To: All Employees
Subject: Workday Training Reminder
Date: December 16, 2021

Workday, the College's information system for human resources and finance processes, will **"go-live"** with new functionality on **Monday, January 3, 2022**.

To prepare you, training materials (job aids, videos, online webinars, etc.) have been created, including **job aids in English and Spanish**. These training materials can be found on the Workday@MC website.

Following up on the **November 22 memo** regarding required training for employees, please be advised that all Workday required trainings are now available.

Proof of Completion Form:

To receive credit for completing the required Workday trainings, registration must be completed via MC Learns, except during the Workday blackout period, beginning **November 27 and going through January 2**, when training can only be accessed via the Workday@MC webpage. **A confirmation (proof of completion)** process has been developed for use during that timeframe.

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!