

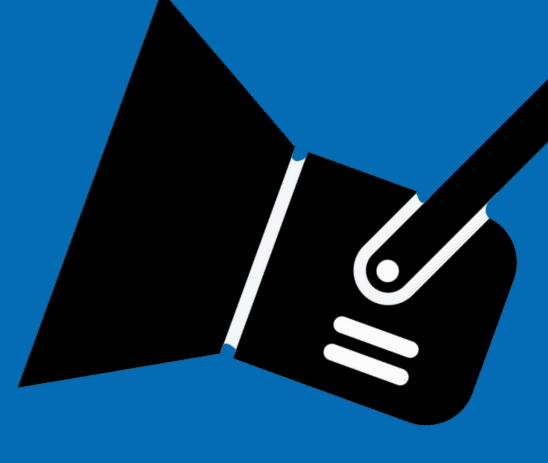
CHESS Connection



Feb. 27, 2023

Workday Spotlight: Profile Picture

You can upload and update your profile photos in Workday. Once you update an image, and it's been approved by the HR Team, your colleagues in Workday can see it. Please choose a professional profile picture. You'll be notified when it's been approved. For more, check out the [Update Profile Picture Tip Sheet](#).



Workday Nugget: Reports Galore



Did you know that the CHESS Reporting Team built many on-demand reports for budgets, expenditures, team management, and more? Find out what reports are available to you by typing "reports" into the search bar on the home screen. Submit a help desk ticket at your college to explore other reporting options.

Need help with reports? There is an All-Employee Tip Sheet for [Report Navigation](#).

Depending on your role, more reporting Tips Sheets are available:

- [Notable Procurement Reports](#)
- [Absence Audits and Reports](#)
- [Payroll Reports and Audits](#)

Workday for Executives on-demand training is also available for navigating reports. Contact your college Training Team member for more information.

All Tip Sheets and college contacts can be found [HERE](#) on the CHESS training page.

Workday Updates and Releases



Workday delivers product updates and feature releases to meet customer needs, trends, and regulatory requirements. These feature releases occur the *second* week of March and September, each year.

During the five-week pre-release window, our CHESS Testing Team for Finance, HCM, and Payroll will preview, configure, and test the upcoming feature release. As they work through all of the updates, they will coordinate with the Training and Communications Teams to prepare our CHESS community for the release.

You Asked, We Listened

We received feedback from the:

- College Change Agents
- Change Management Team members
- Support Desk
- Workday Survey



We discovered there is a need for additional training materials that dive deeper into more topics. The Training Team has developed 10 new Tip Sheets and two on-demand recordings since go-live. More Tip Sheets and on-demand training are on the way.

Questions and Support

Need help using Workday? We're here for you! Here are some helpful resources:

- FAQs have more than 100 of your questions answered.
- Tip Sheets are conveniently categorized by user group and topic.
- For assistance, always start by submitting a ticket to your college IT help desk.
- Access on-demand training through your college portal.

Discover more on the [CHESS Training Section](#) at chess.edu.

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.



CHESS Job Opportunity

Executive Assistant

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

Welcome CHESS New Hires in March

Regina Dart, Workday HCM Lead



Regina supports HCM areas in Workday, such as benefits, talent, advanced compensation, and human resources-related technologies. She will guide the configuration and implementation of the HCM workstream support model for CHESS.

Frances Reed, Workday Finance Lead

Frances manages Workday support needs in Finance, including general accounting, budgeting, grants, gifts, and payroll cost allocations, among others. She will guide the configuration and implementation of the Finance workstream support model for CHESS.



Corey Isaacs, Senior Program Manager



Corey helps implement, organize, and lead the CHESS Program Management Office to oversee a wide range of shared services projects and operational improvement projects. He will supervise multiple Project Managers.

Alicia Rendon, Implementation Project Manager

As part of the Project Management Team, Alicia oversees project deliverables across Wave 1 colleges for the Student Implementation Teams. She also helps across CHESS projects as needed.



Contact Us:

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The *CHESS Connection* provides news about CHESS and our Workday Enterprise Resource Planning and Student Information System projects. Please 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. Visit, [Mission: All Together](#).