# IOWA
**Department of Administrative Services**

# Workday HR Pro

*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.*

## Pay Period Changes for December 5-18

Due to additional paid holiday time in late December, payroll processing for this pay period is cut short one day. As a result, the timeline has been adjusted. Please note:

- All business process approvals must be completed by Thursday, December 18
- Employees must approve timesheets at the end of their workday on Thursday, December 18
- Timesheet uploads - Friday, December 19
- HRAs should review the *Pay Register - Worker Gross and Net Pay by Company* report prior to 9 am on Monday, December 22, to ensure all employees are being paid.
- Timesheets will be locked on Sunday, December 21, at 7:00 pm
- Payroll processing - Monday, December 22. Aside from last-minute timesheet updates, no changes or additions will be made on Monday.
- The pay DATE remains Friday, December 26
- Rewrites must be to Centralized Payroll by noon on Friday, December 27
- **This is the last pay period for calendar year 2025**

Warrants will be available at the Hoover Building for pick-up at approximately 10:00 am on Tuesday, December 23, and will be distributed through normal processes. 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.

## No Tax on Overtime

Employees who work overtime required under the Fair Labor Standards Act (FLSA) may be eligible to deduct qualified overtime from their federal taxable income. This deduction pertains to only the half time portion of the time and a half and compensatory time. In order to comply with this new requirement, this amount will be added to employees W-2 in box 14 for 2025. Employees should reach out to their tax provider if they have questions.

## IWD Occupational Employment Statistics

Each year, Iowa Workforce Development (IWD) produces the *Occupational Employment Statistics* report, showing the number of active employees in each job class. In order to create the report, IWD needs to know the type of work all temporary and seasonal workers, and interns are performing. Examples include combinations such as Temp-Maintenance Wkr, Temp-Cook, Temp-Maintenance Repair, Temp-Food Service Wkr, etc.

**Action Needed Before Friday, December 19**

Please access this [Occupational Employment Statistics](#) document If you have temporary, seasonal workers, or interns on staff. Find the appropriate employees and update the highlighted column with the type of work they perform. This spreadsheet is sorted by department, so scroll down and find your department. We ask that you not add or remove filters or hide/unhide columns in the spreadsheet.

Please let us know if you are unable to access the document and an excel version will be provided. Contact [wendy.noce@iowa.gov](mailto:wendy.noce@iowa.gov) if you have additional questions.

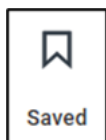## E-Verify is Live for all Executive Branch Agencies

E-Verify is now live in Workday. All Form I-9s must be completed electronically, and once Section 2 is finalized, the information will automatically route to E-Verify for employment verification.

## New Way to Navigate Workday

We are pleased to share several updates to our Workday system which went live on December 2, 2025. These enhancements are designed to create simpler and more efficient navigation to support a smoother user experience across your daily workflows.

**Global Sidebar Navigation**

The latest update to the global navigation menu introduces a more streamlined and intuitive user experience. Moving away from the traditional menu button, the new sidebar design places your most-used applications into categories, allowing for faster and easier access. Learn more in the *Navigating Workday Demo*.



Using the Saved button, employees can navigate to shortcuts they have saved such as commonly used tasks, reports, and external links.



Using the Gear icon, employees can customize their navigation sidebar by rearranging their categories, adding or removing navigation items, and even disabling the sidebar all-together to revert to the original menu user experience.

**New Quick Actions**

Workday has updated the Home Page to make frequently used tasks easier to find. New Quick Actions buttons appear at the top of the home page, replacing the Quick Tasks feature. The Quick Actions buttons provide access to your most frequently used tasks, reports, and external links. These buttons are available on both web and mobile platforms. Learn more in the *Navigating Workday Demo*.

**Updated Workday Assistant**

The Workday Assistant is your AI-powered companion for a more efficient workday. Get instant answers to HR questions and complete routine tasks like requesting time off or viewing payslips, right within your flow of work. For more information, check out the *Workday Assistant Smart Guide*.

## New Time and Absence Hub

A new Time and Absence Hub in Workday provides a single access point for employees to navigate to absences, time tracking, and scheduling tasks. This hub is designed to consolidate time management tasks and reports into one location and reduce time and effort spent managing absences, time entries, and schedules. Check out the *Time & Absence Demo* for more information on the available features.

## New Manager Insights Hub

Managers now have access to the new Manager Insights Hub, offering a one-stop shop for management tasks, reporting, and team information. Review requests pending your approval, quickly access common manager learning and performance tasks and reports, view team absence and time information, and more! Check out the *Manager Insights Demo* for more information on the available features.

## Updates to Time Entry

The Enter Time calendar has been updated for an enhanced user experience. Now, employees will view the entire pay period at once when entering time, Workday will recommend time types based on the employee's usage, and the time summary will reflect the entire pay period. Check out the new *Enter Time Smart Guide* to learn more about the updated time entry calendar and how to enter, submit, and edit time.

## New Arrears Job Aids

Two new job aids have been added to Workday Learning. *Arrears for Terminated Employees on Medical Leave* provides instructions for identifying and recouping outstanding arrears balances for terminated employees and for how to use the *Terminated Employees with Outstanding Insurance Arrears* report. *View Employee Arrears Balance* provides instructions for viewing an employee's current outstanding arrears balance.

## 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.

## Workday Guides and Resources

Smart Guides, Job Aids, and other Workday-related resources must follow approved security, usage, and trademark protocols. This ensures compliance with our Workday contract and safeguards any personally identifiable information (PII) contained within the system. Creating or sharing inaccurate, unauthorized, or publicly available materials is not permitted and may result in compliance violations, breaches of personal information, or misuse of Workday trademarks.

If a needed resource is not available in the existing learning catalog, please submit a Workday support ticket through ServiceDesk Plus for review.

## HR Pro Archived Editions Located in Workday Learning

Check out the HR Pro Newsletter learning path in Workday Learning for past issues of the *Workday HR Pro* newsletter. Save this path for quick access by selecting **Save to Learning Paths**. Find saved paths in the **Learning** app on the **My Learning** page.

## Need Help With Workday?

- **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.

**Creating a Support Ticket is now even easier!**  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.