## Workday ERP 2 News!



This week, Luna Community College and San Juan College officially moved from Hypercare into Stabilization. This marks the end of the intensive Workday Consultant support to greater reliance on the colleges' subject-matter experts' (SMEs) knowledge and skills gained. The SMEs are still working in partnership with the Workday Support Team. This will carry the colleges into and through the Stabilization phase.

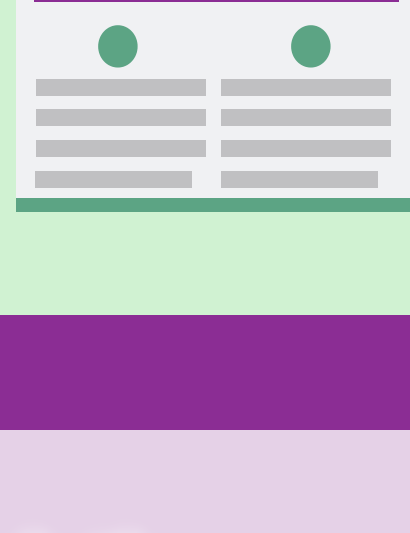
To wrap up the Hypercare effort, the workstream team members continue to complete their "Cutover" tasks, including items such as final imports of some integrations from legacy systems into Workday, completing catch-up transactions of new hires and verifying accurate security roles, and loading actuals for FY23 and FY24 once data validation is completed.

During this next "Stabilization" phase, the Workday Support Team will continue to work closely with the colleges' SMEs to continue knowledge transfer and troubleshoot the Workday system and any potential challenges that arise. College personnel should continue to ask questions of their SMEs, create support tickets with their internal support as necessary, and attend trainings as available.

## ERP Training Corner

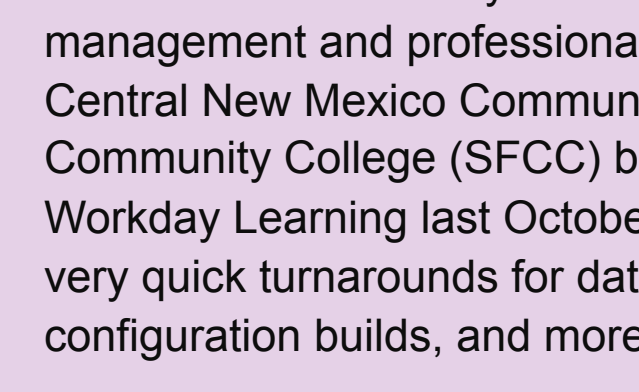
### Check out the redesigned Training page on the chess.edu website!

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.

## Workday Learning is Live!

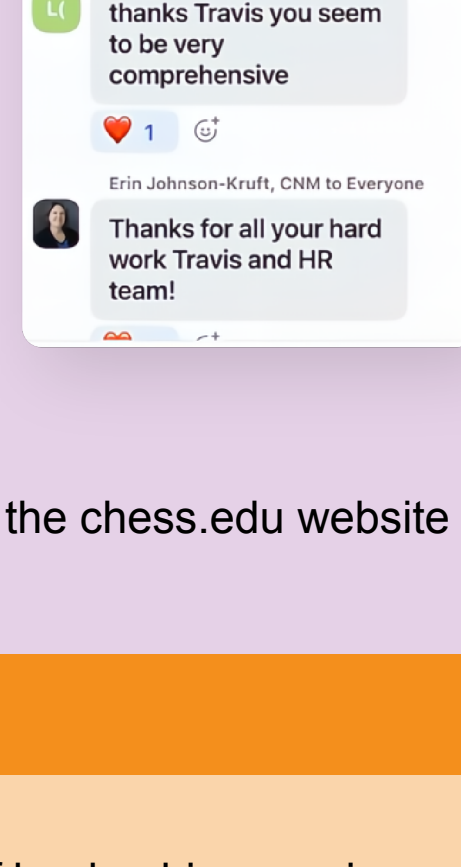


### Congratulations CNM & SFCC!

Workday Learning is the employee-focused learning management and professional development system offered by Workday. Central New Mexico Community College (CNM) and Santa Fe Community College (SFCC) began an implementation project for Workday Learning last October. The project timeline was intense, with very quick turnarounds for data conversion, testing, tenant and configuration builds, and more testing.

