

Workday Spotlight: Short Training Demos

The ERP Platform Training team is excited to announce the addition of short microlearning demonstration clips ranging from one minute to twelve minutes. These clips are the training demonstrations provided at go-live and include specific information on different functionality in the Workday system. With more than 30 videos available, this is a simple way for learners to get just-in-time training on their topics of interest. Interested in learning more about these clips? Please contact your Training representatives.

Training Team Representatives:

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Workday Nuggets: Personal Information



One benefit of Workday is our ability to collect enhanced voluntary demographic information. This demographic info was not brought forward from our legacy systems, so our current demographic reporting is limited. Please help us gain a better understanding of our diverse campus communities by adding the voluntary information you're comfortable sharing. To update any information, log in to Workday and follow these steps:

1. Go to your Worker Profile.
2. Click "Personal" on the left hand menu.
3. On the "Personal Information" tab, click "Edit."
4. Click the Pencil icon in any field you wish to update.
5. Make any needed changes and click "Submit" when you're done.

You Asked, We Listened: Reporting (Contd.)

Now that we have shared the differences between Standard and Custom Reports, let's talk about the efficiencies available in the Workday System when using reports by creating filters. Filters can be used to narrow down specific data and view only the required information in the report. If you regularly run a report that has several input fields, save time by creating filters which will make it faster to run the report in the future and cut down on your administrative time spent.

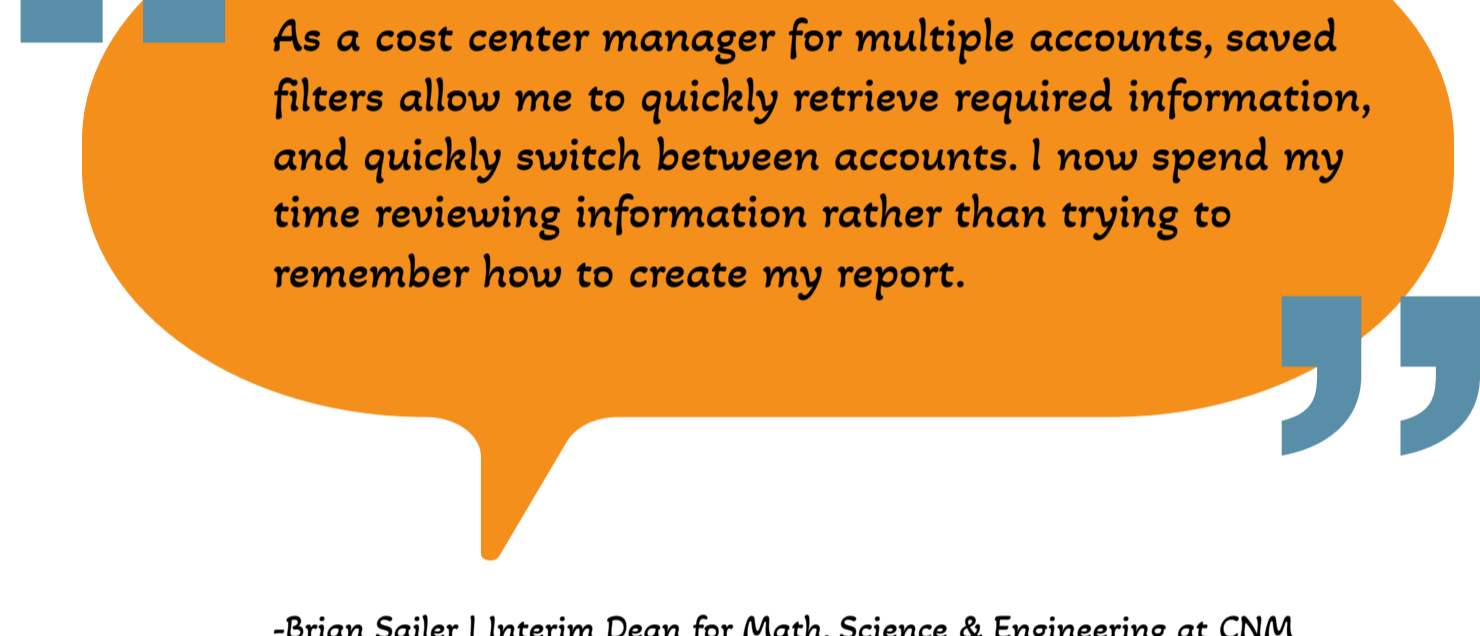


Follow these simple steps to create a filter:

1. Search for and select the report you want to run.
2. Complete all required and other optional fields for the information you want.
3. Before clicking "OK" to run the report, scroll down and enter a name for these saved settings. Note: be descriptive so that it will be easy to pick the correct report if you have a similar output, such as the same budget report but for different organizations.
4. Click "Save."

The next time you run that report, you can save time by clicking the arrow next to "Saved Filters" to run it with your pre-selected parameters.

Want a quick demonstration on reports and filters? Join us for a virtual drop-in session, Wednesday, August 16th anytime between 9:00 a.m. and 4:00 p.m. with Barbara Griego from SFCC. Click [here](#) to join the session or contact Kita Bass at Kita.Bass@sfcc.edu for assistance.



-Brian Sailer | Interim Dean for Math, Science & Engineering at CNM

Website Access to Workday Support

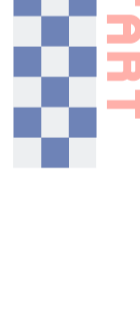
You can now find Tenant Management (refresh schedules), Workday Maintenance, and links to Workday Support on the chess.edu website! Click on the images below to visit the web pages.

