

To: Montgomery College Employees

From: Sophia Mason, Director of HR Business Services
Kirsys Nunez, Payroll Manager

Subject: **Important Update on the Payment Election Process**

Date: August 20, 2024

As of August 31, 2024, employees who wish to add or change a direct deposit account must be connected to a Montgomery College network. In Workday, this action is known as a Payment Election. For added security, you must be physically on any Montgomery College campus, education center, or office location and connected to the College's wired or WiFi network, or by VPN to make this type of change, **beginning August 31, 2024**.

This change is a necessary step to strengthen our efforts to protect your accounts. Once an employee makes a payment election and Payroll confirms it is an authorized change to your account by you, that change is processed immediately. However, it could take one (1) pay period to take effect, depending on when the change was approved during the pay period. Please note that if you are logged into Workday from an external network (for example, from home or a library), you will only have the ability to view your bank information. The limited number of employees who have authorized agreements to work outside of the area will receive a separate communication with specific instructions regarding payment election changes.

Please continue to be vigilant and use the *Report Phishing Button* in Outlook to [REPORT](#) suspicious emails. Remember, if it seems PHISHY, it probably is PHISHY. Be especially cautious of any emails that ask you to provide your banking information.

If you need assistance or have any questions regarding this process, please contact the [Payroll Services](#) team.