Wanda WorkSmart – Legacy System Cutover Plan Video Transcript

Title Slide [cartoon animation of Wanda waving with two people thinking]:

Hi there! Welcome to the Wanda WorkSmart series designed to inform you of what's new, what's changing, and what benefits you can expect in Workday. I'll also be addressing several key questions asked by State of Iowa employees.

In this session, we'll be talking about the Legacy Systems Cutover Plan in preparation for our September 17 Go Live date. Let's dive in

Scene 1 [animation of Wanda pointing and speaking]:

So, what's the Legacy System Cutover Plan?

The Legacy System Cutover refers to the process of transitioning from the State's existing "legacy" systems to the new system, Workday! Most of your information will be automatically transferred, but there are few things you should keep in mind.

Scene 2 [animation of Wanda pointing and speaking, computer screen at center]:

Currently, State of Iowa employees use many systems to complete various processes. For instance, employees,
- Make benefits elections using IowaBenefits
- Enter hours worked and time off in HRIS or other external systems
- Request FMLA through Reed Group
- Request time off through email, in-person, or another external system
- Request Out of State travel via the Online Travel Authorization portal

Scene 3 [animation of woman sitting and cheering at desk with papers and laptop and Wanda cheering on a stack of papers]:

In the future, Workday will serve as the centralized location for managing all of these processes, and more! That's right! No more navigating to multiple systems to find the information you need. Best of all, Workday is easy to use, allowing you to save time and be more efficient.

Scene 4 [animation of Wanda pointing and speaking]:

The transition to Workday is being carefully managed to support business as usual and reduce duplicative work. **However, some information for previously approved requests or events which will occur on or after September 17, 2021, will need to be re-entered**, such as…
- Life events impacting benefits
- Time-off

But don't worry! You will receive reminders and a checklist at Go Live, providing you with the instructions and tasks you should complete.

Scene 5 [animation of Wanda sitting and typing on laptop]:

Now, let's take a look at the Top 5 Legacy System Cutover questions asked by State of Iowa employees!

Scene 6 [animation of two people sitting at a table on laptops and Wanda speaking]:

Question #1: Will we still have access to legacy systems after Workday goes live?

Systems such as eLeave and HRIS will remain available for reporting purposes once Workday is live. After Go Live on September 17, Workday will be the official system of record for HR business processes.

Scene 7 [animation of man thinking and Wanda pointing and speaking]:

Question #2: What if I've had a baby and need to update my benefits?

Life events that have not been entered and approved by your HRA in IowaBenefits by August 31 will need to be entered in Workday after Go Live. For coverage adjustments needed prior to Go Live, contact your Human Resource Associate.

Scene 8 [animation of woman sitting at desk thinking and Wanda pointing and speaking]:

Question #3: When is the last time I will enter my timesheet in HRIS?

Employees will need to enter their final timesheet in HRIS on Thursday, September 16, for Manager approval on Friday, September 17.

Scene 9 [animation of man sitting and typing on computer and Wanda pointing and speaking]:

Question #4: Will time off need to be resubmitted after Go Live?

Yes, previously approved time off for dates on or after September 17 will need to be re-entered into Workday after Go Live.

However, active and approved leaves of absence will not need to be re-entered. The Department of Administrative Services's Leave Administration Team will assist employees with open leaves throughout the transition to Workday.

Scene 10 [animation of two people sitting at table on laptops and Wanda cheering]:

Question #5: What about travel expenses and requests during Go Live?

Expenses for travel initiated and approved via the Online Travel Authorization (OTA) portal prior to September 17 should be processed in I/3, even if travel occurs after Go Live.

New requests for Out of State travel on or after September 17 should be submitted in Workday via the Spend Authorization.

Scene 11 [animation of Wanda typing on laptop]:

This wraps up our session about Legacy System Cutover! Stay tuned for more topics to come. Until then, visit our website at **WorkSmart.iowa.gov**

Thanks for watching! This is Wanda WorkSmart, signing off, and remember, work SMARTER, not HARDER…with Workday!