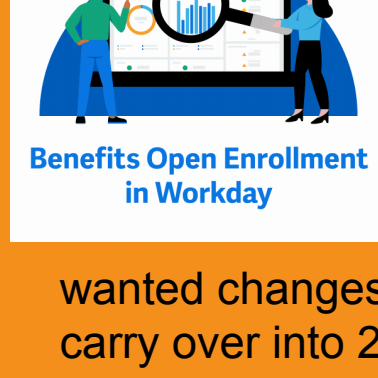


# CHES Connection



September 2023

## Workday ERP News: Benefits Open Enrollment Coming Soon!



For all CHES Colleges, the season of benefits open enrollment is coming soon! Open enrollment allows employees to update their benefit elections. This year, all colleges will use Workday for open enrollment where possible. All benefit-eligible employees should confirm that their benefit elections are correct for the upcoming year and submit any

wanted changes in Workday. Most current coverages will automatically carry over into 2024 unless you submit a change through Workday (exceptions: spending accounts must be renewed every year). More information will be coming soon. Keep a lookout for communication from your college Benefits representatives on important steps you may need to take.

## What's Happening with SIS (Student)?

CHES is pleased to announce that we have signed the Workday Student Change Order that formally establishes the revised Workday Student Plan to include all six member institutions in a revised full go-live in 2027. This is an exciting time for CHES and our Workday project as we have the opportunity to include the invaluable input of all six member institutions in this groundbreaking work to create this transformational Student platform.

The CHES Project Management Office is working with the Workday Engagement Office to finalize this new timeline and adjustments are being rolled out. The Workday Student Staffing Team is reconvening to identify team members from Luna Community College, Northern New Mexico College, and San Juan College to join the efforts underway with Central New Mexico Community College, Clovis Community College, and Santa Fe Community College. Please be on the lookout for opportunities to join this work soon!

It is our desire to continue to be transparent throughout this process, and we will continue to provide updates as they are available in the coming days and weeks. Thank you all for your continued dedication to our CHES Colleges, our communities, and most importantly – the success of our students.



## Workday Spotlight: Role Based Training Guide Now Available

Do you want to know what training based on your role, or short training demo clips are available to you? Check out the [Role-based Workday Training Guide](#) located on CHES.edu website. This guide provides information on the different roles and training options to support you in Workday. If you have questions or need more information, please contact your Training Team members at your college for further assistance.

Training Team Representatives:

Travis Thompson (CNM) [tthompson59@cnm.edu](mailto:tthompson59@cnm.edu)  
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## Workday Nuggets: Tip Sheet Updates

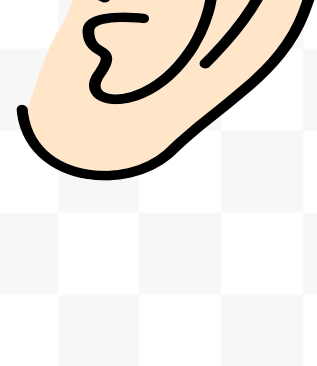


The [Create Receipts](#) tip sheet has been updated! Now you will see the required step to attach Invoices when creating Receipts.

Your Workday Training Team is here to help! If you find other tip sheets that need updating, please let us know by reaching out to [training@ches.edu](mailto:training@ches.edu)!

## You Asked, We Listened: Reporting (Contd.)

Over the summer, we shared tips for leveraging Workday reports. We are excited to announce that CHES.edu will soon feature a page dedicated to Workday Reporting. This page will be the “go-to” resource for key reports, information for how to access reports, and other useful resources. More information coming soon!



Here is a list of the topics covered in our summer series:

- Information on available reports
- Available reports based on security role in Workday
- Identifying standard and common reports and how to access them
- Reporting Efficiencies through filters

“I recently attended the online drop-in session for Workday Reporting that was offered during SFCC Convocation. I was able to get some long-sought answers about Reports that will benefit me greatly in my role. Barb Griego is amazing help and so knowledgeable about reports. The drop-in format was really convenient and allowed me to attend from home.”

-Valerie Nye, SFCC Library Director

## Website Access to Workday Support

You can now find Tenant Management (refresh schedules), Workday Maintenance, and links to Workday Support on the [ches.edu](http://ches.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](#)

## Did you know...?

Access and support for CHES SharePoint and Teams has transitioned to the CHES Service Desk. If you require assistance, please contact your college help desk to submit a case to CHES, or email [service@ches.edu](mailto:service@ches.edu)



## Workday Support: We Made It!



The Workday Feature Release 2023R2 was successfully implemented on September 9th. Thank you to all the CHES and college staff members that participated in the testing teams! It was a large effort that was truly collaborative! If you have questions about the bi-annual Workday releases, please reach out to the Workday Support Manager at [mchavezkerr@ches.edu](mailto:mchavezkerr@ches.edu).

## 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 Employees



- Kandis Martinez - Lead Tech PM
- Patel Sukhyani - Implementation PM

## 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.

- Trish Heaton - Talent, Training & Development Officer, CHES
- Kita Bass - Workday Training Education Coordinator, SFCC



## Contact CHES

Mindy Watson, Strategic Change Officer,  
[mindy.watson@ches.edu](mailto:mindy.watson@ches.edu)

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.