



Smart Talk

January 2022

WorkSmart Phase 1: Workday Human Capital Management (HCM)

New Year's Timesheets and Revised HRA Payroll Guidelines

Happy New Year! If you are submitting a timesheet for the pay period ending today, please note:

- *The first week of the pay period must be completed first* for the New Year holiday to calculate correctly and display properly on your timesheets. If your timesheet has been submitted and approved without the New Year holiday, a correction will be made prior to the payroll run. Please contact your HRA with any questions.

For timely and accurate payroll processing throughout 2022, it's important that everyone be mindful of following payroll-related deadlines. Please note that any changes to employee pay must be submitted by Human Resource Associates (HRAs) by EOB Friday after the last day of the pay period to ensure it will be processed in the current payroll cycle. This earlier deadline will help processing complete requested transactions.

- Employee absences and timesheets (if required) must be submitted for Manager approval by end of business (EOB) on the last Thursday of the pay period.
- Manager approvals must be completed by EOB Friday following the pay period.
- All HRA payroll processes including corrections, changes, or business processes affecting employee pay for the pay period must be submitted by EOB Friday. All other requests will be processed in the next payroll cycle.

For additional information, refer to [Payroll Guidance for Managers](#) and [Payroll Guidance for HRAs](#).

Required Workday Training

The [WorkSmart Training Catalog](#) features a variety of training materials created to support the Workday implementation.

Required courses have been assigned in the [DAS Learnsoft](#) learning management system (LMS). This includes **Workday Foundations** for all Executive Branch employees and a series of functional courses for human resources personnel with HR Partner and HR Specialist security roles in Workday.

Not sure if you've completed required training? Check your [LMS](#) dashboard to find out! The Iowa WorkSmart Team will be reaching out to Managers for follow up with those whose assigned training has not been completed.

Wanda's Tips & Tricks

It's a New Year, and tax time is ahead! Wanda's [latest edition](#) highlights viewing and managing your W-2 preferences in Workday. For more Tips & Tricks topics, visit the [Wanda WorkSmart webpage](#).

WorkSmart Phase 2: Workday Financial (FIN)

Unit Testing Now Underway

FIN Unit Testing kicked off January 3 and will continue through February 25, 2022, where initial system configurations will be tested.

Customer Confirmation Sessions Completed

FIN Customer Confirmation Sessions (CCS) wrapped up in December. A series of functional webinars provided a first look at the Workday FIN tenant and introduced key concepts for end-users.

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

