

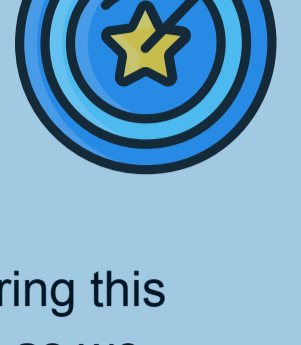
# CHES Connection



February 1, 2024

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

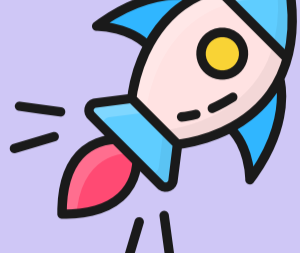
CHES Project Management, Workday, and the colleges' project leadership teams met in Albuquerque last week for a high-level planning meeting in anticipation of the beginning of the Plan Phase of the project.



The meetings set the foundation for what will happen during this phase and who is responsible for what. This is important as we begin our Discovery sessions over the next few weeks to find out about current practices at each of the participating CHES colleges.



## Workday ERP News!

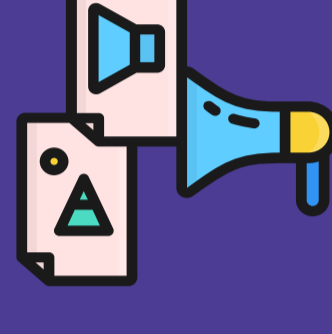


We have entered the last transition period for the ERP2 project. This transition period includes Hypercare / Stabilization and an exit strategy for all the team members who spent countless hours on the project to either move to their new assignments in the SIS (Student Information System) "Student" project or get back to their roles at their respective colleges.

In Hypercare, extra support is provided to end users as everyone learns to navigate the system. It is also a time for end users to learn more about product services and new features that are based on their current roles and permissions. During this time, CHES provides a proactive approach to make certain that everyone has been trained based on their role and irons out any hiccups that may be encountered! Additional training needs are identified and a continuous training strategy is developed to ensure employees are served, moving forward.

## ERP Training Corner

Do you use Reporting in your role? Then save the date for a deep dive training session. 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](#).

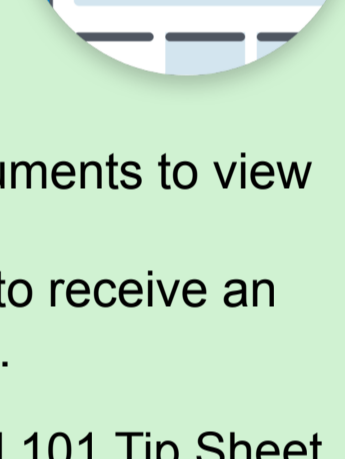
## New ERP Users: We Want to Hear from You!



If you are an LCC or SJC employee, please fill out an [Adoption Survey](#). This survey is available until February 5th at 5:00 p.m. It will help us to further develop training, identify what's working well, and become more responsive to your needs.

## 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 week. 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.

## Workday Support for SJC & LCC

Questions are bound to arise now that Workday is live. In case you missed it in the last issue of the CHES Connection, here's [how to get assistance for Workday if you need it](#).

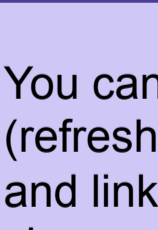


**Step 1**  
Self-Service - CHES.edu website, online Tip Sheets, on-demand training and videos, and in-system tips.



**Step 2**  
When you have a question, you'll reach out to your college's internal Help/Support professionals in much the same way you always have.

For both Luna Community College (LCC) and San Juan College (SJC), Workday tickets will be routed to the proper Subject Matter Experts (SME) for each functional area: Finance, Purchasing, Human Resources, and Technical.



**Step 3**  
If your college's SME can't resolve the issue, they will escalate to the CHES Workday Support Team.

What is important to remember in all of this – all YOU need to do is submit an IT ticket referencing Workday in the category and the Subject Matter Expert will help from there.

## Website Access to Workday Support

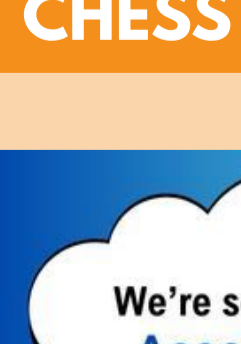
You can now find Tenant Management (refresh schedules), Workday Maintenance, and links to Workday Support on the [ches.edu](#) website! Click on the images below to visit the web pages.

[Click Here for 2024 Workday Maintenance Schedules](#)

[TENANT MANAGEMENT](#)

[SERVICE REQUESTS](#)

## Workday Updates and Releases



The 2024R1 Feature Release is coming to a Sandbox-Preview tenant near you on February 3rd, 2024 and a Production tenant on March 9th, 2024! 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.

## CHES Job Openings

**We're seeking an Accountant**

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

**We're seeking a Payroll Technician**

## 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 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.