



Department of
Administrative Services

Workday HR Pro

February 10, 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.

Payment Election Process Updates

The payment election process in Workday was recently updated to streamline processing. Attachments are no longer required when an employee has **Warrant** selected. In addition, changes that only adjust the **amounts** going into existing accounts (with no change to the accounts themselves) no longer route for approval. We also added new help text to the HR Approval step, including a link to a report that shows the new account, account number(s), and any attachments in one place—making it easier to review and verify entries.

The [**Payment Elections Smart Guide**](#) has been updated with new instructions for the HRAs. Please make yourself familiar with the steps you should be taking when approving payment elections.

Workday Update: Correct Task for Moving Workers and Positions

The **Move Workers (Organization)** task has been removed from Workday, as it was not intended for use. We recognize this change may have caused some confusion due to how frequently the task was being used. Going forward, **all worker and open position moves must be completed using the Move Workers (Supervisory) task**. This task ensures organizational assignments are updated accurately and includes an approval process to help prevent errors and downstream impacts. Please refer to the [**Supervisory Organization Updates Job Aid**](#) for step-by-step instructions and additional guidance.

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. Retired, COBRA and terminated employees will have their form mailed, but they will be able to log into the portal as well.

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.

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.

Expiring Exempt Federal Tax Elections

The Internal Revenue Service (IRS) requires any employee claiming exempt from federal taxes to fill out a new Federal Form W-4 each calendar year. If any employee claiming exempt in 2025 did not fill out a new federal tax election for 2026, their W-4 will be reset to zero deductions with a marital status of single or married filing separately on Feb 13. This does not apply to those claiming exempt from state taxes.

To identify employees in your agency 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

Guidance on Returned W-2s

W-2s for tax year 2025 were mailed and many have been returned due to insufficient or undeliverable addresses. These documents will be forwarded to employees if they have updated their home address in Workday or there if the postal service provided a new address.

If a current address is not provided, these documents will be sent to the appropriate HRA, who will need to deliver the document to the employee and alert them to update their address in Workday. HRAs have the ability to print W-2s for terminated employees by navigating to Actions >Payroll>Tax documents in Workday.

Voluntary Vision Insurance Open Enrollment Ends Soon

Open enrollment for vision insurance (Avesis and Eyemed) ends on February 28. Deductions for elections made during this open enrollment period are effective starting with the March 13 pay period.

Centralized Payroll will load all enrollments into the Workday system prior to processing payroll on March 31. This process will ensure all re-enrollments, changed enrollments, and new enrollments are accurate.

If you receive a notice from World Insurance asking you to start an employee deduction for an April 1 benefit start date, please let [Centralized Payroll](#) know and the employee will be added to the enrollment file.

DO NOT key any pay inputs for these open enrollment deductions. If you have already done so, please delete the pay input if it has not yet been processed.

Model My Pay is a Valuable Employee Tool

When employees have questions about their tax elections after filing their tax returns, you have a valuable tool to share with them. The Model My Pay feature is accessed through their **Benefits and Pay Hub** on the Workday homepage.

Model My Pay allows employees to adjust tax elections, deductions, and earnings to view a gross-to-net approximation of how hypothetical changes would affect their pay. Employees or HRA's can run Model My Pay. Share the [Model My Pay Smart Guide](#) with them for step-by-step guidance.

Update to Change Contact Information

The [Change Contact Information Smart Guide](#) has been updated to reflect the simplified process. Employees no longer need to select between updating home contact information and work contact information. Instead they simply edit contact information and can update home address, home phone, home email, and work phone.

Payroll Direct Deposit Change

Due to changes in the banking rules, starting in March employees with direct deposit will start seeing their pay show as ST OF IA PAYROLL vs St of Ia Eft. Please inform your employees of this change.

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.