



## Smart Talk

March 2022

### Workday 2022-R1 Feature Release Coming Soon!

On Friday, March 11, the State of Iowa will experience its first Feature Release since our Workday tenant Go Live last September. Workday's Feature Releases consist of a bundle of new features and functionality Workday rolls out every six months to ensure its system is continually updated.

Feature Releases are referred to by the year they are delivered (ex: 2022) and month - R1 in March, R2 in September - and may include brand new features, enhancements to existing functionality, compliance updates, system fixes, new or updated web services, and more!

Changes in the 2022-R1 Feature Release are primarily technical, but end users may notice a few minor changes. Going forward, changes directly impacting HR business processes, Employee Self-Service (ESS), or Manager Self-Service (MSS) will be identified and communicated. Look for announcements to come every spring and fall!

### Requesting Paid Time Off for Blood Donation

Per [Iowa Code 70A.39](#), State of Iowa employees may now use up to two consecutive hours of paid time off up to four times a year for voluntary blood donation, which will not be deducted from employees' vacation or sick time balances. Written verification from the employee's physician or the facility involved with the donation will be required.

To request paid time off in Workday for blood donation, employees will need to:

- Go to the Absence worklet in Workday.
- Choose Regular Time Offs and the "Other" option.
- Then enter "blood donation."

### Onboarding/Pre-Hire Changes Improve Process for New Employees

Attention Hiring Managers and HR Personnel: To facilitate the onboarding process in Workday, the employee home address will now be required as part of the pre-hire step completed by HR personnel instead of a required onboarding step for new employees. New employees will now receive a reminder to verify their home address after their employment begins.

This process change will allow new employees to sign into Workday instead of receiving a "403 error," which prevents them from accessing the system after their start date. For more information, please refer to the updated [Hire Job Aid](#) for HR and [Employee Onboarding Smart Guide](#).

### Up Next for Workday Financial (FIN)

In Phase 2 news, End to End (E2E) Test Scenario Creation continues through March 31, and E2E Testing kicks off April 4. In addition, the WorkSmart Integration Network (WIN) team will meet again with integrating agencies to discuss key upcoming tasks for E2E Testing, integration approach and layouts, and address any questions.

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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](mailto:WorkSmart@iowa.gov).

