


To: All Employees
From: IT Communications Mailbox
Subject: Workday Update: Self-Service Actions

Talent and Performance Management, our next milestone in the Workday project, is scheduled to launch in July 2021. This new module will provide all employees with self-service opportunities to manage goals, update their professional profile to include talent details, and complete their FY22 evaluation.

The launch of Talent and Performance Management is just around the corner, but there are many self-service actions you can complete now in the Workday system:



Did You Know You Can Access Workday Now To:

- Manage professional development and training
- View and update current benefits information
- Create and change personal information
- Update emergency contact information
- Request name changes
- Display position and salary information
- Apply to positions through the internal career app

Visit the [Workday training page](#) for step-by-step job aids to complete these self-service actions

Visit the [Workday@MC website](#) for job aids, FAQs, timeline information, and all other updates

Coming July 2021:

Talent and Performance Management

Employee Self-Service

- Talent Profile includes job history, talent statement, skill sets, certifications, and awards
- Talent details will auto populate into internal job applications
- Ability to request feedback and provide feedback to colleagues
- All information located online, in one convenient location – no more paperwork!

Manager Self-Service

- Reliable data and improved reporting capabilities
- Performance reviews in one location for easy access and updates
- Ability to provide feedback in the moment to direct reports and colleagues
- Career opportunities, interests, and skill sets accessible for direct reports

Training for Talent and Performance Management begins in July 2021

Visit the [Workday at MC](#) website for job aids, FAQs, and additional information and updates.

For technology-related questions about Workday, as well as other College technology services, please contact the IT Service Desk:

- by email at itservicedesk@montgomerycollege.edu
- by web chat on [OIT's web page](#)
- by phone at 240-567-7222

Please do not reply to this email, as this mailbox is not monitored. Thank you.

IT Communications
Office of Information Technology