Did You Know You Can Access Workday Now To:

- workday_®
 MONTGOMERY COLLEGE
- 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

<u>Workday training page</u>

for step-by-step job aids to complete these selfservice actions

Visit the

<u>Workday@MC website</u>

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