

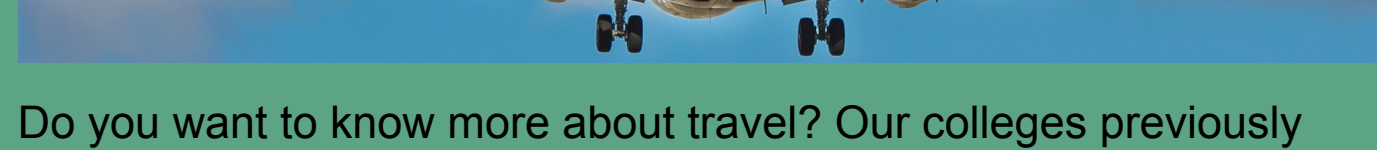
Workday Spotlight: O3A Wrap-Up

The O3A (Operational and Academic Alignment Assessment) wrap-up sessions for SIS (Student) are in the books! We want to give a huge shout-out to everyone on our campuses who participated in the O3A sessions. We had excellent participation from every college. Tough discussions were had, lots of questions were generated, and a lot was learned. We are currently working on a summary report of the areas of interest for alignment and look forward to sharing those with the colleges soon.



Workday Nugget: Learn About Travel

Spend authorizations, travel receipts, and expense reports, oh my!

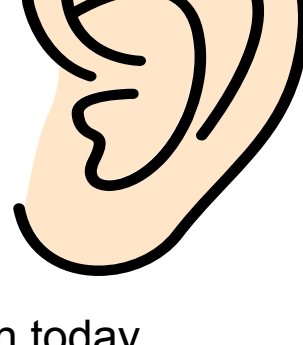


Do you want to know more about travel? Our colleges previously had terms like “travel request” and “travel reimbursement.” Get the low-down on the new Workday terminology and how all the pieces flow together by reviewing these training materials on chess.edu:

- Create, Edit, and Close Spend Authorizations Tip Sheet
- Create Expense Reports Tip Sheet
- Review and Approve Expense Reports for Managers Tip Sheet
- Review and Approve Spend Authorizations Tip Sheet
- Travel 101 On-Demand Training

You Asked, We Listened: Reporting

Did you know that Workday provides over 4,000 reports to get the data you need? That’s a lot of reports – how will you navigate this information in your role? In this CHES Connection series, we will provide information about the functionality and key concepts for reporting in the Workday system.



In this issue, we’ll revisit where you can get information today on the reports available in Workday. Embedded in our Tip Sheets, we provide key reports you may need depending on your role. You can find the following Tip Sheets on chess.edu to learn more about what is available to you now:

- Report Navigation
- Notable Procurement Reports
- Absence Audits and Reports
- Payroll Reports and Audits
- Budget Management
- Create Supplier Contracts
- Gifts and Contributions
- Key Accounting Concepts

Curious about the different types of reporting? Please visit the [CHES Glossary](https://chess.edu) to learn more about these key terms:

- Standard Reports
- Report Writer
- Custom Report
- Simple Report
- Advanced Report
- Xpresso Report

Scheduled Maintenance for Workday

Did you know there are regularly scheduled windows for Workday maintenance? You can view the [2023 Maintenance Schedule](https://chess.edu) at the link below.

**2023 Extended Maintenance Schedule
Weekly, Monthly, Quarterly, and Feature Releases**

Workday Tenant Management

Beginning July 1, the following refresh schedule will be in place for our non-production tenants:

- Sandbox Tenant** - weekly, every Friday at 11:00 pm
- Sandbox Preview Tenant** - every 30 days, next is July 1, 2023
- CHES 7 Testing Tenant** - 2x/week on Sun. and Wed. at 2:00 pm
- CHES 8 Testing Tenant** - every 60 days, next is July 1, 2023

Please contact Michael Chavez-Kerr, Workday Support Manager, at mchavezkerr@chess.edu if you have any questions.

What's Happening with SIS (Student)?

DATE	EVENT	DESCRIPTION
Current through June 2023	Pre-Plan Stage	A stage to evaluate lessons learned from the ERP, define the governance structure, understand alignment intent and decisions, design team structures and roles/responsibilities.
May-June 2023	DPN (Deployment Prep Navigator)	College teams prepare for the Plan Stage through information gathering exercises that include guided questions and customer information workbooks.
First Half June 2023	Workstream Onboarding	The Change Management Team will provide onboarding to the Workday SIS Wave 1 project Workstreams and Leadership.
June-Sept. 2023	Plan Stage	A stage to hold discovery sessions; train Workstreams; kick off security, data conversion, integrations, and reporting; start customer readiness reviews; and build the foundation tenant.
Fall 2023	Official Kickoff Celebration	Our opportunity to come together as all member colleges celebrate the kickoff of the architect (configuration) stage.

CHES Superstars

Superstars are members of the Implementation Team who are recognized based on CHES Values: Collaboration, Honesty, Equity, Sustainability, Student Success or as an overall CHES Superstar.

CHES Superstar
Ruud Clerx, CHES



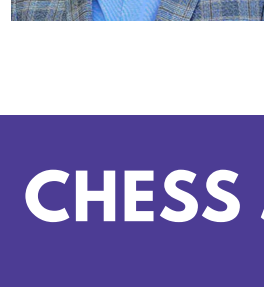
We Want to Hear from You

If you have feedback about the **Workday ERP** (Finance/HR/ Payroll), please fill out the online form [HERE](#) to let us know how you think it’s going.

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



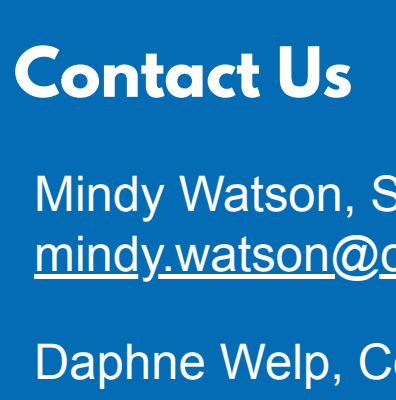
Welcome CHES New Hire



Jeremy Lovato, Senior Program Manager

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

CHES Job Opportunities



Technical Project Manager
Implementation Project Manager

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

Contact Us

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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.