The implementation team consisted of 29 individuals serving as subject matter experts (SMEs) from both colleges in training and professional development, data conversion, reporting, security, change management, and communications. The CHES staff also provided technical, project management, and organizational change management support. The following individuals served as Leads for this project:

- Travis Thompson:** Learning Lead / Administrator
- Michael Chavez-Kerr:** Workday Security Lead
- Matt Wright:** Testing Lead
- Trish Heaton:** Learning Transformation Lead
- Donna Castro:** Learning Lead / Administrator
- Derek Bellah:** Data Conversion Lead
- David Keppel:** Data Conversion Lead

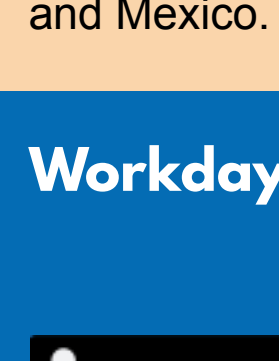


CNM Kicked off its first Learning campaigns on February 19th with feedback including "Really, it's that easy?!" being heard the most. SFCC will launch its first Learning campaign in conjunction with its campus's Professional Development Day, on March 1.

**Congratulations to the entire team for a job well done & a successful Go-Live! We celebrate you!**

Tip sheets for Workday Learning are available on the chess.edu website Training page. Click [here](#).

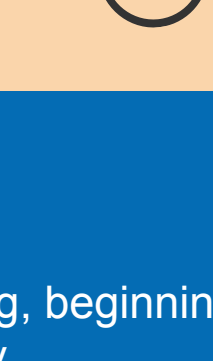
## Meet the CHES Team



Mike Russell has over 20 years of leadership experience in IT Service Management in healthcare, hospitality, technology, and higher education. At CHES, he is responsible for implementing and managing the help desk, partnering with the member colleges to provide an effective and efficient service management ecosystem.

Mike's latest project has been to update and further develop the Alemba system to include enhanced reporting and collaboration features for the Service Desk as well as functionality for the Workday Change Board business processes. CHES uses Alemba for the CHES Service desk ticketing system.

*Fun Fact about Mike:* Mike is an expert-certified scuba diver and has performed rescue dives off the coast of California and Mexico.



## Workday Nugget: Time Entry Timeline



- Each pay period is two weeks long, beginning on Saturday and ending on Friday.
- In order for payroll to run appropriately, all non-exempt/hourly employees must have all time submitted by close of business on the 2nd Friday of the reporting period.
- Supervisors must approve all time entries and absence requests by Monday at 10 a.m. following the close of the pay period.
- Please note that the submission deadline may be altered for holiday observances.

