

March 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.*

Workday Mobile Application Updates for Android and IOS

Starting April 13, Workday will update its mobile support requirements:

- Android devices must be running Android 13 (SDK 33) or higher
- Iphone and ipad devices must be running on iOS 18 or higher
- if a device is running Android 12 or iOS 17 or earlier, the Workday mobile app will no longer be supported.

It is recommended that employees check their device's current OS version. Update to Android 13+ or iOS 18+ if their device supports it. If their device cannot be updated, they may need to use a newer device or log on to Workday through a supported web browser.

Review the [Workday Mobile App Smart Guide](#) for instructions on accessing the app.

Update Bank Information for Travel Expenses

Travel expenses are entered in Workday, but actually paid out of Iowa Advantage. When an employee updates their expense payment election in Workday, HRAs will receive a notification to check and see if the employee receives travel reimbursement. If they do, the HRA should send an email to SAEAcctteam@iowa.gov, requesting State Accounting to update the bank account in Iowa Advantage. Bank accounts entered in Workday are not automatically sent to Iowa Advantage.

Voluntary Vision Insurance Election Deductions Start

Open enrollment for vision insurance (Avesis and Eyemed) has ended. 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. Anyone who notified World Insurance to drop their coverage effective April 1 will have their deduction end dated.

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.

After the March 13 pay period, all new inputs should start at the beginning of a pay period and all should have an end date of March 11, 2027.

Position Costing Allocations

All positions - vacant or filled - should have a Costing Allocation in place. For many positions whose payroll costs are not re-distributed, the position Costing Allocations will need to be set to 100% to match to the Default Org Assignment settings.

HRAs should run the *Missing Costing Allocations for all Positions* report to identify employees who are missing position costing so it can be added to their record. For more information, refer to the [Costing Allocations Guide](#).

Payroll Direct Deposit Change

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

Payroll Input Validations

Starting with the 3/27/26 pay period payroll inputs will have the following validations

1. All inputs must have a comment entered as to what the input is for
 2. All vision inputs must have an end date and an attachment.
 - a. The attachment should either be their enrollment form or the email from World Insurance stating the deduction should be set up.
 - b. The end date should be set to the last pay period in March 2027 (3/11/2027). This date will change each year
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Add Retiree Status - New Approval Step

The Add Retiree Status Business Process now has a new approval step. After entering the required information, it will route to Susan Piel to verify that everything was entered correctly. She will then approve it if correct or send it back with a note if changes need to be made.

I-9 Audit Report Reminder

HR should regularly review and run the available I-9 audit reports to ensure compliance and identify any missing or incomplete forms. These reports are available in the [HR Dashboard](#) under the **Onboarding and I-9s** tab, in the **I-9 Audit Reports** section. Ongoing monitoring helps ensure timely corrections and supports compliance with federal and state requirements.

Payslip Not Displaying Properly?

Occasionally when employees look at their payslip, it may not display correctly. It will not show the details in the pre-tax deduction section or the employer paid benefits section. When this happens, advise them to reprint their pay slip by following these steps:

1. Go to their profile page (not the benefits and pay hub).
2. Click on pay then the payslips tab.
3. Click on print multiple payslips.
4. Enter the dates for the payslips they want to see.
5. Click ok.

This will usually take care of the issue. HRAs can also try to download it for the employee as well.

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. 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.