FY23 WorkSmart Highlights

As the current fiscal year winds down, it's a good time to review some of the new Workday features and enhancements implemented in FY23 and how they can benefit you!

- **Model My Pay** allows you to make hypothetical changes to your tax elections, deductions, and earnings and see how they might affect your paycheck. This popular feature provides a Gross-to-Net approximation of how these changes would affect earnings, pre-tax and post-tax deductions, taxes, net pay, and Federal and State tax withholding.

- **The New Workday Homepage** includes a Global Navigation Panel and re-organized Tasks and Reminders to help you stay on top of actions you need to address. It also features upgraded search capabilities with the use of Smart Summaries to put more relevant actions at the top of search results. In addition, you may now use more natural or casual language for search inquiries. Check out these resources for more information: **Homepage Video Tutorial**; **Homepage PDF Guide**; **Search Video Tutorial**

- **My Tasks** provides improved inbox capabilities to filter, sort, and search for tasks more quickly. See **My Tasks video snippet** for an overview.

- **Service Now** has been added to the Apps menu for support, making it easier to submit a Help Desk ticket. See **How to Create a WorkSmart Support Ticket Smart Guide - Screenshots** for step-by-step instructions.

- Enhanced **Mobile Receipt Scanning** for State of Iowa travelers improved accuracy and processing times, as well as the ability to read neatly handwritten receipts.

- New **Expense Report Work Area Report** makes it easier for Expense Partners and Approvers to review and manage Expense Reports.

- **Mileage Reimbursement Accumulator** allows employees to see how many miles they have claimed since the start of the State Fiscal Year. Mileage reimbursement may now be viewed within the Expense Report or from the Employee Travel Profile.

- **Pay Period Guidance** has been updated for **Managers** and **HRAs** to help ensure consistent processes are being followed every payroll cycle for accurate results, including resources and reports.

WorkSmart@iowa.gov   WorkSmart.iowa.gov