

To: Employees Missing a Personal Email Address in Workday

From: Dr. Sophia Mason, Director of HRSTM Business Services
Ms. Rosalee Law, Manager of HRIS, Data, and Records Management
Office of Human Resources and Strategic Talent Management (HRSTM)

Date: August 3, 2026

Subject: Action Required: Add Your Personal Email Address to Workday

Maintaining complete and accurate employee information in Workday is essential to ensuring employees receive important communications and services while supporting the College's broader efforts to improve data quality, reporting, and business processes.

Over the coming months, the Office of Human Resources and Strategic Talent Management (HRSTM), in partnership with the Offices of Analytics and Insights and Inclusive Excellence and Belonging, will introduce several enhancements to employee information in [Workday](#). These updates are designed to make it easier for employees to review and maintain their information, help ensure that College programs and services better reflect employee needs, and support a more inclusive and responsive workplace. More complete and accurate employee information will also strengthen College-wide strategic planning and help inform thoughtful, equitable resource allocation.

As part of this broader College-wide effort, HRSTM is asking a targeted group of employees to review and update their contact information in [Workday](#). **You are receiving this message because our records indicate that you do not currently have a personal email address on file, or that you have listed your MC email address as your personal email address. If you were hired before Workday was implemented, this information was not previously required or maintained in Banner.** As the College continues to enhance Workday and modernize HR processes, maintaining comprehensive contact information helps us build better systems and services to support employees throughout their relationship with the College.

A current personal email address helps ensure you can continue to receive important, time-sensitive communications in situations where you may not have access to your Montgomery College email account, such as during certain types of leave or after separating from the College. It also supports improved communication, more efficient HR services, and future enhancements to the employee experience before, during, and after employment.

Why This Matters

Beginning this fiscal year, certain post-employment communications and resources will be delivered electronically to an employee's personal email address after separation from the College. This may include information related to benefits continuation, retirement resources, tax documents, and other important employment-related communications.

Because access to your Montgomery College email account ends when your employment ends, maintaining a current personal email address helps ensure you continue to receive important, time-sensitive information without interruption.

While you are updating your personal email address, we also encourage you to review the rest of your contact information to help ensure College records remain accurate and up to date.

Action Required

Please log in to [Workday](#) and review your contact information:

- Add a [personal email address](#).
- Verify that your mobile phone number is current.
- Review and update your [emergency contact information](#), if needed. At least one (1) emergency contact is required.
- Review and update your [beneficiary information](#), if needed.

Deadline

Please update your information within the next three (3) weeks, no later than **Monday, August 24, 2026**.

HRSTM will continue to periodically review employee records and may follow up with employees and their supervisors regarding missing or incomplete contact information. This outreach is part of the College's ongoing effort to improve the accuracy and quality of employee data maintained in Workday.

Need Assistance?

If you have questions about updating your contact information in Workday, please review the attached [job aid](#), or contact the [HR Help Desk](#) for assistance.

Thank you for your prompt attention to this request and for helping Montgomery College maintain accurate employee information that supports effective communication, reliable services, and informed decision-making across the College.