

## Wanda WorkSmart – Payroll Video Transcript

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

**Hi there! Welcome to the first episode of 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 PAYROLL. Let's dive in!

### **Scene 1 [animation of Wanda on left side of screen, thinking]:**

So, What's Changing in payroll?

Currently, State of Iowa employees:

- Use paper forms to make tax withholdings
- Receive paper W-2s in-person or by mail
- Are primarily limited to one payment election account
- View payslips in the online warrant system

### **Scene 2 [animation of Wanda pointing and speaking and an image of a laptop displaying the Workday logo]:**

In the future, the Payroll process will occur in Workday. Employees will use Workday to:

- Make tax withholding elections
- View and download W-2s
- Make up to four payment elections
- View and download payslips

### **Scene 3 [animation of frustrated man sitting at desk with papers piled and laptop]:**

That's right, no more paper! With Workday, you'll be able to access your information online, all in one location.

**Scene 4 [animation of woman sitting at desk on left side of screen, two coworkers cheering on right side of screen with tablet displaying Workday logo]:**

Best of all, Workday's mobile functionality and cloud technology allows you to access your information anytime, anywhere, and from any device.

**Scene 5 [animation of Wanda sitting in chair with laptop]:**

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

**Scene 6 [animation of woman thinking and Wanda explaining]:**

**Question #1:** Will I have to re-enter my bank account information into Workday after Go Live?

No. Your bank account information will be transferred into Workday from the current system prior to Go Live. You will not need to re-enter it.

**Scene 7 [animation of man thinking and Wanda cheering]:**

**Question #2:** Will I still be able to view old warrants on the payroll warrant website?

Yes! Warrants issued prior to Workday Go Live will be viewable in the Online Payroll Warrant portal using the same process as today. Payslips for pay periods *after* Go Live will be available in Workday.

**Scene 8 [animation of man thinking on and Wanda pointing]:**

**Question #3:** Will employees be required to use direct deposit?

No. Direct deposit is secure, convenient, and highly recommended, but it is not required. Employees will make payment elections directly in Workday.

**Scene 9 [animation of woman sitting at desk with laptop and Wanda pointing]:**

**Question #4:** Will absences be tied to payroll?

Yes. Once an absence request is approved by the manager, the approved absence is automatically applied your timesheet for payroll.

**Scene 10 [animation of man thinking and Wanda cheering]:**

**Question #5:** What information will be on the Workday payslips?

The online payslips in Workday feature an abundance of information, including breakdowns for earnings, which consist of holiday worked, overtime, deductions, and hourly rates.

**Scene 11 [animation of Wanda sitting in chair typing on a laptop and an enlarged image of a laptop image displaying WorkSmart information]:**

This wraps up our session about Payroll! Stay tuned for more topics to come. Until then, visit our website at [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov) for more information.

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