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### State of Iowa Benefits

#### Important Flexible Spending Account (FSA) Deadline April 15

Time is running out to file claims for reimbursement for 2025 eligible FSA expenses. April 15, 2026, is the deadline to file dependent care and health FSA claims incurred from January 1, 2025, through December 31, 2025. If you do not claim all of your 2025 health contributions, you can [carry over](#) up to \$640 into 2026 to be used for 2026 expenses.

You may submit claim requests and supporting documents to ASIFlex, the state's third-party FSA administrator, in one of the following ways:

- Mobile app. Please note, your login is case sensitive.
- Online. Log into your [ASIFlex](#) account and attach a pdf version of your supporting documentation to your claim request.
- Fax a claim form and supporting documentation to 877-879-9038.
- Mail your claim to ASIFlex, P.O. Box 6044, Columbia, MO 65205-6044.

Access [claim forms](#) online and read more about [submitting claim forms](#) on the DAS website today.

Please note you cannot use your health flex debit card in 2025 to pay for claims incurred in 2024. The debit card only works when you pay for claims incurred in the current year.

Questions about FSA? Visit the [ASIFlex](#) website or call ASIFlex at 800-659-3035. You may also visit the [DAS website](#) or email [fsa@iowa.gov](mailto:fsa@iowa.gov).

## Education Opportunities

### Managing Effective Meetings

PDS is excited to launch [Managing Effective Meetings](#) as an on-demand course. We all rely on meetings to collaborate with our teams, coworkers, and clients. This course provides a guide to effective meetings. As a meeting facilitator, you'll learn about your role and responsibilities, including how to create a meeting agenda, encouraging equal participation, keeping a meeting on topic, managing conflict in meetings, and developing follow-up plans and meeting summaries.

This on-demand course is free for agencies participating in the Training Utility fee.




### April Manager Webinar – *Class, Comp, and the PDQ: A Manager's Guide*

Designed for managers, this webinar will dive into the Class and Comp system and the tools that power it. In just one hour, you will gain a comprehensive understanding of our compensation structure, the keys to a successful PDQ submission, and the resources available to help you navigate the process.

Key takeaways include:

- **Where We've Been vs. Where We Are:** A look at our compensation structure and how it has evolved.
- **The PDQ Blueprint:** Everything you need to submit with confidence.
- **Expert Resources:** The who, what, and where for every classification question.

#### Webinar Details

-  **Date:** April 22, 2026
-  **Time:** 10:00 - 11:00 am
-  **Location:** Zoom

Register today in [Workday Learning!](#)

### Procurement Updates

The following on-demand procurement courses have been updated. Each course now earns a certification in Workday that can be found on your Worker Profile under Career. You may also download a certificate of completion from Workday using the report linked on the course or through the links below.

**Note:** If you completed Pcard or Buying Basics prior to March 27, the certification has been applied to your profile, automatically and retroactively.

Use the links below to download the certificate(s) of completion.

- [Procurement Level A | Buying Basics](#)

- [Procurement | Purchasing Card \(Pcard\)](#)

[Procurement | Travel Card](#) training is now available in Workday as well! This training is required before a Travel Card will be issued. Once complete, a Travel Card certification will be applied to your Worker Profile and you will be able to download a certificate of completion.

## What's a Learning Admin and Who is Mine?

Did you know your agency has a dedicated learning admin? Agency learning admins are a support for training and development and your go-to resource for:

- Registration assistance for PDS courses.
- Checking your course history and enrollments.
- Helping with enrollment cancellations.

See who your learning admin is on the [PDS website](#).

## Quick Links

- Check out PDS [website](#) for [course offerings](#)
- Enroll through the LMS - [OKTA](#) | [external](#)
- Find your [PDS Partner](#)
- [Contact us](#) with any questions!

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## Health and Well-Being

### Getting a Good Gut Feeling

You've probably heard about "eating healthy to stay healthy." What does that actually mean, and how can eating habits keep you feeling well or help you recover when your health takes a hit?

Your diet can make or break immune health by supporting the natural processes that defend against illness and disease. See how it works by watching the *Nutrition for a Strong Immune System* webinar, covering:

- The importance of a diverse microbiome and how it supports immune system response
- Nutrient-rich natural foods that boost immunity to help you feel better and heal faster
- The risks of a weakened immune system and how a balanced diet works in your favor

[Register for the webinar now and watch it any time.](#)

### April is Head and Neck Cancer Awareness Month - Learn to Lower your Risk

April is Head and Neck Cancer Awareness Month. Cancers of the head and neck include cancers that start in several places in the head and throat. There are many risk factors that raise the chance of developing cancers in these areas. Having a risk factor does not mean that someone will get cancer; it means that someone has a higher chance of developing cancer. Some cancer risk factors, like a person's age, can't be changed. But some cancer risk factors can be controlled.

[According to the CDC](#), you can lower your risk of developing a cancer of the head and neck in several ways:

- Don't use tobacco products, including cigarettes, cigars, pipes and smokeless tobacco. If you want to quit, [Quitline Iowa](#) can help.
- Limit the amount of alcohol you drink. Drinking any type of alcohol, such as beer, wine or liquor, raises the risk of getting cancers of the mouth, throat and voice box.
- Talk to your doctor about human papillomavirus (HPV) vaccination. The HPV vaccine can prevent new infections with the types of HPV that most often cause oropharyngeal and other cancers. Vaccination is recommended only for people at certain ages.
- Avoid overexposure to ultraviolet (UV) rays by using lip balm that contains sunscreen, wearing a wide-brimmed hat when outdoors and avoiding tanning.
- Visit the dentist regularly. Checkups often can find head and neck cancers early, when they are easier to treat.

