

Winter 2021 and Spring 2022 Banner Workload and Workday Pay



Contract and Assignment Transition to Workday

Workday, the College's administrative information system for human resources and financial management services will implement the payroll functionality on **Monday, January 3, 2022**. As a follow up to the [Workday communication sent on October 7](#) and in [InsideMC on October 11](#), key deadlines for the January payroll implementation must be met for the transition to Workday. The last pay period in Banner is December 11– 24, and pay beginning December 25 will need to be entered into Workday by **COB January 6**. For WDCE contracts and part-time faculty assignment letters that overlap the last pay in Banner, the pay should be referenced separately on the contract and/or letter. SIAASGN will continue to be used to enter workload.

Departments processing pay for WDCE Instructors and part-time faculty between December 25 – January 7 for the January 14 pay date please contact [HRSTM](#) to coordinate special access to enter pay in Workday between December 20–23.

Please also plan to register and attend [Workday Core Concepts Trainings](#) and [Workday Period Activity Pay Training](#).

UPCOMING TRAININGS



**Workday Core
Concepts Training**
Wednesday, November 10,
2–3 p.m.

[Register on MC Learns](#)



**Workday Period Activity
Pay Training**
Monday, November 15,
2–4 p.m.
[Register on MC Learns](#)

Important Dates

A Workday system “black-out” period will begin on **November 27 and extend through January 2**, with hiring and onboarding being unavailable beginning **November 19**.

Questions?

The Workday project team has carefully prepared training materials, FAQs, previous communications, and other updates which can be found on the [Workday@MC website](#).

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