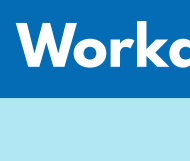


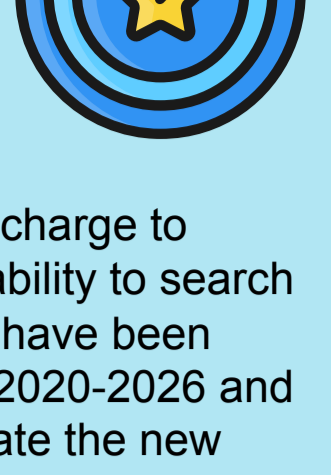
CHESS Connection



May 8, 2024

Workday Student (SIS) Workstream Updates

What's Happening!



This week the Student Records Workstream is focused on Parts of Term (POT). Each of our colleges was asked to share their POT schedule. The team is also leading the charge to understand how different POTs may impact our students' ability to search for available courses across colleges. Our team members have been asked to provide key dates and academic calendars from 2020-2026 and to consider how their POTs could be shifted to accommodate the new system.

The Recruiting and Admissions Workstream has been focusing on the "Creating Student Engagement Plans" functionality in Workday. The team is considering aligning key dates for Recruiting and Admissions with Go Live dates for Workday Student.

The Data Conversion Workstream continues mapping and completing workbooks to support the upcoming Foundation Tenant build. This work is time intensive, please be conscious of this when asking members of the Data Conversion Workstream to take on any new tasks.

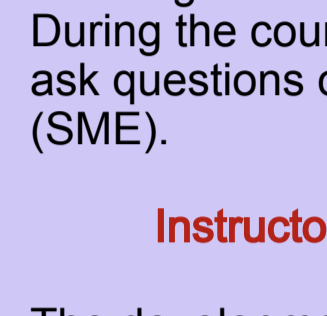
Ensuring that all necessary elements are in place, the Reporting Workstream is focused on efficiency and effectiveness for all report requests and existing report usage from all other workstreams.

The Alignment Workstream is excited to report their first successful meeting last Friday, May 3rd! The primary topic of discussion was continued conversation on Bio-Demo Data, which greatly impacts the Alignment teams' mission of a unified General Admissions application.

The Security Workstream is creating a list of users who will need access to the Foundation tenant and establishing the necessary access settings.

The Student Financials Workstream completed an assignment on student financial holds, notes, and credit memo volumes and introduced the next Student Financials Workbook to the team.

Grants Training Update



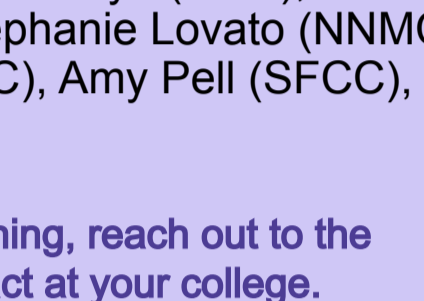
Grants Training Team Members recently kicked off a two-part series of training. There were over 90 attendees in "Part 1: Core Concepts," and over 40 participants in the first offering of "Part 2: Managing Grants in Workday." With this turnout, it is evident that team members from across our member colleges are excited to learn about Grants and Workday.

This week, we continue the training by offering a second, "Part 2: Managing Grants in Workday." This course builds on the first training by focusing on how to manage Grants using Budget, Payroll, and Reporting. During the course, attendees will have time at the end of the session to ask questions or share insights with your College's Subject Matter Expert (SME).

Instructor-Led Session: Wednesday, May 8th at 3:00 p.m. MT

The development of this training included many team members across all colleges providing their experience and expertise. We want to thank our lead training developers and instructors:

- Ann Trabaldo (CNM)
- Veronica Hernandez (CNM)
- Annette Baca (SFCC)
- Aurelia Etcitty (SJC)
- Estelle Garcia (LCC)



Also, a big shout out to our wonderful group of SMEs who are participating, including: Misty Ortiz (CNM), Sarah Spinney (CNM), Beth Welt (CNM), Katrina Walley (CCC), Grace Tafoya (CCC), Francina Martinez (LCC), Nick Eckert (NNMC), Stephanie Lovato (NNMC), Carla Benavidez (SFCC), Jordan Graves (SFCC), Amy Pell (SFCC), and Frances Reed (CHESS).

