

From: [Workday Change Team](#)
To: [Workday Change Team](#)
Subject: REMINDER: Workday Training - Pay, Time & Absence
Date: Thursday, June 18, 2020 2:50:44 PM

Dear MiraCostans,

Please join us tomorrow for the following Workday Training Workshop:

Pay, Time & Absence

Friday, June 19 from 10:00am to 12:00pm

Link - <https://cccconfer.zoom.us/j/99521723208>

Who should attend: Everyone who currently fills out paper time cards or reports absences.

What will be covered: Brief overview of how to enter time for classified staff, faculty, associate faculty, student and temporary workers, and how to report an absence (if applicable).

If you plan on attending this training workshop, please go to the [Workday Training Portal](#) to read the description of the workshop and find the corresponding job aids. You are welcome to submit questions in advance through the [Training Portal Team Discussion](#). These training sessions will be recorded and posted on the Training Portal under [Past Training Sessions](#).

Please plan on attending this very important session! We are less than 2 weeks from Go-Live!

See you there!

Workday Change Team