



Department of  
Administrative Services

# Workday HR Pro

January 9, 2026

***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.***

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## Changes for January 2 - January 15 Pay Period

Due to the Martin Luther King holiday, there is one less day for payroll processing. During this shortened time frame:

- All business process approvals must be completed by Thursday, January 15
  - Employees must approve their timesheet at the end of their work day on Thursday, January 15
  - Timesheet uploads will take place on Friday, January 16
  - Payroll will be processed on Tuesday, January 20
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## Form 1095 Guidance: Employer-Provided Health Insurance Offer and Coverage

NEW for Tax Year 2025, employers are no longer required to automatically furnish Form 1095 to all employees. However, employees still have the right to receive a copy if they request it. To access their form or request a printed copy employees can:

1. Register at the [Employee Portal](#).
2. Enter the company code **StateofIowa** and information about you.
3. After registering, create login credentials for site access.
4. Once registration and confirmation are complete, they will be able to download their form and print as needed for their records. If the form is not yet available, they will receive an email notification as soon as it is ready.
5. Employee Portal accepts requests for paper Forms, which will be mailed within 30 days.

Employees do not need Form 1095 to file their federal tax return. However, they may use it as a reference when completing their return. If you have questions or need additional information, please email [centralpayroll@iowa.gov](mailto:centralpayroll@iowa.gov).

For SPOC covered employees, the 1095-B forms are no longer printed and mailed, but the member can still access their 1095-B form through their myWellmark account or by contacting Wellmark customer service.

These forms are not available in Workday.

## Update to Legal Name Changes

Going forward, Legal Names may no longer contain periods or commas. System validations are now in place to prevent the entry of these characters during onboarding or when processing a legal name change. The most noticeable impact will be on middle names, which were often entered with a period. Existing legal names that include a period or a comma are currently being corrected by DAS. Please note that other special characters such as apostrophes and hyphens (e.g., O'Brien or Smith-Hanson) are permitted.

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## No Tax on Overtime

In order to capture hours eligible for the no tax on overtime law for 2026, you may see new time blocks appear on employee timesheets. Please be aware that these time blocks are NOT paying the employee and/or indicating they are eligible for overtime, the system is capturing hours for reporting purposes and they should not be removed. The blocks will look like the following:



## Important Information About 2025 W-2s

**All W-2s will be mailed from Centralized Payroll no later than January 31, 2026.**

**They will NOT be distributed to the departments.**

### Things to Know:

- **Postage:** Each department will be billed for W-2 postage via the eDAS system. Please access [eDAS code for W-2](#) to review and update your eDAS code (e.g. Mail ID, Postage Code, Postage ID, barcode) no later than Thursday, January 15. Please contact Centralized Payroll with your code if you cannot access the Google document.
- **Electronic W-2s:** Employees will be able to access their W-2 via the Workday benefits and Pay hub no later than January 31. Employees will be notified in Workday when their W-2 is available on the main dashboard in Workday.

- **Terminated Employees:** Terminated employees who opted into electronic only W-2s will automatically be mailed a paper copy. They will not have access to Workday, but HRAs can access a former employee's W-2 by navigating to Actions > Payroll > Tax documents.
- **Relocation or Death:** If an employee has moved or died during the year and you need to update their address in Workday, please contact Centralized Payroll. HRAs cannot update addresses for terminated employees.
- **Description of W-2 Fields:** W-2 box explanations for all boxes on the W-2 are located on the [Centralized Payroll website](#). **Important:** Gross income from employee's pay slips is not the same as taxable income and will not show as such on their W-2.
- **Undeliverable W-2s:** When a W-2 is returned as undeliverable, please make your best effort to successfully deliver it to the employee or former employee using the steps below:
  - Check the address on the W-2 against the most current address you have. If they differ, please send the W-2 to the address NOT listed on the W-2. The USPS will often provide an updated address on the return mail. Please make sure Workday lists the employee's most current address.
  - If you receive the W-2 back in the mail after trying to deliver it as noted above, please hold the W-2 in your department until June 1, 2026, when you may return it to Centralized Payroll. Per IRS requirements, forms are held for four years and then destroyed.
- **W-2 Not Received:** If a current employee doesn't receive a W-2 and it has not been returned via the USPS, they can print one from their Workday account. Former employees need to submit a [duplicate W-2 request form](#) to Centralized Payroll. No duplicate W-2s will be processed prior to February 6 to allow proper time for USPS delivery.

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## Expiring Exempt Federal Tax Elections

The Internal Revenue Service (IRS) requires any employee claiming exempt from federal taxes to complete a new Federal Form W-4 each calendar year. Centralized Payroll has sent out a Workday notification to all employees currently claiming exempt, asking them to fill out a new Federal Form W-4 by February 2 in order to remain exempt. If they do not make a new tax election by February 2, their federal tax status will be reset to zero deductions and a marital status of single or married filing separately. Note that this does not apply to those claiming exempt from state taxes.

To identify employees in your agency who are currently claiming exempt, HRAs can run the **Expiring Exempt Tax Elections** report with the following prompts:

- As of Date: 1/1/2026
- Company: 006 State of Iowa - Centralized Payroll
- Tax Authorities: Federal

## FSA Reimbursement Options

Employees often ask how they can be reimbursed for eligible FSA expenses or about the **Health FSA Debit Card**. Please direct employees to the [FSA Claim Information](#) website to explore reimbursement options, and to the [Health FSA Debit Card](#) website. Our vendor, ASIFlex, does *not* automatically send debit cards. Employees need to request one by logging into their ASIFlex account at [www.asiflex.com](http://www.asiflex.com). On the account detail main menu, under “Participant Services,” click on the option and follow the prompts, or [print and complete the card order form](#) and fax to ASI.

If employees have any questions, you can direct them to contact ASIFlex by phone at 800-659-3035 (7:00am-7:00pm) or by email at [asi@asiflex.com](mailto:asi@asiflex.com).

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## I-9 Documentation Reminders for E-Verify

As a reminder, all Form I-9 identity and employment eligibility document copies **must** be uploaded and attached in Workday **before** the I-9 is submitted.

- For **List A documents**, attachments must include both the **front and back** of the document.
- For **U.S. passports**, this means uploading a copy of both the **passport ID page AND the passport barcode page**, as both are required for E-Verify processing.

To help ensure ongoing I-9 compliance, HR staff should regularly review the **I-9 Audit reports in the HR Dashboard**, which provide visibility into expiring documents, receipts, and missing or incomplete I-9s.

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## Clear Verify: Employment & Income Verification

***Please share the following information with employees:***

With Clear Verify, you have the convenience of securely sharing your employment and income information for various purposes, such as:

- Purchasing a new vehicle
- Applying for a mortgage
- Verifying your employment status with government entities

You can direct the third party verifier to Clear Verify to access this information OR you can utilize our “Verify Me” feature to proactively send the verification yourself! Visit [Employment & Income Verifications](#) to find resources on how to use Clear Verify.

## 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. When you create a “New Incident” simply type Workday into the Group and all Workday options will appear for you. This ensures your ticket gets to the correct team in a timely way.