

CHES Connection



January 11, 2024

Workday ERP News!

Congratulations to our CHES Workday ERP 2 Implementation Team – All six colleges are now live in Workday for Human Resources, Payroll, and Finance!

The Wave 2 schools, Luna Community College (LCC) and San Juan College (SJC), are now in the hypercare phase where they work closely with Workday and our CHES Workday Support Team to iron out any challenges encountered with Go-Live.

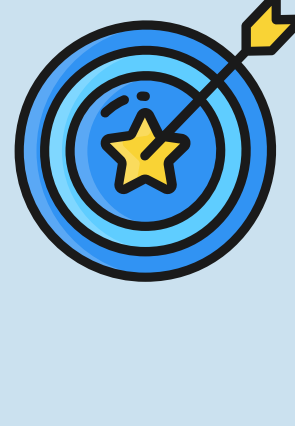
The teams work side-by-side to ensure that everyone is able to complete tasks in the new Workday system. For our Wave 1 schools, you may have noticed a few changes such as the "Inbox" being updated to the new and improved "My Tasks." There are more choices in some dropdown menus to account for the additional schools. And, when searching for individuals, you'll be able to look for employees at all six colleges.

The Workday Support Team is also working to update the Workday Login page for a more user-friendly, alphabetical presentation of login options. This will be tackled in the upcoming days as the team has time.

The Training Team has been on-site at SJC and LCC, providing office hours and additional training opportunities for our two new campuses. The Training Team is also hard at work, developing two new trainings that are scheduled to roll-out to all six campuses in February – Workday for Grant Personnel, and Reports in Workday. Stay tuned for more information as training dates and times are established. Sessions will be conducted via Zoom. For more information about these and other trainings as well as tip sheets, check out chess.edu.

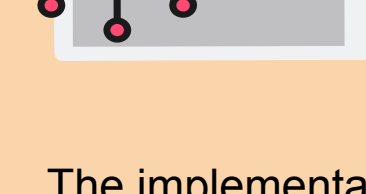
What's Happening with SIS (Student)?

The Workday Student Team is nearly assembled with only a few team members left to be identified on our campuses. The teams are currently winding up the Pre-Plan Phase of the project as they complete the Deployment Prep Navigator (DPN) by this Friday, gathering current-state information about our colleges.



CHES Project Management, Workday, and the colleges' project leadership teams are planning to get together in Albuquerque the week of January 22nd for a high-level planning meeting in anticipation of the beginning of the Plan Phase of the project. This part of the project is set to begin in February.

Workday Learning Is Coming Soon!

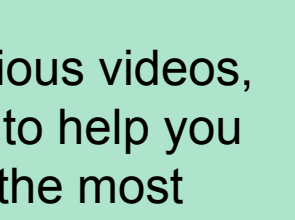


Workday Learning is a module in Workday that is designed for Employee professional development. CNM and SFCC began working on this implementation project in October with a scheduled Go-Live date of February 19th.

The implementation teams are currently designing their end-to-end testing scenarios, uploading content for testing, and planning communications and training for this new module. Look for additional information for both colleges as we get closer to Go-Live!

Do You Know About Self-Service?

Are you looking for quick answers on using Workday ERP without having to contact the help desk at your college? If so, self-service is exactly what you are looking for!



Self-service includes a library of over 90 tip sheets, various videos, and access to pre-recorded Workday training sessions to help you with various tasks and activities in Workday. Currently, the most popular tip sheet is [Updating Your Profile Picture](#). Try it out today and learn about all the additional self-service resources that are available at the same time.

Visit the CHES.edu website & explore what's available!

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.

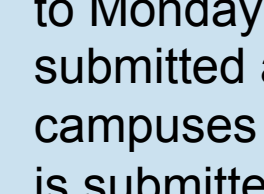
For both Luna Community College (LCC) and San Juan College (SJC), Workday tickets will be routed to the proper Subject Matter Experts (SME) for each functional area: Finance, Purchasing, Human Resources, and Technical.



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

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.

