

**To:** Montgomery College Employees

**From:** Sophia L. Mason, Director of HR Business Services  
Krista Leitch Walker, Vice President/Chief Human Resources Officer  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** Your Pay in Workday

**Date:** January 12, 2022

Payroll for the first 2022 pay period (ending January 7, 2022) has been processed in Workday! Over the last several days, the Workday Project Team has been diligently reviewing and validating payroll data and records to ensure that all employees are paid as accurately as possible.

Under normal circumstances, payslips are available for employee review two (2) to three (3) days before the pay date. Due to the post-settlement auditing requirements for this pay period, **payslips will not be available in Workday until Thursday, January 13, 2022**. We encourage all employees to review the [Your Pay in Workday Guide](#) to learn more or to better understand the components that make up your paycheck, which include gross earnings, benefits, taxes and other deductions, as well as your specific tax withholdings and payment elections.

Some College employees will see a difference in their current net pay when compared to the last paycheck. **Please note that this difference does not automatically mean that there is an error in your pay.** Gross earnings are reduced by applicable deductions for benefits, retirement, union, parking, etc., as well as taxes, before your net pay is determined and paid out per your instructions. With the new calendar year, there are co that impact gross earnings. **Specifically, the following types of changes, if applicable to you, may change your net pay for this pay period in comparison to the previous pay period:**

- New tax tables for 2022
- Minimum wage change from \$14/hour to \$15/hour
- IRS maximums increase for supplemental retirement annuities (voluntary 403(b) and 457(b) plans)
- Higher bi-weekly premium deductions for 2022 benefits plans
- Correction of the imputed income earning for life insurance in excess of \$50,000 to ensure proper taxation each pay period
- Increase in union dues
- Beginning or end of a temporary salary increase, special project pay, etc.

**If your current elections, and/or deductions reflect any of these changes, then your pay will be affected, but again, this does not mean it is incorrect.**

The IT Service Desk will continue to serve as the initial point of contact for Workday questions to ensure the right questions get to the right HRSTM or Finance staff members for assistance. **All questions regarding Workday, including specific concerns about what you see on your payslip, should continue to be directed to the IT Service Desk at [ITServiceDesk@montgomerycollege.edu](mailto:ITServiceDesk@montgomerycollege.edu) or (240) 567-7222.** Employees will be prompted to confirm that they have done a thorough review of their benefits elections, tax withholdings, union dues, etc. before collecting specific but non-confidential information to create a ticket for follow up from an HRSTM team member.

**HRSTM will also offer Workday Virtual Office Hours for employees to stop in with any questions on Friday, January 14, Tuesday, January 18, and Wednesday, January 19 (details and Zoom link will be shared in a separate communication).**

As always, we thank everyone for their patience, partnership, and support. We will continue to enhance resources and support for Workday on an ongoing basis. **Please bookmark the [Workday Training page](#) for resources and check back regularly for updates.**

Make it a great Workday!