Updated Job Aids and Smart Guides

For your reference, several Workday resources have been recently updated or created. They include:

Smart Guides for Employees
- Deferred Compensation
- Requesting FMLA Leave
- Leave Retention
- Return from Leave of Absence

Job Aids for HR Personnel and Managers
- ***NEW*** Running the Iowa Performance Planning and Evaluation (IPPE) Report
- Completing the I-9 Form

Workday resources are updated often. Refer to the WorkSmart Training Catalog for the most current versions.

WorkSmart Phase 2 Update: Workday FIN Implementation

In preparation for the test stage of the Workday Financial (FIN) implementation and End to End **(**E2E) Testing, several key activities are underway:

- **E2E Test Scenario Development and Data Validation -** E2E Testing is a critical part of the project, ensuring financial business processes are configured correctly in the Workday system based on the requirements specified and that business processes can be fully executed. Test scenarios for all functional areas are being developed, and data loaded into the Workday tenant must be validated prior to testing. Both activities should be wrapped up by the end of June.

- **E2E Testers** - Agencies are also in the process of identifying testers based on their functional knowledge and business processes to be performed in Workday. Tester orientation will be provided prior to the E2E Kickoff this summer. By design, E2E testers are limited to smaller functional groups - a broader audience of financial end users will be invited to participate in User Experience Testing (UET) later in the project.

- **Integrations:** Integrations testing ensures data is shared accurately between financial systems and Workday. Integration status meetings are being held with integrating agencies to review key tasks and deadlines for E2E testing.

- **WIN Meeting:** The next WorkSmart Integration Network (WIN) meeting is scheduled for June 21.

More 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.