For more details on Grants Training, reach out to the Training Team Member contact at your college.

[Click here](#) for a complete list of Training Team Members.

It's Time to Verify a Few Items in Workday

IT'S TIME TO...

Verify!



It's time to verify that your address and SSN are correct in Workday.

ATTENTION ALL EMPLOYEES:

CHESS Payroll will need you to complete these steps before June 15, 2024.

Step 1: Log into Workday and select the Profile icon in the top right corner, and "View Profile."

Step 2: Select the "Contact" tab and review your Home Contact Information for accuracy. If any updates are needed, the [Update Personal Information Tip Sheet](#) provides instructions.

Step 3: Select the "Personal" tab and then "IDs" (on top of page), then click on the "Verify National ID" button. This will ask you to enter your Social Security Number (SSN). Once it has confirmed your entry matches that on record, you will see a verification date appear in the National IDs table. It will look like this:

Expiration Date	Issued By	Series	Verification Date	Verified By
			05/06/2024	Your name will appear here

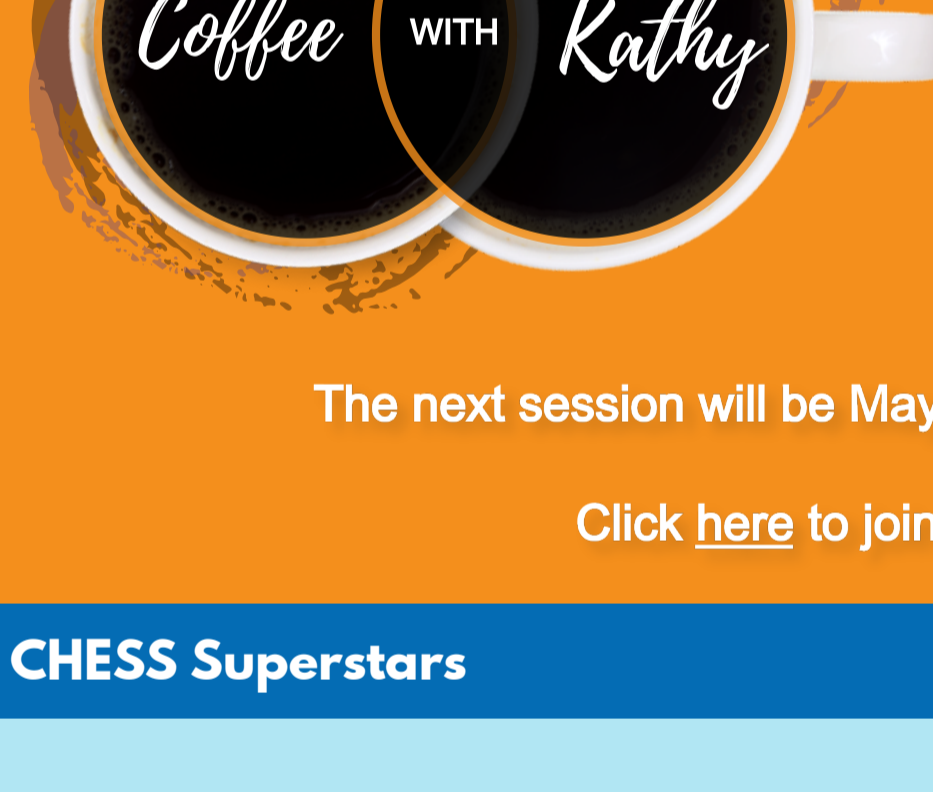
Note: If the SSN does not match what is currently in Workday, you will be notified and have 4 more attempts to enter the number correctly. If you feel you have entered the number correctly, please reach out to your college's HR Office for further assistance.

You will be asked to review these key pieces of information every six months so that all reporting and W2 information is processed as smoothly as possible.

More information and assistance for reviewing and updating personal information and payment elections can be found in the Update Personal Information Tip Sheet on the chess.edu Training page.

Reach out to CHESS Payroll at chess_payroll@chess.edu with any questions.

Questions? Concerns? Suggestions?



Coffee with Kathy is an informal chat with Kathy Ulibarri, CHESS CEO, about current Workday projects and any other CHESS questions you might have.

The next session will be May 28th, 2024.

[Click here](#) to join!

CHESS Superstars

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

Congratulations!