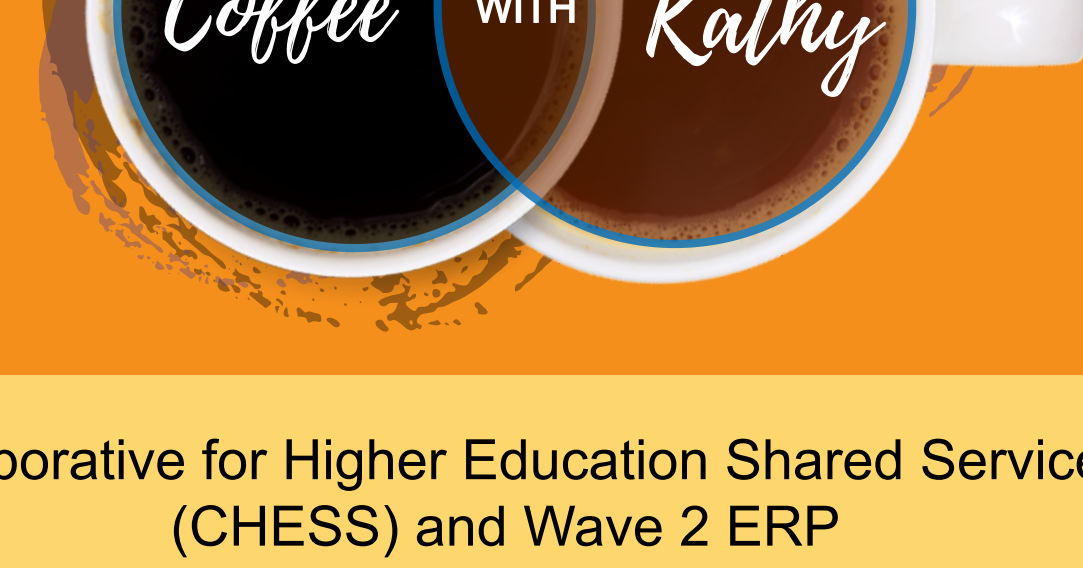
Time Sheet Submission Deadline Changes



Now that all six schools are live in Workday ERP, this is the first time period where most individuals at LCC and SJC will be entering time and requesting absences into the Workday System.

With all six colleges in our CHES Payroll umbrella, we observe consistent pay period deadlines across our member colleges. Due to Monday's observed MLK Holiday, all time sheets must be submitted and approved by 10 a.m. on Friday, January 12th. Some campuses may observe earlier deadlines to ensure that everything is submitted by this timeline. Please look for additional information from your college Human Resources personnel.

Additionally, many of our campuses have experienced weather-related campus delays and closures. As a reminder, employees need to follow college policy for reporting work during campus closures. Please reach out to your college's human resources department if you have any questions.



Collaborative for Higher Education Shared Services (CHES) and Wave 2 ERP

Questions? Concerns? Suggestions?

Join an informal chat with CHES CEO, Kathy Ulibarri.

Tuesday, January 30th, 2024 at 10AM
Click [here](#) to join!

Website Access to Workday Support

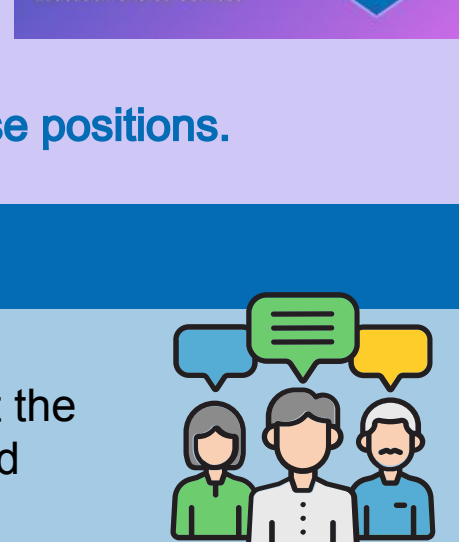
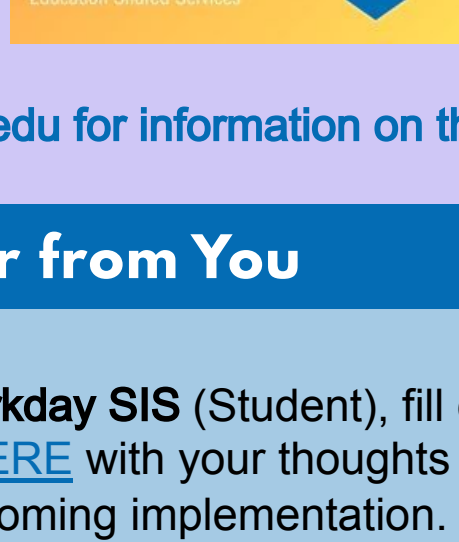
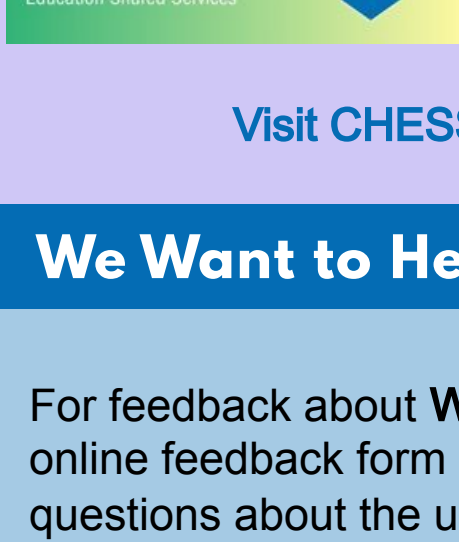
You can now find Tenant Management (refresh schedules), Workday Maintenance, and links to Workday Support on the chess.edu website! Click on the images below to visit the web pages.

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

TENANT MANAGEMENT

SERVICE REQUESTS

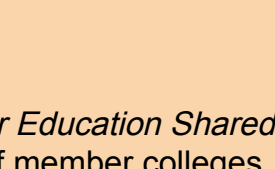
CHES Job Openings



Visit CHES.edu for information on these positions.

We Want to Hear from You

For feedback about **Workday SIS** (Student), fill out the online feedback form [HERE](#) with your thoughts and questions about the upcoming implementation.

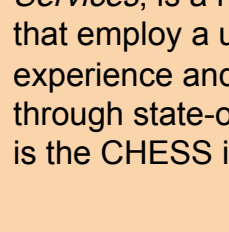


Contact CHES

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

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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.