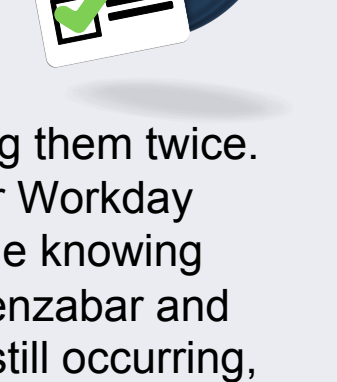


What's Happening?

Parallel Payroll testing begins this week as end-to-end testing rolls along. The implementation teams continue their checklists of processes to validate to ensure that everything runs smoothly when we move into Workday in December.

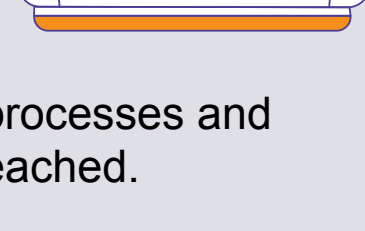


The "Cutover" Team is also busy making lists and checking them twice. Cutover tasks include those things that are ancillary to our Workday deployment but that must be considered. Examples include knowing when to flip the switch to make our legacy systems (i.e. Jenzabar and Colleague) view-only so that financial transactions aren't still occurring, knowing when to have employees begin to request time off in Workday, and so much more!

As a reminder, as we approach "go live" in December, we will make a copy of the legacy system to load all of the current employees and business transactions into the new Workday system. After that copy is made, any new transactions must be recorded in BOTH systems. Therefore, we are asking employees to begin planning ahead by ordering early, posting and interviewing early to reduce the number of transactions occurring in both systems in December. Be on the lookout for additional information regarding our cutover processes and how our campuses may be impacted.

What's Happening with Workday Student?

Next week, the CHESS Workday Student project (SIS) is slated to begin its first set of work activities in the unified, six-institution Pre-Plan Stage of the project. The Operational and Academic Alignment Assessment (O3A) is the first activity we will tackle. The O3A asks the institutions to review their current processes and practices to identify areas where alignment may be reached.



CCC, CNM, and SFCC went through this exercise earlier this year, but will revisit with LCC, NNMC, and SJC to ensure we have the voices of all institutions represented. The CHESS SIS Visioning Statement and supplemental Financial Aid Visioning Statement will provide the filter for our collective assessment and analysis.

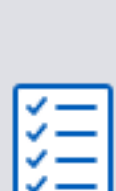
In preparation of the O3A, CHESS is working with Institutional Leads at each college to identify key representatives and subject matter experts (SMEs) to participate in this exercise. Stay tuned for updates as this team moves forward in their work.

Training Corner



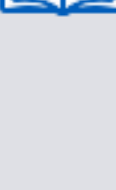
When will training be available?
Please note dates are approximate and may change.

- Week of Nov. 13: Training begins for employees in Human Resources, Finance, and Payroll roles.
- Beginning Nov. 27: Training begins for all employees and managers.
- January 2024 and beyond: Training for all employees will continue to be available in multiple formats.



How long will training take?

- All employees will complete a one-hour training session.
- The amount of time to complete additional training depends on your role(s) – the more roles you have, the more training you will receive.
- Training is offered in a "stackable" format. For example, those in a manager role will add, or stack, an additional one-hour session(s) to the all-employee training.
- For those with multiple roles and duties, training may require up to five hours of additional time.



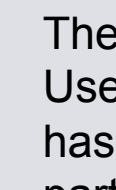
How will employees interact with training? What formats will be available?

- Training will be provided in live, virtual sessions, through online learning modules, and with helpful tip sheets.
- Instructor-led training demonstrations will be recorded and made available for those who are unable to attend the live sessions.
- In-person training sessions may be added at each campus.



Why is training not available sooner?

- Training is provided close to go-live because it's easier to remember the training when you have the opportunity to put it to use in the new system.
- Training materials are currently being developed. Once developed, each training module is then reviewed to ensure accuracy based on Workday configurations.



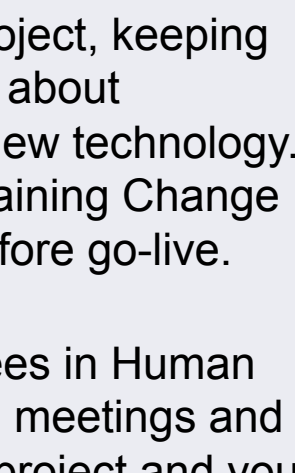
When will the registration for training begin?

