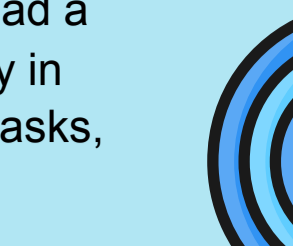
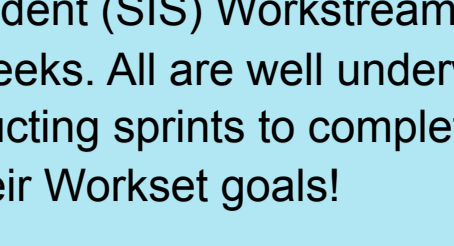
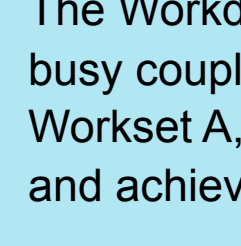
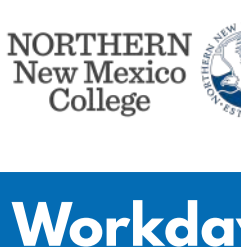


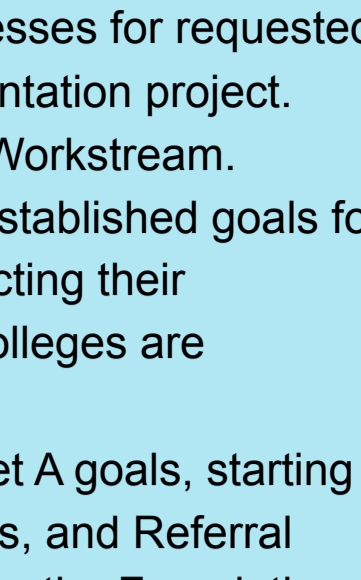
CHES Connection



July 2024, Issue 1

Workday Student (SIS) Workstream Updates

The Workday Student (SIS) Workstreams had a busy couple of weeks. All are well underway in Workset A, conducting sprints to complete tasks, and achieving their Workset goals!



Workstream Highlights:

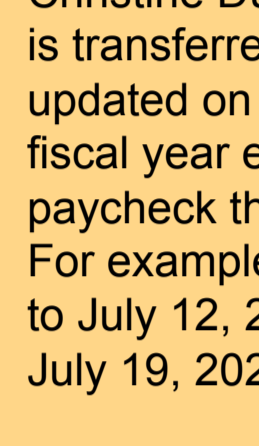
- The **Security** Workstream took decisive action on requested and approved changes in CHES9 Foundation Tenant while simultaneously establishing clearer approval processes for requested security changes across the scope of the Implementation project.
- Workset A goals occupied the **Student Financials** Workstream. Working in sprints enabled them to meet all their established goals for two weeks running. SJC and LCC are busy conducting their Customer Readiness Review (CRR), and all the colleges are progressing as planned.
- The **Recruiting/Admissions** team kicked off Workset A goals, starting with External Associations, Extracurricular Activities, and Referral Sources. Members are excited to get their hands on the Foundation Tenant to begin working with their actual data!
- All Workset A assignments are complete for the **Integrations** Workstream! This large task took almost 6 weeks to accomplish; now, every scheduled integration can be completed by Workday, CampusWorks, or one of the 5 colleges.
- The **Academic Foundation/Student Records** Workstream is deep into their workbooks, completing Academic Calendars, Period Types, Academic Periods, and Academic Year objectives. Additionally, creating and revising Academic Units work is ongoing. These tasks were finished on Friday, July 5th.
- The **Curriculum Management/Academic Advising** Workstream is focused on course catalog design, examining existing locations in Workday, and determining which courses should be marked as "instructional." This work lays the groundwork for creating course sections and their locations in subsequent Workset A assignments.

The SIS Vision: Our Students, Our Priority!

Our Presidents' Vision for SIS:

As our colleges' implementation team members embark on the Architect and Configure (A&C) Stage of the Workday Student (SIS) project, they have two key documents to guide their way: **'The Student Information System Visioning for CHES'** and the **'Financial Aid Supplement with Recommendations'**. While the capabilities of Workday may not provide the ability to allow the teams to achieve all that is proposed in these documents, the teams will use these visioning documents to inform the work they do to create a unified Workday Student platform.

The opening lines of the SIS Visioning for CHES directs team members to remember our community college calling – put students first:



"First priority is the student's experience and how we can streamline their interactions with the colleges, and aid them in term over term, year over year persistence and achievement of their academic and workforce goals. As decisions are made, first and foremost will it positively impact the students' experience. This is job one."

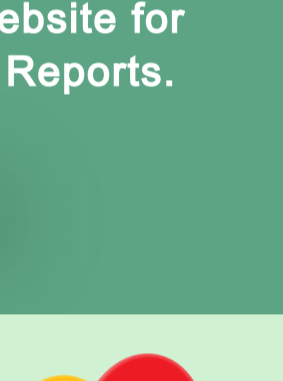
The **second priority**, as outlined in the SIS Visioning document, is a call to improve the administrative process. Additional details spell out how these efficiencies may be created while maintaining our individual college brands, culturally important language, and unique focuses of our communities.

Over the next several editions of the CHES Connection, we will highlight focal points from the SIS Visioning and Financial Aid Supplement. The documents can be found [here](#) on CHES.edu for those interested in learning more.

Fiscal Year Updates in Workday

What happens at the end of the fiscal year?

Here is some insight from two of our college experts on what happens or what should happen at the end of a fiscal year.



Amy Pell, Associate VP of Financial Services & Controller at SFCC suggests a review. Amy states, "Close out the fiscal year by reviewing all open spend authorizations in Workday to determine if they should continue into FY '25. Determine if they should be continued or if they should be closed."

