



WorkSmart Phase 1: Workday Human Capital Management (HCM)

- **2021 W-2s Available**

It's tax season, and 2021 W-2s are available in Workday! To access your W-2, log in to **Workday**, select the **Pay Worklet > View > My Tax Documents**. Click on the **View/Print** option to view, and select the **Print** icon on the far right of the pop-up screen to print or save the document to a PDF. Please refer to the [W-2 Smart Guide](#) for step-by-step instructions.

- **New Report Directory Worklet**

A new optional worklet has been created in Workday to provide a directory of available reports. To add this to your dashboard, select the Configure Applications cog icon to the right of your name. Click the + sign under Optional Worklets. In the Search bar type Report and select Report Directory. Select Ok in the lower left of your screen, then Done on the next screen. You should see the Report Directory icon on your Dashboard. Reports will only generate data if you have the required security.

- **Workday Resource Update**

- Wanda's latest Tips & Tricks highlight [Mobile Functionality](#).
- [Employee FAQs](#) for Workday HCM have been recently updated. New or updated information is indicated in red. This is a great resource for answers to questions you may have!
- The [WorkSmart Training Catalog](#) is your one-stop-shop for Workday resources. Materials and video snippets are updated and added often, so bookmark this page for future reference.

WorkSmart Phase 2: Workday Financial (FIN)

- **Unit and End-to-End (E2E) Testing**

FIN Unit Testing is underway and scheduled to continue through Friday, February 25. Scenario creation for FIN E2E Testing kicked off January 31. E2E Testing involves testing the entire flow of processes ("end-to-end") between multiple functional areas. It is slated to begin later this spring.

- **FIN Resources**

- [FIN FAQs](#) and [FIN Workday Glossary](#) have been recently updated with answers to questions, new information, and terminology indicated in red.
- Visit the [Resources webpage](#) for more information, or reach out to the WorkSmart FIN Team at WorkSmartFinancials@iowa.gov.

Workday Support & WorkSmart Project Information

For Workday assistance, refer to the [Workday Support Chart](#).
For WorkSmart Project information and resources, visit WorkSmart.iowa.gov
or contact the WorkSmart Team at WorkSmart@iowa.gov.

