

Good News! Employees can now securely log into Workday while off-campus.

Workday Employee Self-Service

Grossmont-Cuyamaca Community College District allows employees to have online access to their personal, financial, benefits, and time tracking information through Workday. With the new self-service features, employees can easily view or make updates to the following:

Personal Information

- Email addresses
- Emergency contacts
- Home and mailing address
- Marital status
- Name change*
- Phone numbers

*You must upload your new social security card (proof of name change).

Finances, Benefits, and Time Tracking

- Absence requests/balances
- Direct deposit
- Federal and state tax withholdings
- Paychecks
- Payroll information
- W-2 (available in 2018)
- Benefit enrollment information

This Workday security feature for off-campus access is strictly intended for **Employee Self-Service** only. Accessing Workday to accomplish work-related tasks should always be done while at work and during your scheduled work hours.