

To: All Employees
Date: **January 3, 2022**
Subject: Workday HR and Finance Self-Service is Here!



Workday for human resources and finance launched today! Congratulations to the **Workday** project team for all their dedication and hard work. With this successful implementation, employees now have the ability to better manage and access personal information from any device (desktop, tablet, or smartphone) at any time.

Workday replaces Banner as our system of record for human resources and finance. Starting today, you will use Workday to complete all your HR and Finance-related employee and manager tasks. Simply log into MyMC and click on the Workday icon to get started.

Important Reminders:

- Banner will no longer be used for any transactions related to human resources and financial management (i.e., timesheets and requisitions). However, Banner remains the College's student information system.
- Required training not completed by the December 23 deadline should be prioritized.
- Review new online leave/time-off approval and time tracking processes in Workday.
- Review the streamlined requisition process for supplies and services. You will "drag and drop" quotes and backup documentation directly into a requisition created in Workday.
- Verify your information in Workday including contact information, emergency contacts, tax information, etc.
- Review your ability to easily track the processing of requisitions, purchase orders, and payments in Workday.

Visit the [Workday@MC page](#) for a variety of training materials including videos, presentations, job aids in English and Spanish, and FAQs.

You can register and complete all your required Workday training in MC Learns through Workday.

Even with the most careful and thoughtful planning, an implementation this complex will create questions. The IT Service Desk is here to support you:

- by email at itservicedesk@montgomerycollege.edu
- by web chat on [OIT's web page](#)
- by phone at 240-567-7222

Thank you for your ongoing support during this significant collegewide project.

Have a great Workday!