- You can register for training sessions in November, when the schedule of training courses becomes available.

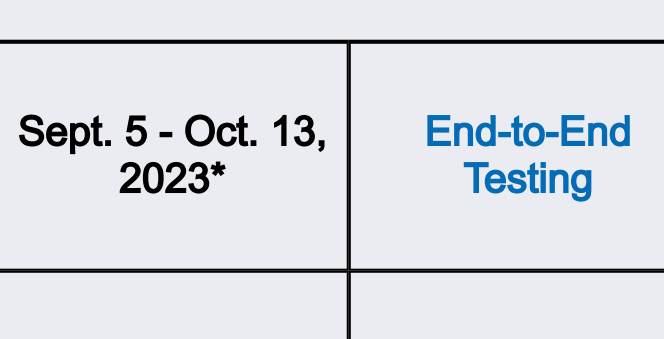
For more information about Workday Training, contact Trish Heaton, CHESS Talent Training & Development Officer, trish.heaton@chess.edu

User Readiness Review is Coming Soon

The Change Management Team is conducting User Readiness Reviews next week. Each college has selected a small team of users, who are not participating in the implementation, to meet at SFCC for a sneak peek of the Workday system and to test drive the Training Tip Sheets. These efforts will help us ensure that we have considered the training needs of the end users for a smooth transition to Workday.



Make a Difference – Be a Change Agent



The Change Agent network of faculty and staff are ambassadors for the Workday project, keeping everyone informed about implementing the new technology. There are two remaining Change Agent meetings before go-live.

We'll focus on how the new platform will impact employees in Human Resources, Finance, Payroll, and Training. To attend the meetings and learn how being a Change Agent connects you with the project and your colleagues, join the network today. Our next meeting will be October 5th at 1pm.

What's Happening?

Sept. 5 - Oct. 13, 2023*	End-to-End Testing	Testing the flow of end-to-end processes supported in Workday to validate data, functionality, usability, and security
Oct. 5, 2023 1:00pm	Change Agent Meeting #4	An opportunity for employees to get a sneak peek of the Workday system. This session will focus on Workday Payroll system.
Oct. 10 - 11, 2023	User Readiness Review	Select individuals view and interact with Workday while testing/providing feedback on training material drafts.
Sept. 18 - Oct. 27, 2023*	Payroll Parallel Testing	Testing all payroll processes in legacy systems and Workday to ensure everyone will be paid correctly and on time starting in Jan.
Nov. 2023-Jan. 2024	Employee Training	Launch role-based training to all employees to ensure each person has a successful experience.
Nov. 3 - Dec. 8, 2023	Move to Production	Data and processes will move from various places to their new home in our version of Workday.
Dec. 18, 2023	Go-Live	Workday goes live for all employees for use after winter break.
Dec. 2023 - Feb. 2024	Stabilization Stage	Ensures any bumps from the transition are smoothed out as quickly as possible.
Jan. 2024	Go-Live Celebration	Celebrate all the hard work of our employees. More information to come as the date gets closer.



Collaborative for Higher Education Shared Services (CHESS) and Wave 2 ERP

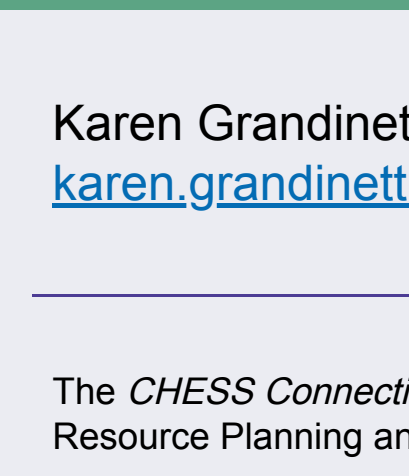
Questions? Concerns? Suggestions?

Join an informal chat with CHESS CEO, Kathy Ulibarri.

Tuesday, October 24th at 10:00am.

[Click here to join.](#)

CHESS Superstar



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

Congratulations to Ben Rollag!
CHESS, Workday Support Technical Lead

Feedback

Fill out the online feedback form [HERE](#) to let us know how you think it's going.

Contact CHESS

Karen Grandinetti, CHESS Communications Specialist
karen.grandinetti@chess.edu

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.