



Wanda WorkSmart's Weekly Workday Tips & Tricks

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From the desk of Wanda WorkSmart, welcome to my Weekly Workday Tips & Tricks!

To help you become proficient in Workday, this edition focuses on:

- **Time Tracking**
- **Payroll (Payslips, Payment Elections, Tax Withholding)**

Time Tracking

The first pay period in Workday ends Thursday, September 30, 2021.

- Hourly employees are required to enter time for all hours worked.
- Salaried employees are only required to enter time if certain conditions are met, which are listed in the [Enter and Submit Time](#) Smart Guide.
- Employees who enter time in an external system such as Kronos that will pass time to Workday should *not* enter time in Workday.

For employees entering time in Workday, select the **Time** Worklet from the **Workday Home page**, and the week for which you are entering time.

For step-by-step instructions, refer to the following Time Tracking resources:

- **Entering Time** - [Enter and Submit Time](#) Smart Guide
- **Editing Time** - [Editing Time](#) Smart Guide, [Enter/Edit/Submit Time](#) video snippet for a brief demonstration
- **Work Reporting Codes** - [Enter and Submit Time with Work Reporting Codes](#) Smart Guide, [Enter/Edit/Submit Time with Work Reporting Codes](#) video snippet
- **Workday Mobile** - [Mobile Time Tracking](#) Smart Guide
- **Manager Approvals** - [Reviewing and Approving Time](#) Smart Guide

Payroll (Payslips, Payment Elections, Tax Withholding)

The first payday in Workday is Friday, October 8, 2021. To view payroll information or take action, select the **Pay** Worklet from the **Workday Home page** or the **Pay** section of your **Worker Profile**. For step-by-step instructions for viewing payslips, updating payment elections, or changing tax withholdings directly in Workday, refer to the following Payroll resources:

- [View Payslips](#) Smart Guide
- [Complete Federal Withholding Elections](#) Smart Guide
- [Complete State Withholding Elections](#) Smart Guide
- [Payment Elections](#) Smart Guide, [Payment Elections](#) video snippet

For more information, visit WorkSmart.iowa.gov or email WorkSmart@iowa.gov