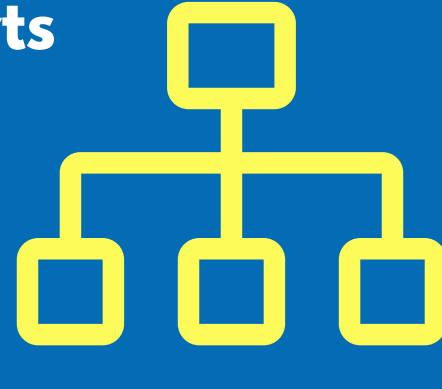


Workday Spotlight: Org Charts



Do you ever wonder who reports to whom, or exactly how an office is organized? Look no further than the organizational charts conveniently located in Workday! Workday allows you to review your place in the organizational structure through your “Profile,” or look up the organizational charts for others by searching for them in the search feature on any page. To learn more about employee profiles and other features in Workday, check out the [Getting Started in Workday for Employees](#) Tip Sheet.

Workday Nuggets: Blue Text and Actions

When it's blue, you can do! Workday displays highlighted text in blue as a clickable link that will let you drill down for more information.



If you hover over the blue text, you will see a little rectangle with three dots called the “related actions” button. It gets its name from the fact that related actions, instructional text, definitions, and much more are available through it. Even if you don't need help per se, we encourage clicking on it to see what it offers about the task at hand. It's a great Workday learning tool!

You Asked, We Listened: Reporting

Exploring available reports may seem overwhelming, but we have you covered! As a continuation of the Reporting series, this issue will show you a simple way to find your available reports based on your Security role in Workday. The Site Map is an icon located under your employee profile that provides real time information about what reports are available.

Follow these simple steps:

- Select your employee profile icon.
- In the menu, select Sitemap.



- Scroll to select the area of focus and available reports.
- Once a report is selected, additional information may be required to sort the data.

Do you want to learn more about icons and reporting? View the [Workday Icon Glossary](#) Tip Sheet for more on how to use the available options and icons in Workday.

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.

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

[Tenant Management](#)

[Service Requests](#)

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.



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.

CHESS Job Opportunities



**Technical Project Manager
Implementation Project Manager**

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

Contact CHESS

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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.