

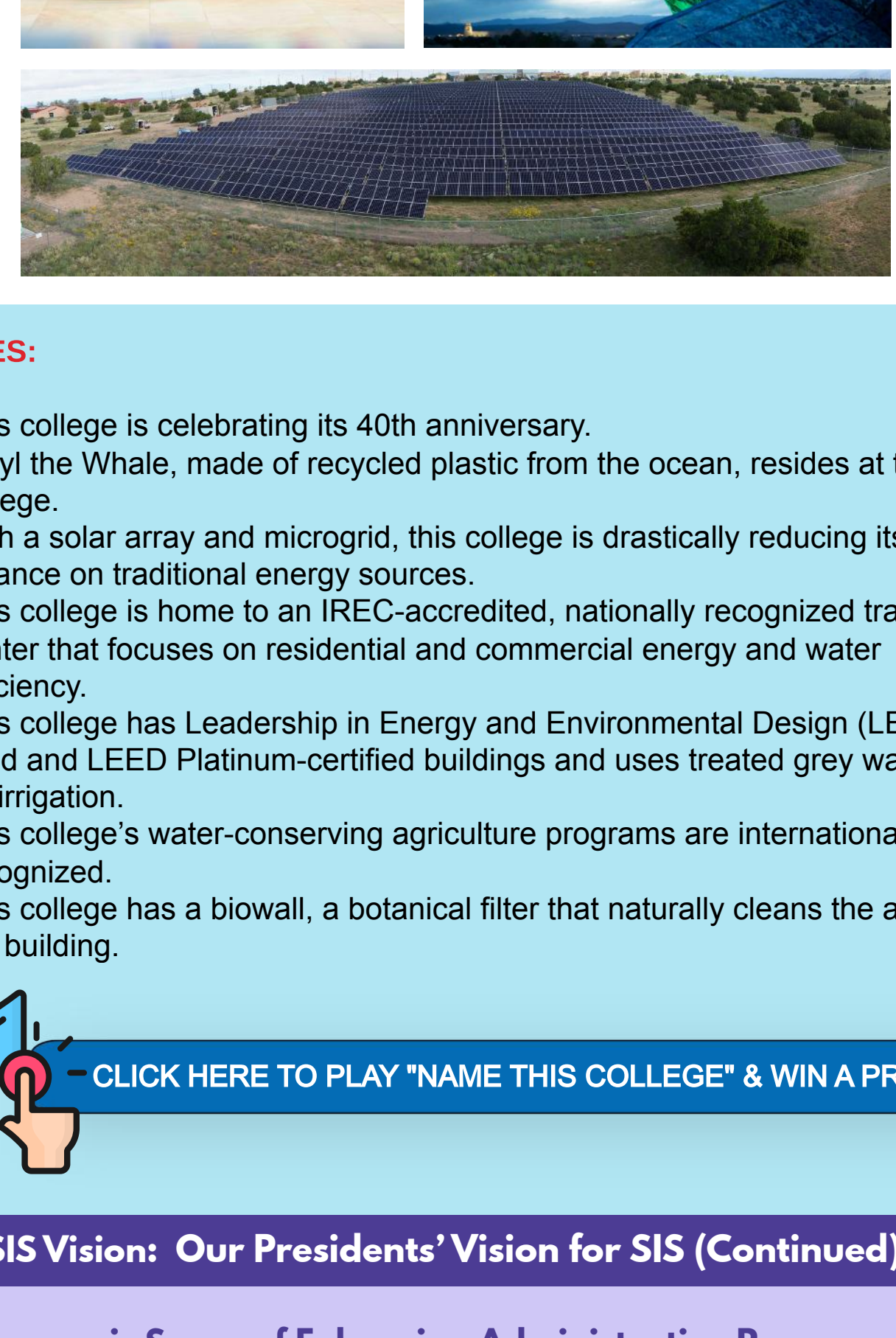
CHES Connection



November 2024, Issue 1

Workday Student (SIS): Get to Know Our Member Colleges

Campus Quest: Name This College!



- CLUES:**
- This college is celebrating its 40th anniversary.
 - Ethyl the Whale, made of recycled plastic from the ocean, resides at this college.
 - With a solar array and microgrid, this college is drastically reducing its reliance on traditional energy sources.
 - This college is home to an IREC-accredited, nationally recognized training center that focuses on residential and commercial energy and water efficiency.
 - This college has Leadership in Energy and Environmental Design (LEED) Gold and LEED Platinum-certified buildings and uses treated grey water for irrigation.
 - This college's water-conserving agriculture programs are internationally recognized.
 - This college has a biowall, a botanical filter that naturally cleans the air in the building.

CLICK HERE TO PLAY "NAME THIS COLLEGE" & WIN A PRIZE!

The SIS Vision: Our Presidents' Vision for SIS (Continued):

A Panoramic Scope of Enhancing Administrative Processes

We are excited to continue our featured section on the Student Information System Visioning for CHES. This week, we provide a broad scope for how Workday Student will enhance administrative processes.

The CHES Presidents envision Workday Student increasing institutional productivity, efficiency, capacity, collaboration, and access to data and reporting. This would be done through aligning business processes consistent with the Higher Learning Commission, program accreditation, and individual CHES member college governance.

It is the intent of the CHES Presidents to contain technology costs and build scale by using a single cloud or a software as a service (SaaS) system. This would reduce the need for many third-party systems and bolt-on solutions as Workday Student, a cloud-based solution, fulfills several different capacities once done by many different third-party systems.

While cost containment and scale of business processes would be key benefits of Workday Student, it is intended for this system to ensure continuity of service to students, faculty, and staff. Should there be any vacant positions, staff from different member colleges would be able to assist other institutions to prevent delays in service.

