

## Wanda WorkSmart – Go Live Transcript

### **Title Slide [cartoon animation of Wanda waving with two coworkers thinking]:**

Hi there! Welcome to the Wanda WorkSmart series designed to inform you of what's new, what's changing, and what benefits you can expect in Workday. I'll also be addressing several key questions asked by State of Iowa employees.

In this session, we'll be talking about Workday Go Live. Let's dive in!

### **Scene 1 [animation of Wanda and two co-workers cheering with computer displaying Workday logo in center]:**

Starting Friday, September 17, you will begin using Workday to complete HR related tasks.

Let's take a look at what's expected the first week after Go Live and the resources and support available to assist you with Workday.

### **Scene 2 [animation of Wanda and speaking and screenshot of WorkSmart.iowa.gov with a circle around "Training" Tab]:**

#### Training Materials

To help employees prepare for Workday, a series of webinars were provided in the weeks prior to Go Live. Recorded versions are available on demand in the DAS Learning Management System (LMS).

*Workday Foundations*, the required eLearning for Executive Branch employees, is also available in the LMS and provides an overview of basic navigation and functions.

Step-by-step Smart Guides, Job Aids, and additional resources are located on the WorkSmart website, under the Training and Resources tabs.

### **Scene 3 [animation of Wanda pointing and speaking and a screenshot of Employee Go Live Checklist]:**

#### Workday Go Live Checklist

At Go Live, Workday Checklists for Employees, Managers, and HR personnel will be provided to help you get started in Week One.

Checklists will include several tasks and links to Smart Guides and Job Aids so you can:

- 1) Become familiar with using Workday
- 2) Verify information and make changes if needed

#### **Scene 4 [animation of Wanda pointing and speaking and screenshot of Workday Support Pyramid]:**

Workday Support

For additional assistance and guidance, a Workday Support pyramid has been created.

Online Self Help Tools, including Workday Assistant and Smart Guides, are the first step to answering questions. Many common questions are addressed in FAQs posted on the WorkSmart website.

The next step is agency Change Champions. They are available to provide Workday assistance.

If you still need help, consult your Manager or Supervisor.

Finally, contact the WorkSmart Help Desk to request support:

Call: [833-WRK-SMRT \(833-975-7678\)](tel:833-WRK-SMRT)

Submit a ticket: [WorkSmartSupport.iowa.gov](https://worksmartsupport.iowa.gov)

Email: [WorkSmartSupport@iowa.gov](mailto:WorkSmartSupport@iowa.gov)

#### **Scene 5 [animation of Wanda sitting in chair typing on laptop]:**

Now, Let's take a look at the Top 5 Workday Go Live questions asked by State of Iowa employees!

#### **Scene 6 [animation of man thinking and Wanda explaining with a computer on a desk]:**

**Question #1:** How do Employees login to Workday?

Employees will be able to access Workday one of three ways: a direct Workday link, a Workday desktop icon, or Okta dashboard ([login.iowa.gov](https://login.iowa.gov)). **All require an active Okta account to access Workday.**

Okta is the State of Iowa's security software for accessing multiple State applications with a single password. For more information or assistance visit [okta.iowa.gov](https://okta.iowa.gov) or contact the OCIO Support Desk at 800-532-1174.

#### **Scene 7 [animation of woman sitting at a desk with a computer thinking and Wanda explaining]:**

**Question #2:** When do final timesheets in HRIS need to be approved?

Timesheets for the final pay period in HRIS must be submitted by employees on Thursday, September 16, and approved by managers on Friday, September 17.

#### **Scene 8 [animation of man thinking and Wanda explaining]:**

**Question #3:** Will Open Enrollment and One Gift Campaign elections be completed in Workday?

Yes, the 2022 Open Enrollment and One Gift Campaign will occur in Workday. More information will be

provided in the coming weeks to help you through the processes. In the meantime, Open Enrollment and One Gift Smart Guides are available on the WorkSmart website.

### **Scene 9 [animation of woman thinking and Wanda explaining with display of “Legacy System Cutover Guide”]:**

**Question #4:** What legacy and third party systems will be replaced by Workday?

Several HR systems will be replaced by Workday, including:

- HRIS
- eLeave
- IowaBenefits
- Reed Group

Other systems will remain in place, including:

- I/3 Financial
- Iowa Online Payroll Warrant Portal
- Data Warehouse
- eDAS
- NeoGov
- Learnsoft
- Kronos

To see more details, view the Legacy System Cutover Guide under the Resources tab on the WorkSmart website.

### **Scene 10 [animation of man sitting at desk, typing on computer and Wanda cheering]:**

**Question #5:** What’s next for the WorkSmart Project?

Workday is live and Phase 1 of the WorkSmart Project is complete! Phase 1 included Human Resources functions, Payroll, and Travel Expenses. The WorkSmart Team will now begin Phase 2, which includes Financials and Procurement. More information will be provided in the future.

### **Scene 11 [animation of Wanda sitting in chair typing on a laptop with WorkSmart.iowa.gov website information]:**

This wraps up our session about Workday Go Live! For more information, visit [WorkSmart.iowa.gov](https://www.worksmart.iowa.gov).

Thanks for watching! This is Wanda WorkSmart, signing off, and remember, work SMARTER, not HARDER...with Workday!