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

[Tenant Management](#)

[Service Requests](#)

Workday Support: Get Ready!



Workday Feature Release 2023R2 is coming soon! The features were loaded into the Sandbox-Preview tenant on August 5th, and our Workstream Leads are planning and conducting their testing scenarios in anticipation of updates to the the Production Tenant on September 9th! Please visit Workday Community by clicking [here](#) for more information.



We Want to Hear from You

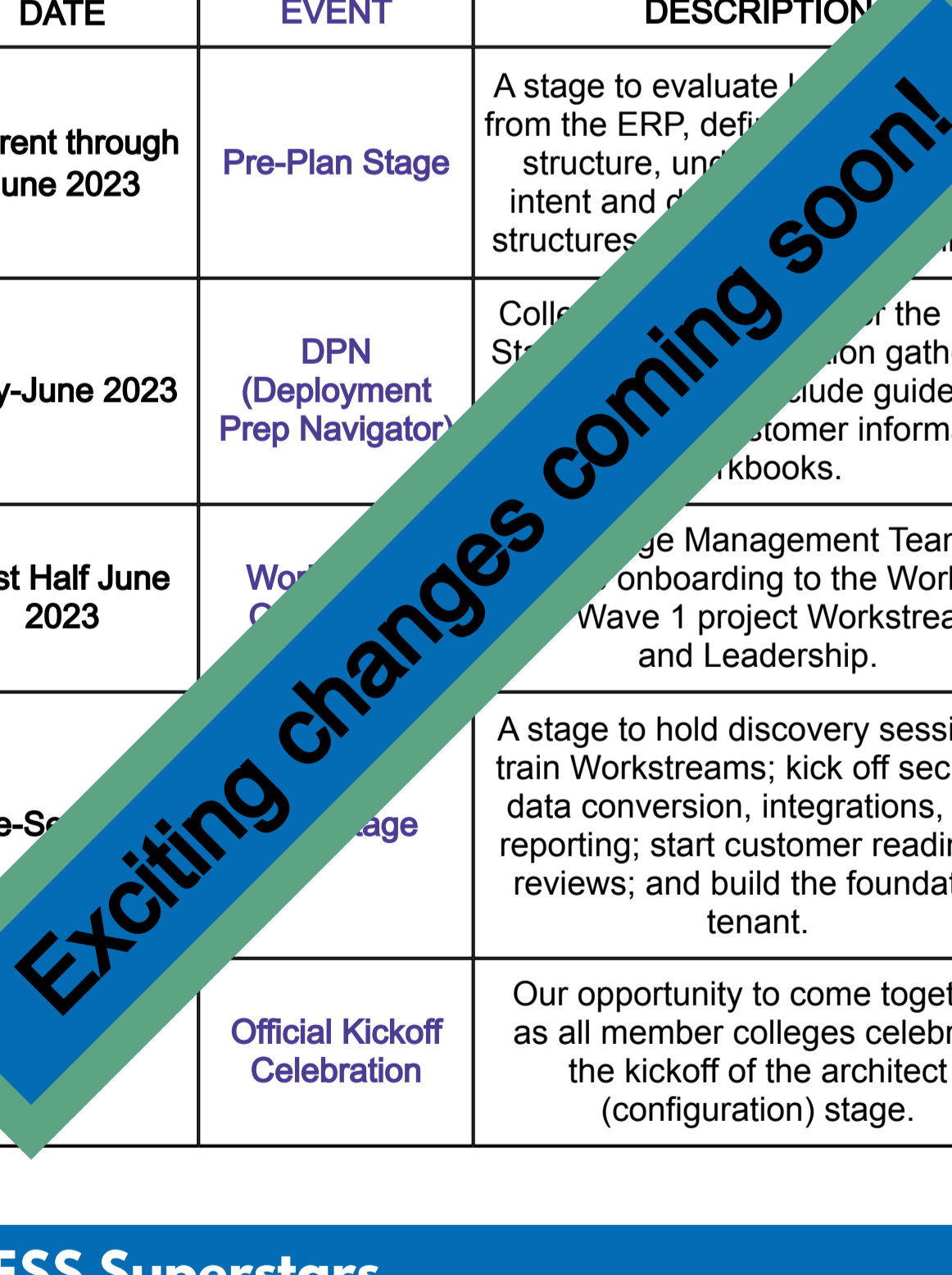
If you have feedback about the Workday ERP (Finance/HR/ Payroll), please fill out the online form [HERE](#) to let us know how you think it's going.

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 the current ERP, define the new structure, understand intent and design the new structures and data requirements.
May-June 2023	DPN (Deployment Prep Navigator)	Collection of data for the Plan Stage. Includes gathering information to create guided information workbooks.
First Half June 2023	Workstream Onboarding	Workstream Management Team will be onboarding to the Workday system. Wave 1 project Workstreams and Leadership.
June-September 2023	Discovery 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.
	Official Kickoff Celebration	Our opportunity to come together as all member colleges celebrate the kickoff of the architect (configuration) stage.



CHES Superstars

CHES 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.

- Data Conversion Team - CCC, CNM, and SFCC
- Samir Awdi - Recruiting & Admissions, Workday



CHES Job Opportunities



**Communications Specialist
Senior Program Manager**

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

Contact CHES

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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.