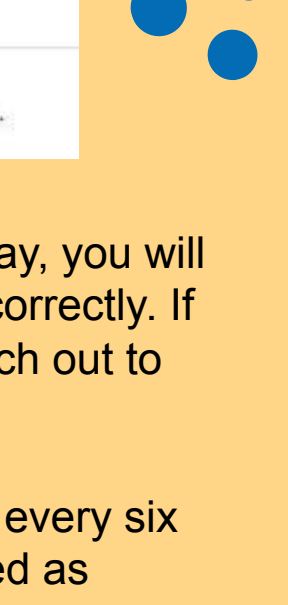
The process efficiencies realized through Workday Student will allow for further enhancements in service to students, faculty, and staff.



Click Here to Learn More About SIS Visioning

Workday Training Corner

Mark Your Calendars for Grants Training!



| | |
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| Who should attend? | This training is designed for end users who will maintain grants in Workday and who have Grants-related security roles including Grants Manager and Principal Investigators. |
| How many classes are there? | Grants Training will be offered in two parts. Please plan to attend both parts. |
| Which training is first? | (Part 1) Grants Management Introduction: Core Concepts & Roles |
| What will I learn in Part 1? | This course is a general overview of Grants by introducing a basic understanding of Workday and Grant functionality. This course will include an introduction to Grants, roles and responsibilities, and a review of the Foundation Data Model (FDM) and other finance touchpoints when managing Grants in Workday. |
| When will Part 1 training be offered? | (Part 1) Grants Management Introduction: Core Concepts & Roles will be available on: Thursday, Nov. 7th at 9 AM MT |
| What will I learn in Part 2? | "Managing Grants in Workday" 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). |
| When will Part 2 training be offered? | (Part 2) Managing Grants in Workday will be offered on: Thursday, Nov. 7th at 2 PM MT |

Please plan to attend both parts!
For more details on Grants Training Sessions, reach out to the Training Team Member contact at your college.
For a complete list of Training Team Members, click [here](#).

Employees: It's Time to Verify in Workday!



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

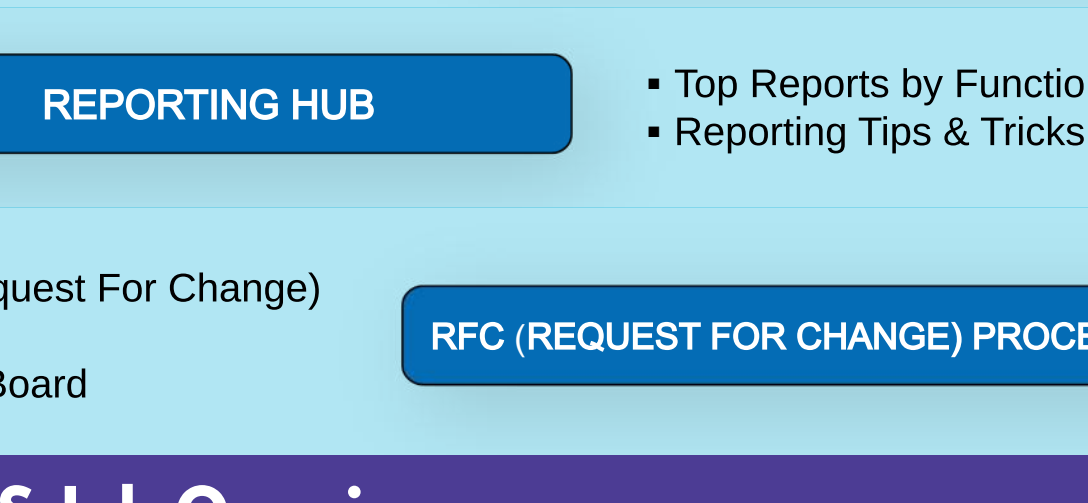
ATTENTION ALL COLLEGE EMPLOYEES WHO CURRENTLY HAVE ACCESS TO WORKDAY:

CHES Payroll will need you to complete the following steps by December 20th, 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 receive a message that "You have successfully verified your Social Security Number (SSN)". It will look like this:



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.

Reach out to CHES Payroll at ches.payroll@ches.edu with any questions.

Get your W2s Faster – Sign up for Electronic W2s!



CHES Superstars

Congratulations to Our Newest CHES Superstars!

Kristen Howard, CHES Project Manager, received a Superstar Nomination for embodying the CHES Value of Collaboration.

Henry Killackey, CHES OCM Team Lead, received a Superstar Nomination for embodying the CHES Value of Collaboration.

Amanda Lamb-Rupe, CHES Project Manager, received a Superstar Nomination for embodying the CHES Value of Collaboration.

Erin Lunderville, Workday Consultant, received a Superstar Nomination for embodying the CHES Value of Collaboration.

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

Quick Access to the Technology Support Hub

Check out the new **Technology Support Hub** located within the Member Hub on the CHES website. The new pull-down menus and sub-menus will get you directly to the right information. Use the buttons below to get the information you need most!

SERVICE REQUEST HUB

- Scheduled Maintenance
- Tenant Management
- Current Outages (Coming Soon)

TENANT INFORMATION HUB

- Create a New Service Request Ticket
- Follow Up on a Service Request

REPORTING HUB

- RFC (Request For Change) Process
- Change Board

RFC (REQUEST FOR CHANGE) PROCESS

- Top Reports by Functional Area
- Reporting Tips & Tricks

CHES Job Openings

We're seeking a Payroll Accountant

Visit CHES.edu for detailed information on these positions.

We're seeking a Network & Computer Systems Administrator

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 November 26th, 2024 at 10 AM MDT.

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

MISSION: ALL TOGETHER

Contact CHES

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

CONTACT:
Karen Grandinetti
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 to 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.