To the Grants Team Members who assembled from across all the CHESS colleges to develop Grants Training. These five team members volunteered to lead the effort in the development and the delivery of the training and are our newest CHESS Superstars!

- Ann Trabaldo (CNM)
- Veronica Hernandez (CNM)
- Annette Baca (SFCC)
- Aurelia Etcitty (SJC)
- Estelle Garcia (LCC)

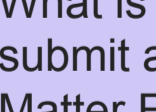
This team has met bi-weekly dedicating the necessary time, effort, and attention to ensure the training was comprehensive. An amazing outcome of this work was that the Wave 1 colleges team members provided additional mentoring and support to our Wave 2 colleges team members as training was built. The knowledge sharing was seamless and appreciated.

Workday Support Is Readily Available!

Questions about Workday are bound to arise from time to time. Here's [how to get assistance for Workday if you need it](#).



Step 1
Self-Service - CHESS.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.

Workday tickets will be routed to the proper Subject Matter Experts (SME) for each functional area: Finance, Purchasing, Human Resources, and Technical.

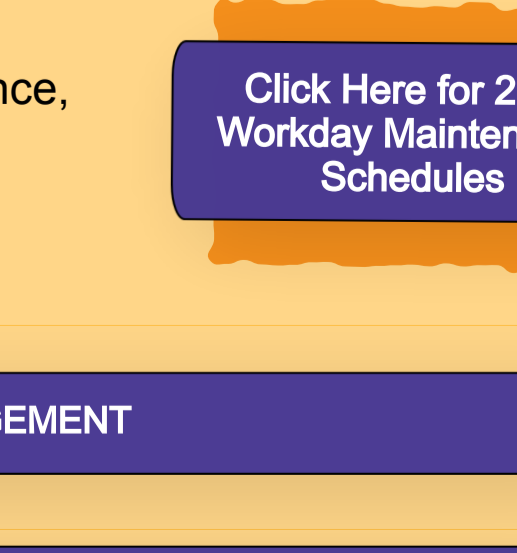
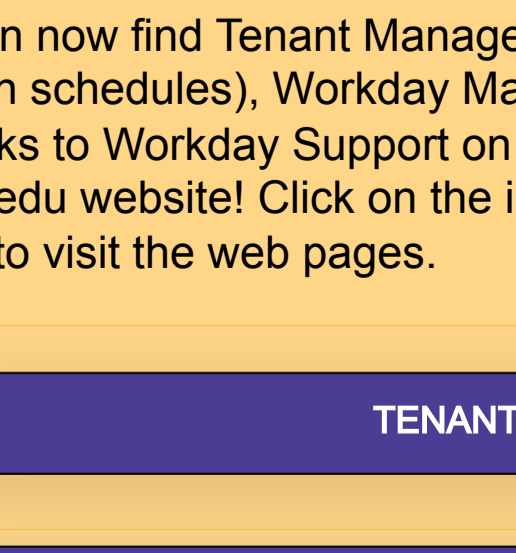
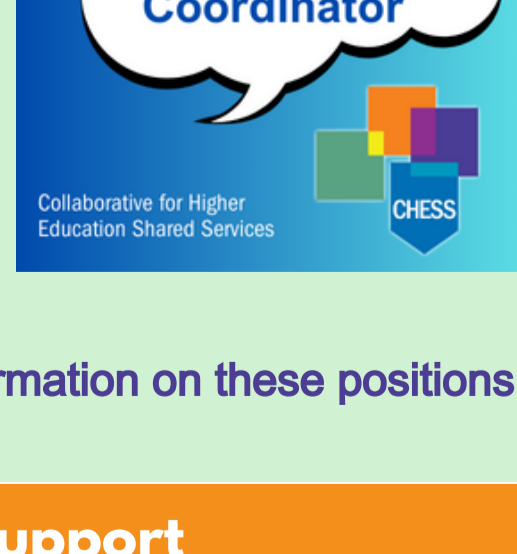


Step 3
If your college's SME can't resolve the issue, they will escalate to the CHESS Workday Support Team.

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.

[Click here](#) to find out how to create a service request at your college.

CHESS Job Openings



Visit [Jobs at CHESS.edu](https://jobs.chess.edu) for information on these positions!

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

Contact CHESS

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



The CHESS Connection provides news about CHESS and our Workday Enterprise Resource Planning and Student Information System projects. Please feel free to share.

CONTACT:

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karen.grandinetti@chess.edu

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.