CNM's Senior Executive Director of Fiscal Operations & Comptroller, Christine Duncan, states that "any remaining balance in personal leave is transferred to sick leave. Additionally, annual leave accrual is now updated on the employee's start date anniversary, rather than at the fiscal year end. Any approved annual increases will take effect on the paycheck that includes the July 1st date within the pay period dates. For example, if July 1st falls within the pay period from June 29, 2024, to July 12, 2024, the increase would be reflected in the paycheck dated July 19, 2024."

Our CHES team experts remind colleagues to change dates to 2025 on reports as you generate them in Workday.

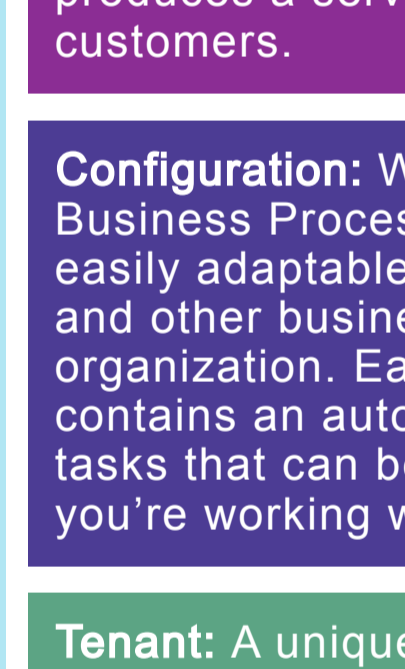
Reviewing the tip sheets below may also be helpful going into FY '25.

Helpful tip sheets for the end or start of the fiscal year...

[Report Navigation](#)

[Budget Reports & Audit](#)

Training Corner



Now Available: OnDemand recording of the Reporting training session!

Do you use Reporting in your role? Did you recently miss the Reporting training sessions offered last month or would you like to review this training session again?

Now available, is an OnDemand recording of the training session. In this course, we shared how to find and work with standard and custom reports in Workday.

For more details, contact the Training Team Member at your college who will help you to **access the OnDemand recording**. For a complete list of Training Team Members, click [here](#).

Please visit the Workday Reporting page on the CHES website for additional information including the most commonly used Reports.

[Click here for Workday Reporting](#)

Congratulations to SJC & SFCC on Go-live of Workday Performance Reviews!

SJC & SFCC Employees:

Click [here](#) for information on Workday Performance Review Process training.

You Asked, We Listened!

The CHES Service Request Hub will Go Live on July 16!

We are excited to announce that once a service request is opened in the CHES service request system, that service request can now be accessed through the new **service request hub**. Each college will have its own link to the hub that will capitalize on the college's existing Single sign-on (SSO) so that service request followers don't have to log in again.



In the new hub, you can:

- Search for closed service requests,
- Post updates to open service requests,
- Ask questions to the CHES subject matter expert (SME) who is assigned to the service requests,
- Access tip sheets and a glossary of Workday terms.

When a service request is escalated to CHES, an email response will acknowledge the submission and provide the link to the service request hub. College-specific hub links will be available on the ches.edu website beginning July 16th.

Service requests cannot be created from this hub. College employees must submit a service request through the respective college's help/service desk. The college's SME will work to resolve the challenge and complete the request. The request will be escalated to the CHES Service Desk for resolution when necessary. Please reach out to your college's service desk for more information. A list of service desk contacts can be found on the CHES.edu website by clicking [here](#).

Learn the Lingo!



- Alignment:** Alignment lays the foundation for true shared services, part of the CHES Mission and Vision. Colleges support one another. When there are staffing issues at one college, another college can step in. Of further importance, every time there are Workday updates, they must be tested against the operational state. The more aligned we are, the better the updates will go.
- Business Process:** A collection of related, structured activities or tasks by people or equipment in which a specific sequence produces a service or product for a particular customer or customers.
- Configuration:** Workday Configurations are outlined within the Business Process Framework (BPF), and they provide flexible, easily adaptable solutions to design critical business operations and other business flows to meet the specific needs of any organization. Each outlined Workday business process (BP) contains an automated workflow with a set of configurable tasks that can be tailored to the specific Workday application you're working with.
- Tenant:** A unique instance of Workday that contains a set of data in a logically separated database. Workday secures each tenant through password-controlled access. You can configure a tenant to meet specific needs.

Learn More Lingo from the CHES Glossary [Click Here!](#)

Meet Our Newest CHES Employees!

Welcome to CHES!

Tessa Valles
CHES Training Coordinator

Henry Killackey
OCM Workstream Lead
SIS Project

CHES Superstar

Congratulations! Our Newest CHES Superstars

KARI SMITH
CCC
Workstream Lead
Curriculum Management /
Academic Advising

RUUD CLERX
CHES PM

MINDI-KIM SCHRUM
SJC
College Lead
Financial Aid Workstream

NINA PATEL-SUKHYANI
CHES PM

SAMIR AWDI
Workday Lead
Consultant
Recruiting & Admissions

ANDREA GURROLA
CNM
Workstream Lead
Recruiting/Admissions

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

CHES Job Openings

We're seeking a **Data Reporting and Analysis Director**

Visit [CHES.edu](#) for information on this position.

Website Access to Workday Support

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

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

[TENANT MANAGEMENT](#)

[SUPPORT - SERVICE REQUESTS](#)

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.

Please save the date! The next session will be July 23rd at 10 AM MDT.

[Click here to join Coffee with Kathy](#)

Contact CHES

Do you have any questions? Do you have suggestions for new stories?
CONTACT:
Karen Grandinetti
CHES Communications
karen.grandinetti@ches.edu

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.