Workday Training Reminder
December 3, 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 four of the Workday required trainings are available:

- Core Concepts (All Employees)
- Employee Self-Service: Procurement and EAP Requisitions (Administrators, Department Chairs, Full-time Faculty, Staff, Part-time Faculty)
- Manager Self-Service: Workday Overview (Managers/Supervisors with Direct Reports)
- Period Activity Pay (Academic Aides & WDCE Partners)

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.

For your convenience, all live trainings are being recorded for on-demand viewing. Please note that additional training information, including when training videos will be available, will be shared as soon as possible.

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!