



Smart Talk

December 2022

Holiday Payroll Reminders

Season's Greetings! As a reminder, please be aware of the following holiday payroll deadlines and information.

Christmas: Due to State offices being closed on December 23 and 26, timesheets and approvals for the 12/09/22 pay period **must be submitted by Thursday, December 22.**

Banking Holiday Time: If you are a salaried worker and the holiday falls on a scheduled day off, you must bank the holiday hours in order for those hours to be used or paid in the future. To bank holiday entitlement hours, click the day of the holiday on the timesheet and select the "Holiday - Banked" time type.

Continuous FMLA Leave of Absence: Managers will need to enter holiday time in the Absence Calendar for employees on a *continuous* FMLA Leave of Absence spanning the holiday. See "Does an employee receive holiday pay while using intermittent or continuous leave?" on page 5 of the [FAQs for Leave Administration](#).

New and Updated Resources on WorkSmart Website

Please note the following resources have been recently added or updated on the WorkSmart website:

[Workday HCM FAQs](#) - Features the latest answers to employee's Workday questions.

Smart Guides for employees:

[Legal Name Change Smart Guide](#) provides steps for making legal name changes in Workday.

[Enter and Submit Time Smart Guide](#) includes options and instructions entering time in Workday.

Job Aids for HR Professionals:

[Reassign Business Process Job Aid](#) outlines the steps for reassigning business processes when the assigned employee is unable to complete a task in the process.

[Request Compensation Change Job Aid](#) provides instructions for performing compensation changes.

New Expense Report Work Area

A New Expense Report Work Area Report has been implemented in Workday, making it easier for reviewers and approvers to manage Expense Reports. The report can be filtered by dollar amount, employee name, credit card transaction, or any column reflected on the report, and allows reviewer/approver's to take action from the report instead of individual inbox tasks. For additional guidance, refer to the [Expense Report Work Area Job Aid](#).

Don't Forget - Take Advantage of Electronic W-2s in 2022!

Give yourself the gift of convenience by requesting an electronic Form W-2 for the 2022 tax year. Please **update your preferences by January 1, 2023**, to ensure your election is recorded before W-2 forms are printed and mailed. Refer to [Electronic W-2s Smart Guide - Screenshots](#) for instructions.

For WorkSmart Project Information

Visit WorkSmart.iowa.gov or contact the WorkSmart Team at WorkSmart@iowa.gov

