

**To:** All Montgomery College Employees

**From:** Sherwin Collette, Senior Vice President for Administrative and Fiscal Services  
 Krista Leitch Walker, Vice President/Chief Human Resources Officer

**Subject:** **FY2022 Required Training for Employees**

**Date:** November 22, 2021

Each year, MC offers collegewide training classes or online modules that are required for all or select employees, depending on their role at the College. The [required training for FY22](#) focuses on three (3) areas that are very relevant to the College’s current organizational priorities: ethics, data security, and Workday.

Because the implementation of Workday, our new financial and human resource management system, will impact employees across the College, you will notice there are significant training requirements on the new system that must be completed within a short time frame, with several due to be completed before the winter break, (i.e., by December 23). This is because the new system will “go live” on January 1, 2022, and we will no longer use Banner to conduct financial and human resources related processes and transactions. Each employee’s Workday training requirements will depend on their respective role and responsibilities at the College; however, to ensure that employees are fully prepared, it is essential that employees and their supervisors review the topics and descriptions of the training provided and proactively participate in the training activities that are relevant to them. For more information related to Workday training please visit the [Workday Training webpage](#).

The following table provides a comprehensive list of the [required training for employees in FY22](#).

### **Collegewide Online Required Training**

<b>Class Title</b>	<b>Description</b>	<b>Employee Group</b>	<b>Completion Date</b>
<b>Ethics and Code of Conduct</b> Sponsored by the Office of Compliance, Risk, and Ethics	The Code of Ethics as a guide to understanding MC’s values, policies, procedures, as well as the law, as a tool for making ethical decisions in the workplace.	<b>All Employees</b>	<b>June 30, 2022 (available in January 2022)</b>
<b>Data Security @MC: Annual Review</b> Sponsored by the Office of Information Technology	A review as required by our cybersecurity insurance provider, this online module provides security awareness training for all employees.	<b>All Employees</b>	<b>June 30, 2022</b>

## WORKDAY TRAINING

Sponsored by the Offices of Information Technology, Business Services, and  
Human Resources and Strategic Talent Management

Class Title	Description	Employee Group	Completion Date
<b>FUNDAMENTALS &amp; SELF-SERVICE</b>			
<b>Workday Core Concepts</b> (approx.. 1 hour)	An overview of the fundamentals of Workday features and functionality, including how to navigate the system.	<b>All Employees</b> (Administrators, Dept. Chairs, Full-time & Part-time Faculty, Staff, Casual Temps & Student Workers)	<b>December 23, 2021</b>
<b>Employee Self-Service for Procurement and EAP Requisitions</b> (approx. 2 hours)	An overview of procurement processes such as creating a procurement and EAP requisitions, receipts and returns, supplier requests and supplier invoice requests, and verifying p-card transactions.	<b>Administrators, Department Chairs, Full-time Faculty, Staff, &amp; Part-time Faculty</b>	<b>December 23, 2021</b>
<b>Manager Self-Service: Workday Overview</b> (approx. 2 hours)	Key Workday processes for managers such as approving and managing team time, job changes and additional jobs, approving expenses, and more.	<b>Managers/Supervisors with Direct Reports</b>	<b>December 23, 2021</b>
<b>Workday Financials Overview for Cost Center Managers/ Secondary Cost Center Managers</b> (approx. 1 hour)	Understand the role of a Cost Center Manager and Secondary Cost Center Manager in Workday. Learn how to manage your Workday Inbox approvals and what reports are helpful to your role.	<b>Cost Center Managers &amp; Secondary Cost Center Managers</b> (Account Managers & Secondary Account Managers)	<b>December 23, 2021</b>
<b>TIME TRACKING &amp; ABSENCE (LEAVE) REPORTING</b>			
<b>Enter Time</b> (video)	How to enter hours worked, submit a timesheet, make corrections to a time sheet, approve a timesheet.	<b>Non-Exempt Staff, Casual Temps, Student Workers, &amp; Managers/Supervisors w/ Direct Reports</b>	<b>December 23, 2021</b>
<b>Request Absence/Time Off/ Leave</b> (video)	How to view absence (leave) balance, request absence (leave), make corrections to an absence (leave) request.	<b>Administrators, Department Chairs, Supervisors, &amp; Staff</b>	<b>January 6, 2022</b>
<b>Request Absence/Time Off/ Leave</b> (video)	How to view absence (leave) balance, request absence (leave), make corrections to an absence (leave) request.	<b>Full-time &amp; Part-time Faculty</b>	<b>June 30, 2022</b> (or as needed)

## WORKDAY TRAINING

Sponsored by the Offices of Information Technology, Business Services, and  
Human Resources and Strategic Talent Management

Class Title	Description	Employee Group	Completion Date
<b>COURSE ASSIGNMENTS &amp; JOB CHANGES</b>			
<b>Period Activity Pay (Course Assignments for Faculty) (approx. 2 hours)</b>	Understand the processes for adding, editing, and ending faculty Period Activity Pay in Workday. This replaces Banner FLAC and ePAF processes.	<b>Academic Aides, Deans, Department Chairs, &amp; WDCE Partner</b>	<b>December 20, 2021</b> for Extended Winter <b>January 10, 2022</b> for Spring 2022
<b>Change Job (video)</b>	How to initiate a job change for an employee such as extend/modify end date, request classification review, request interim/acting appointment, etc.	<b>Managers/Supervisors w/ Direct Reports</b>	<b>June 30, 2022</b> (or as needed)
<b>FINANCIAL TRANSACTIONS</b>			
<b>Create Procurement/EAP Requisition (video)</b>	Overview of how to create requisitions for a variety of procurement processes.	<b>Individuals Responsible for Entering Purchasing Requisitions</b>	<b>December 23, 2021</b>
<b>Create Expense Report (video)</b>	Overview of how to create an expense report for reimbursement for out-of-pocket expenses, including EAP expenses.	<b>Administrators, Department Chairs, Full-time Faculty, Staff, &amp; Part-time Faculty</b>	<b>June 30, 2022</b> (or as needed)
<b>Create Procurement/EAP Requisition (video)</b>	Overview of how to create procurement requisitions, including direct EAP and PDAP payments.	<b>Administrators, Department Chairs, Full-time Faculty, Staff, &amp; Part-time Faculty</b>	<b>June 30, 2022</b> (or as needed)
<b>Grants Overview for Principal Investigators (approx. 1 hour)</b>	Understand the role of the Principal Investigator in Workday. Learn how to manage your Workday Inbox tasks, the process flow for Effort Certification, and useful reports.	<b>Principal Investigators &amp; Co-Principal Investigators for Grants</b>	<b>June 30, 2022</b> (or as needed)

Montgomery College is committed to promoting and supporting the continuous learning, growth, and development of our workforce. We encourage all employees to learn more about the numerous classes and programs available through MC Learns in Workday Learning as well as leaders and supervisors to support their teams in taking advantage of these opportunities.

For questions or more information regarding [employee required training](#), please contact [Elaine Doong](#), [Carla Ammerman](#), or [Leslie Jones](#) in HRSTM.

Thank you.