



# Legacy Systems Cutover Guide

## State of Iowa WorkSmart

Legacy System	Description	Cutoff Date
<b>IowaBenefits</b>	The IowaBenefits website was deactivated Tuesday, August 31. Life events that have not been entered and approved by your Human Resource Associate (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 HRA for assistance.	Tuesday, 8/31/2021
<b>Reed Group</b>	The Reed Group LeavePro online portal and dedicated phone line for reporting FMLA leave will no longer be operational at the end of business, Thursday, September 16. Open leaves will be entered in Workday, and the DAS Leave Administration Team will assist employees throughout the Workday transition. Beginning September 17, leaves of absence will be requested in Workday.	Thursday, 9/16/2021
<b>Online Travel Authorization</b>	Beginning Friday, September 17, all employee Out of State travel requests should be submitted in Workday via the Spend Authorization. Expenses for travel previously initiated and approved via the OTA portal prior to September 17 should be processed in I/3, even if travel occurs after Go Live. Reimbursement of In State and Out of State travel will be processed via Expense Reports in Workday. Please refer to the list of <a href="#">expenses</a> allowed for Workday Phase 1.	Thursday, 9/16/2021
<b>HRIS</b>	Timesheets for the final pay period in HRIS must be submitted by employees on Thursday, September 16, and approved by managers on Friday, September 17. HRAs will have extended access.	Friday, 9/17/21
<b>eLeave</b>	The eLeave system will be available for processing final HRIS timesheets. HRAs will have extended access. Remember: Any time off approved in eLeave or another agency leave system for dates on or after Friday, September 17, will need to be re-submitted in Workday at Go Live.	Friday, 9/17/21
<b>I/3 Financial</b>	Performs State financial processes such as accounts payable, accounts receivable, general accounting, fixed assets, procurement, and budget preparation.	N/A
<b>Iowa Online Payroll Warrant Portal</b>	Contains information regarding an employee's wage payments, deductions and State share amounts paid on behalf of the employee, leave accruals, usages, balances, and tax status information for pay periods prior to September 17, 2021.	N/A
<b>Data Warehouse</b>	Provides various human resources and financial reports. Employee data will no longer be updated in Data Warehouse after Workday Go Live.	N/A
<b>eDAS</b>	eDAS is the Department of Administrative Services' online service request and billing request system. It allows State agencies to order services, view billing information, and track expenses of services provided by DAS.	N/A
<b>NeoGov</b>	The DAS recruiting system for statewide hiring.	N/A
<b>Learnsoft</b>	The DAS Learning Management System (LMS) for agency and Performance Development Solutions (PDS) training.	N/A
<b>Kronos</b>	Employees who currently use the Kronos timekeeping system will continue to enter their time worked using Kronos. However, absence requests will be entered and approved in Workday. Any adjustments to timesheets will be performed in Workday and timesheets will be approved in Workday.	N/A

### Questions?

Visit [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov)

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