

To: All Employees
Date: December 21
Subject: Workday Self-Service Training Reminders



Mark your calendars! Workday employee and manager self-service is replacing Banner as the College's information system for human resources and financial processes. The new employee and manager self-service functionality will be available on **Monday, January 3, 2022**.

To prepare you, training materials (videos, online webinars, presentations) have been created, including **job aids in English and Spanish**. These training materials can be found on the training page of the [Workday@MC](#) website. In addition to clicking on the link, you can also find the website by logging into MyMC and clicking on the Workday icon, or by typing "Workday" in the search bar of the College's website.

Please be advised that all Workday required trainings are available on the [Workday@MC](#) website. To receive credit for completing required Workday training during the blackout period (November 27, 2021 – January 2, 2022) you will need to fill out the [proof of completion form](#).

Starting on January 3, 2022 all required Workday trainings will transition to MC Learns through Workday.

As always, please visit the [Workday@MC](#) website for information about training materials, FAQs, previous communications, and all other updates.

Thank you and have a great Workday!