## CHES Superstars

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

*Congratulations!*

**Kita Bass, SFCC**  
Workday Learning  
OCM Support - Training

**Frank Cole, SJC**  
ERP2  
Subject Matter Expert (SME)

## Workday Updates and Releases

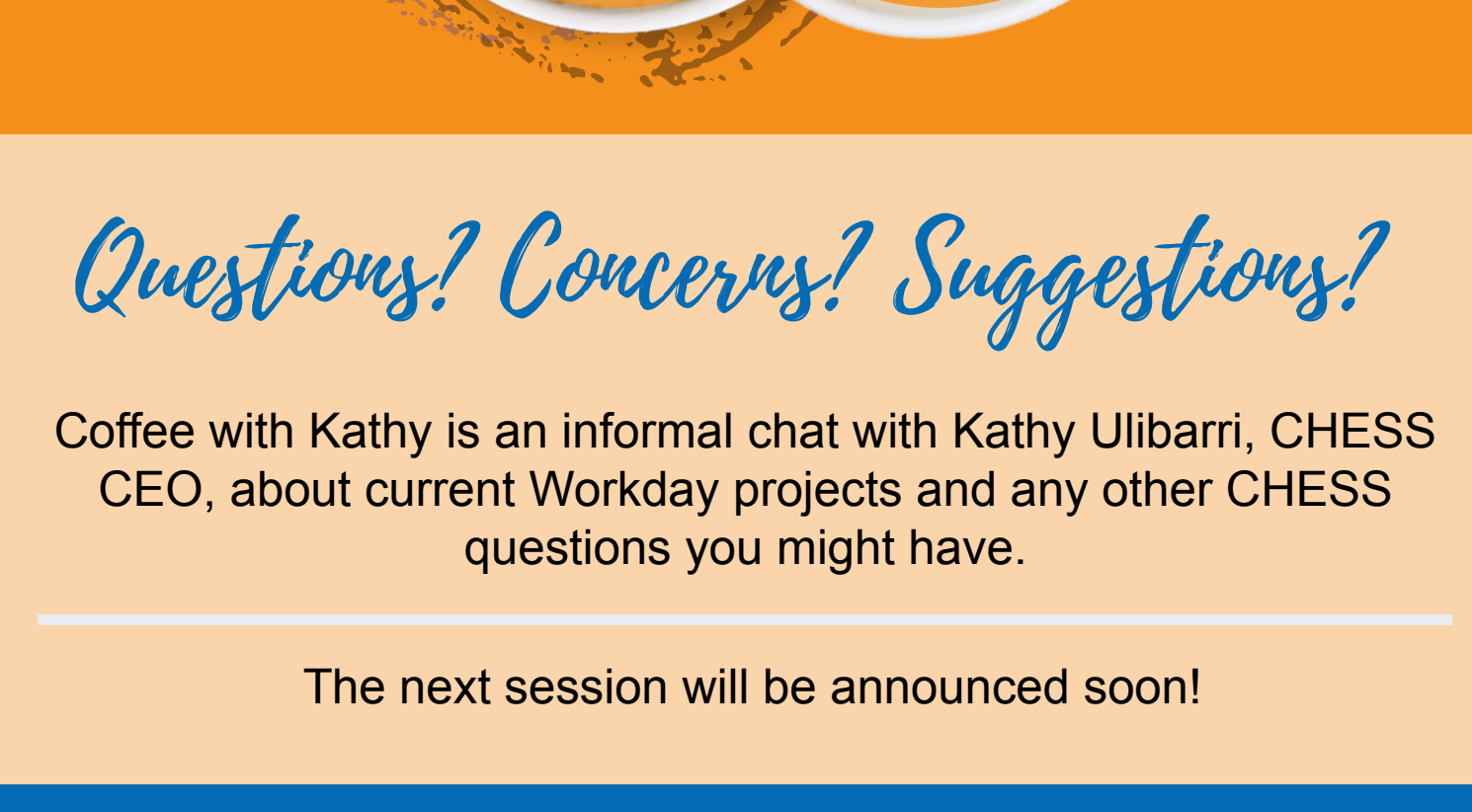
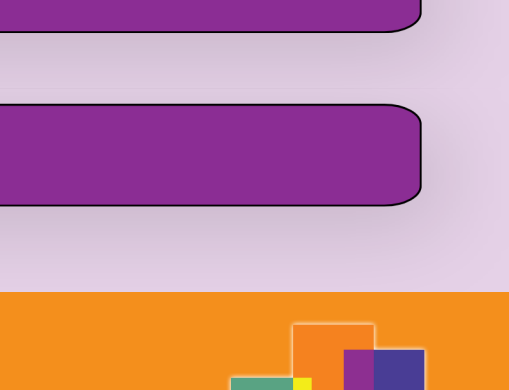


The 2024R1 Feature Release is coming to the Production tenant on March 9th, 2024! Currently, WST and representatives from the functional workstreams are reviewing the release and coordinating testing. Please visit the Workday Community for more information.

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

## 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.

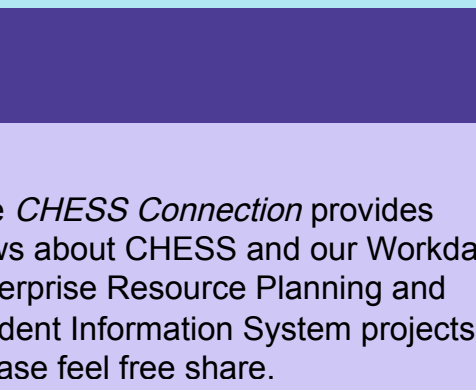
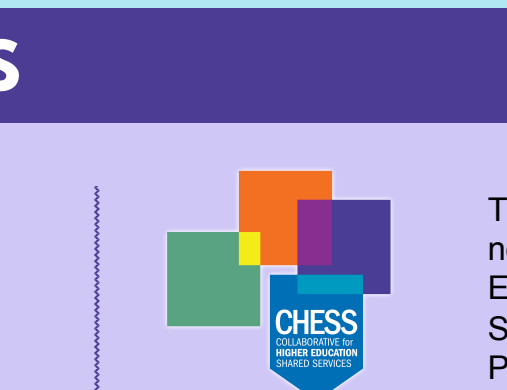


*Questions? Concerns? Suggestions?*

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

The next session will be announced soon!

## CHES Job Openings

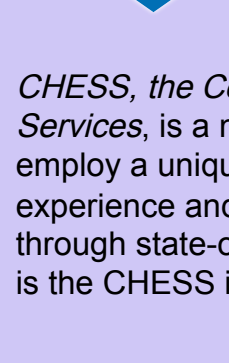


Visit [CHES.edu](#) for information on these positions.

## Contact CHES

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

**CONTACT:**  
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The CHES Connection provides news about CHES and our Workday Enterprise Resource Planning and Student Information System projects. Please feel free 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.