

Training & Open Enrollment Reminders



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

Training

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

[Register](#) now for a selection of live Zoom training sessions that will be available from November 27 - January 2.

All employees are encouraged to watch a brief [Workday General Navigation Video](#). While many are already comfortable navigating through Workday, the video will help you learn more about some of Workday's features, including how to access your profile page and how to modify your personal information. Moving forward, look for both collegewide and audience-specific information about required trainings and checklists that will help you get ready for our **January 3 go-live**.

Open Enrollment

This [open enrollment](#) season, October 25 – November 12, even if you are not making any changes, employees need to log into Workday to review and confirm that their benefits elections are correct. In addition to confirming benefits in Workday, all employees should confirm that their current tax withholding and direct deposit account information is correct in Banner. Employee benefits elections in Workday and tax withholding and direct deposit information in Banner will be applied to the first payroll in Workday. Please help us ensure your information is complete and accurate by verifying these details by **November 12, 2021**.

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!