

To: Montgomery College Employees

From: Lauren Landau
Director, Strategic Talent Management and Organizational Development

Subject: **ACTION NEEDED: Employee Data Updates Required in Workday**

Date: October 1, 2024

Periodically updating or modifying information within the College's human resources information system (Workday) is necessary to ensure that our employee data and institutional reports are accurate.

To accomplish this, we are asking all employees to take the following actions:

1. Update your emergency contacts in Workday by October 11, 2024.

- Log into Workday and go to "Contact" to enter, review, and/or update (edit) your emergency contacts under that tab.
- Confirm that the names and contact information (email, phone) are accurate and current.

Why is this important? This information ensures that we are able to provide our employees the care and support they need when an emergency arises.

Time to complete: 2 minutes

2. Update your educational degree status in Workday by October 11, 2024.

- Log into Workday and go to "Career" to update your educational degree(s), including confirming whether you received each degree. The options are: *High School/GED, Associate, Bachelor's, Master's, and Doctorate (Ph.D., Ed.D., J.D., M.D., etc.)*.
- If the degree listed shows "inactive," please replace it with one of the available options.
- Please note that no action on your part may result in removal of the degree from your profile.

Why is this important? This is a data set for some of the College's key institutional reports, including those that are submitted to the U.S. Department of Education and the Maryland Higher Education Commission.

Time to complete: 2 minutes

3. Complete and/or update your Career/Talent Profile by November 15, 2024.

- Review your complete Career/Talent Profile and enter and/or update the other sections with the relevant information (i.e., certifications, training, learning, achievements, etc.).

Why is this important? This information supports classification and compensation actions, institutional reporting, and allows the College to identify employees with specific skills or experience.

Time to complete: varies depending on individual (see helpful tip below)

Tip: Upload a WORD or PDF copy of your updated resume directly into the career/talent profile. This will auto-populate the career/talent profile and all you will need to do is review and edit the information.

Click [here](#) to access the job aid to manage your Career/Talent Profile.

The Human Resources Internal Consultants (HRICs) will be conducting live virtual workshops to assist employees with completing these tasks in Workday.

Friday, October 4, 2024 at 9:00 to 9:30 a.m.

[First Faculty Fridays: How to Update your Career/Talent Profile in Workday - Workday \(myworkday.com\)](#)

Tuesday, October 8, 2024 at 12:00 to 12:30 p.m.

[Super Staff Tuesdays: How to Update your Career/Talent Profile in Workday - Workday \(myworkday.com\)](#)

Additionally, a recorded session will be available in Workday Learns for those unable to attend the live virtual sessions.

If you have any questions regarding this information, please contact the HRSTM Help Desk at (240) 567- 5353 or hrstm@montgomerycollege.edu. Thank you, in advance, for your prompt attention to this matter.