



Department of
Administrative Services

Workday HR Pro

November 4, 2025

Please note: Processes and rules outlined may apply differently for the Iowa Judicial and Legislative branches. Please direct any questions regarding these branches to your Human Resources business partner.

Important Upcoming Pay Period Changes

Veterans Day Holiday – Pay Period October 24 - November 6

Due to the Veterans Day holiday on Tuesday, November 11, payroll will be processed on Monday, November 10. The pay date will remain Friday, November 14. Timecards will be locked at 7:00 p.m. on Sunday, November 9, 2025 so please ensure all timesheets are taken care of prior to this time.

HRAs should review the *Pay Register - Worker Gross and Net Pay by Company* report prior to 9:00 a.m. on Monday, November 10, to ensure all employees are being paid. All timesheet updates must be completed before Monday. Changes on Monday are only permitted for unexpected, last-minute corrections that could not be entered earlier, and will require a support ticket in order for the update to be made. All updates must be made by 9 am.

Thanksgiving Holiday – Pay Period November 7 - 20

With the additional paid holiday time Thanksgiving week, there is one day less for payroll processing. Due to this shortened time frame:

- All business process approvals must be completed by Thursday, November 20
- Employees must approve their timesheet by the end of their workday Thursday, November 20
- Timesheet uploads will take place on Friday, November 21
- Timecards will be locked at 7:00 p.m. on Sunday, November 23, 2025
- Payroll will be processed on Monday, November 24
- The pay DATE will be moved up to Tuesday, November 25
- Rewrites must be communicated to Centralized Payroll by 2:00 p.m. on Tuesday, November 25

HRAs should review the *Pay Register - Worker Gross and Net Pay by Company* report prior to 9:00 a.m. on Monday, November 24, to make sure all employees are being paid. All timesheet updates must be completed before Monday. Changes on Monday are only permitted for unexpected, last-minute corrections that could not be entered earlier, and will require a support ticket in order for the update to be made. All updates must be made by 9 am.

Warrants will be available at the Hoover Building for pick-up at approximately 10:00 am on Tuesday, November 25, and will be distributed through normal processes. You will be notified if this timing changes. For departments who use a courier to pick up and deliver your warrants, you may want to consider picking them up at the Hoover building in order to get them to your employees in a timely manner.

Due to the condensed payroll timeline, please inform your employees that their pay may not be available in their accounts first thing Tuesday morning. They should verify with their bank before reaching out with questions.

Elect Electronic W-2s for Tax Year 2025!

As we head into the 2025 tax season, employees are encouraged to elect to receive electronic W-2 forms in Workday instead of receiving them by mail. Electronic W-2s have several benefits, including earlier access to the document, convenient access and storage, and enhanced security of your personal information.

To ensure your employees electronic W-2 election is recorded before W-2 forms are printed and mailed, please remind your employees to update their preferences in Workday by January 1, 2026. Once selected, paper W-2s will not be mailed unless consent is revoked in a future tax year.

Refer to the [W-2 Smart Guide](#) for more detailed instructions.

Home Addresses Must Be Current in Workday

In preparation for the end of 2025, please remind employees to validate their home address in Workday. W-2s will be mailed to the address of record in Workday, so it is important the correct address is listed. Please review the [Contact Change Smart Guide](#) for steps to update your address.

New Process to Initiate Retirement Investors' Club (RIC) Deductions

The RIC team has started a new process to help employees initiate RIC deductions and we are asking for your help. Some employees open RIC accounts with a provider (Corebridge, Empower, Horace Mann, or Voya) but don't complete the process in Workday to start their payroll deductions.

These employees have completed the hard part (getting accounts open and selecting their investments) but didn't finish the process in Workday to start saving for their retirement. We hate to see them lose this opportunity, so we have a new process to assist them.

The process:

1. Providers send us information on accounts that have been opened but remain at a \$0 balance.
2. The RIC team emails the employee encouraging them to go into Workday to start the payroll election.
3. In the email, we offer to start the deductions for them as described in the email.
4. If the employee responds to the email and requests we start the deduction, we will do so and no further action is needed.
5. We will copy you on the emails and ask that you check with the employee if you don't see a response within a week or so. We know that some employees don't regularly engage with their work email and want to make sure they know they are missing out on saving for their retirement and the state match.

Please contact the [RIC team](#) with any questions.

Next Increase Eligibility Dates

Past Due Merit Increase Dates

Going forward all merit increases should reflect the actual date to which the increase was due. This includes increases that were due prior to the current fiscal year. For example, an employee should have received an increase on May 23, 2025. Instead of backdating the increase in Workday to the beginning of the fiscal year (June 20, 2025), please backdate it to the actual increase date.

By entering the correct date, Workday will show a better historical timeline of when the action items should have occurred. Workday will continue to only process retro pay back to the first pay period of the fiscal year. Once the merit increase processes, you will most often need to correct the ATB. An appeal board claim for the pay periods prior to the fiscal year will still need to be filed in order for the employee to receive their missed pay.

Next Increase Date Reminders

Increase Eligibility Dates should not be changed unless the employee is being given an increase. See *Administrative Rule 53.7 (5) a. General. A new eligibility date shall be set when an employee receives an increase in base pay, except when transferring in the same pay grade to a different pay plan. Such date will be set at 52 weeks, except for new hires and employees who receive a pay increase as a result of a promotion, reclassification or pay grade change. The date for such employees shall be 26 weeks following the effective date of the action.*

If you have a need to make any corrections, please submit a ticket to the Workday Support team to correct it. Do not change the increase date yourself. Once it is corrected, you will be able to proceed to the next step.

Upon completion of a merit increase compensation change, HRAs **should not** immediately change the next increase date to the new next increase eligibility date. Once the DAS Pre-Audit Team has received and processed the compensation change, you will receive a task in your Workday inbox to complete the increase eligibility date change. This will prevent the next increase approval step from getting to DAS Pre-Audit before the Merit Increase Compensation Change.

Coming Soon: AI in Workday!

Exciting new AI features are on the way to make your everyday tasks faster, simpler, and more intuitive. Stay tuned for updates and resources as we prepare to roll out these innovative tools designed to make Workday work even better for you!

Learning-Related Questions?

Each agency has a contact for learning-related support. Visit the [Agency Learning Admins](#) page on the DAS website to find your agency's contact.

Need Help With Workday?

Just follow these easy steps:

- **Check the resources.** Check out step-by-step how-to guides, presentations, and video training sessions located in the Workday [Learning Catalog](#). Check out this [Global Search feature clip](#) to learn how to search.

- **Ask a friend.** If you know other employees who have the same job responsibilities, ask if they have a solution for you. This is often the easiest and fastest way to address your questions.
- **Create a Support Ticket.** Use ServiceDesk Plus to create a Workday support ticket. Not sure how? Use the [*Create a Support Ticket guide*](#) to walk you through the process.