Get Ready for Workday!

Just 8 days till Workday Go Live - Friday, September 17. Here are a few hot tips and friendly reminders to help you prepare for the Big Day…

**Workday Training**
- Instructor-led webinars for managers and employees wrap up tomorrow! There’s still time to enroll in these classes on Friday, September 10:
  - 10:00 a.m. - Travel Cards (for cardholders and approvers)
  - 11:30 a.m. - Time Entry and Work Schedules
  - 1:00 p.m. - Time Off in Workday
  - 2:30 p.m. - Deferred Compensation

After Friday, recorded Workday webinars will be available on demand in the [DAS LMS](#).

- The *Workday Foundations* eLearning module is required for Executive Branch employees. It has been assigned on your [DAS LMS](#) dashboard and must be completed by Thursday, September 16.

**Legacy Systems Cutover**
- The recent [Wanda WorkSmart video](#) highlights the Legacy Systems Cutover plan, and the [Legacy Systems Cutover Guide](#) features a list and timeline of current systems transitioning to Workday. For those who will be submitting Expense Reports in Workday for travel expenses, please see the list of appropriate [Workday Phase 1 Expenses](#).

**Helpful Resources**
- [FAQs](#): Recently updated 9/1/2021, the FAQs feature more employee questions and answers about Workday self-service and many functional areas.
- [Wanda WorkSmart](#): Wanda’s video library is growing - check out her webpage to view the complete collection, including Benefits, Mobile Functionality, Employee and Manager Self-Service, and more!
- [Change Network Directory](#): Find out who represents your agency! The Directory lists hundreds of employees across the State who have been part of the WorkSmart Change Network. These include Change Agents, Contributed Trainers, and Change Champions.

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**For more information**
Visit the [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov) website, reach out to your agency’s [Change Agent](#), or contact the WorkSmart Team at [WorkSmart@iowa.gov](mailto:WorkSmart@iowa.gov).