

Workday: Important Employee Updates



The big day is almost here—the big Workday, that is!

Workday, the College's administrative information system for human resources and financial management services, will **"go-live"** with new functionality on **Monday, January 3, 2022**. This "go-live" date marks another significant milestone in the Workday project.

Prior to January 3, there are many technical and business activities that must occur to transition from our current systems to Workday, all of which are very labor-intensive. To that end, 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.**

What does this mean? You will be **unable to use the Workday system, and MC Learns** during that period. In response to this blackout period, ELITE will provide a temporary registration process for employees participating in ELITE-sponsored professional development. Additional information about this process will be available soon. Workday training materials will be accessible during blackout period on the [Workday@MC](#) website.

Please note that access to Banner is not affected during the Workday black-out period.

While Workday is not new to us, the January 2022 implementation represents some significant changes in our business processes. For example:

- Banner will no longer be used for any transactions related to human resources and financial management. However, **Banner remains the College's student information system.**
- The requisition process for supplies and services will be streamlined. You will be able to "drag and drop" quotations and backup documentation directly into a requisition created in Workday. There will be no need to use additional software (Perceptive Content).
- Purchasing and corporate cardholders, as well as account managers, will be able to verify and approve credit card expenses directly in Workday. Expense reports will no longer be submitted and approved through CentreSuite. CentreSuite will be available for cardholders and approvers to review information only.
- You will be able to easily track the processing of requisitions, purchase orders, and payments in Workday.
- Workday provides intuitive and easy self-service tools, eliminating numerous manual and paper processes.
- You will have new online leave/time-off approval and time tracking processes in Workday. Unapproved time-off requests for non-exempt employees may result in incorrect pay. Please refer to the May 25, 2021, Human Resources and Strategic Talent

Management [memo](#) regarding time reporting changes for exempt and non-exempt employees. Job aids and training videos will be available in mid-November.

- As with Banner, employees and supervisors are required to meet specified payroll deadlines. However, contrary to prior practice, **if a timesheet is not submitted in Workday by the employee by the deadline, a paycheck will not be generated.** Supervisors must actively monitor Workday to ensure that employees have submitted their timesheets so that employees will be paid on time.
- The last pay period/payroll in Banner will cover December 11 through December 24, with the pay date of December 31. **Timesheets beginning December 25, 2021 will need to be entered and submitted in Workday, by noon January 6, 2022.**

With a new system comes a new way of talking! With finance and human resources business processes moving to Workday, you'll notice right away that Workday uses different terminology than you may be used to, so a comprehensive [glossary](#) is being prepared to help you learn "Workday speak." Here are a few examples:

BANNER	WORKDAY
Adjunct Pay	Period Activity Pay
Vendor	Supplier
Purchasing Agent	Buyer
Account Manager	Cost Center Manager
Org Code	Cost Center
Request a Purchase Order	Create a Requisition
Vendor Invoice Number	Supplier Reference Number
Direct Pay	Create Supplier Invoice Request

The Workday project team has carefully prepared training materials and FAQs, all of which can be found on the [Workday@MC](#) website. To start, though, all College employees are encouraged to watch the brief [Workday General Navigation Video](#). While many are already comfortable navigating through Workday, the video will help you learn more about some of Workday's features, including how to access your profile page and how to modify your personal information.

Moving forward, look for both collegewide and audience-specific information about required trainings and checklists that will help you get ready for our **January 3 go-live**. 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!