**For more information on Quitline Iowa and to connect with a personal coach:**

- Visit <https://quitlineiowa.org/>
- Call 1-800-QUIT-NOW (784-8669)
- Text START to 300500

Source: [CDC.gov](#)

## No-Cost Health and Well-Being Seminars Offered Online

On-demand online seminars covering various health and well-being topics are available from Acentra, the state's Employee Assistance Program (EAP) provider, at [www.EAPHelplink.com](http://www.EAPHelplink.com). Use Company Code: IOWA and click on e-learning for a list of available online seminars.

Seminars are free of charge, with the most current offerings available on the dates listed below.

- **Available now - *Breaking Barriers: Empowering Women at Work*** - Celebrate women's contributions while exploring ways to empower equality and opportunity at work.
- **Available April 21: *Managing the Juggle: Practical Tips for Multi-Role Success*** - Discover simple strategies to handle many roles, manage stress, and keep energy for what matters most to you.

EAP also offers confidential resources at no cost to help employees and eligible family members address many of life's challenges. For more information on EAP resources, visit the [DAS Employee Assistance Program](#) web page.

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## Work Smart with Workday

### Check Out Recent Improvements in Workday

Workday has made several updates, which include improvements designed to make it easier to navigate the system, find information quickly, and manage common tasks. Key improvements include:

- On the Workday homepage, the search feature has been moved so it is the focus of the page. This allows you to quickly find people, tasks, reports, and actions directly from the search bar.
- Employee profiles have been refreshed with a more modern layout. You may notice:
  - A cleaner profile layout
  - Updated icons for profiles without photos

- Easier access to job, contact, and personal information
- The Learning app has also had a visual update including:
  - Modern animations, clearer status indicators, and faster performance
  - New layout orientations and responsive designs
  - Reduction of unnecessary whitespace
  - Improved functionality across all devices

## Workday for Managers Learning Program

The new [Workday for Managers Series](#) – a curated series of modules outlining manager roles and responsibilities in Workday – features tips, tricks, and available resources. Whether you’re a new or experienced manager, this resource serves as a reference point when tasks and questions come up. The program includes:

- Welcome to the Manager Role
- Manage Your Team
- Manage Time Off
- Manage Leave of Absence
- Manage Time Tracking
- Manage Expenses
- Manage Learning

## 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 ServiceNow Plus to create a Workday support ticket. Not sure how? Use the [Create a Support Ticket Guide](#) to walk you through the process.

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## Retirement Benefits and Savings

### IPERS Offers *Ready, Set, Retire* Zoom Workshop

Planning to retire in the next three to five years? IPERS invites you to join *Ready, Set, Retire*, for free Zoom webinars designed to help you prepare for retirement. Representatives from retirement-related programs participate, including the Retirement Investors' Club (RIC), Social Security, SHIP (Medicare), IPERS, and continuing insurance benefits at retirement/SLIP. You may attend during work hours if your schedule allows and with supervisor approval. Spouses are also welcome to participate. [Visit the calendar for upcoming session dates](#) and registration details.

## From the RIC Team

### Financial Literacy Month and America Saves Week

April is Financial Literacy Month, and America Saves Week (April 6–10) is the perfect time to increase your knowledge, focus on your goals, and assess your financial standing. Here are a few steps to get you started on the path toward improved financial wellness:

- **Learn something new:** Our RIC providers offer live webinars and on-demand videos covering various financial and retirement planning topics. Visit the [RIC Financial Webinar Calendar](#) for a listing of all webinars.
- **Review your budget:** Track your spending manually or with a budgeting app. Monitoring expenses is crucial to staying on track. You can also use the financial tools and calculators provided by RIC providers to assist with your short-term and long-term planning.
- **Pay off debt:** Knowing exactly what you owe and creating a plan to address it is essential. Managing debt effectively has a dramatic impact on your overall financial health.
- **Start saving or increase your amount:** Whether you are just starting or have been saving for a while, a small increase can make a big difference. Using budgeting and planning tools, find a dollar amount or percentage that works best for you and commit to it. Don't forget about the added benefit of receiving up to \$75 monthly in employer match money when you participate! Consistency is key! If you aren't enrolled yet, visit the [RIC Enrollment site](#) to get started today.

## Upcoming Financial Webinars

RIC offers free monthly webinars for state employees led by the RIC team and providers. Check out the [RIC Financial Webinar Calendar](#) for a listing of all webinars. You may attend during work hours if your schedule allows and with supervisor approval.

### SageView

[Financial Wellness Workshop - Q2](#) (1-hr workshop)

**April 22, May 20, June 17 at 1:00 pm**

Each workshop consists of two sessions on different topics, including:

- **Recipes for a Healthy Portfolio:** Discover simple steps to build an investment portfolio that fits your goals and grows with you.
- **Investing in Today's Economy:** Current market trends and the impact on your long-term portfolio.

### Corebridge

[IPERS and 457b/Deferred Comp: Get Started Now or Retire Now](#)

**April 7 at 10:00 am and 2:00 pm**

Join Us for the Next Corebridge and State of Iowa co-sponsored webinar. Learn the importance of IPERS, Social Security, and Deferred Compensation. All state employees are invited to attend and can do so during working hours, if their workload allows and with supervisor approval.

Can't make the webinar? [Watch on demand.](#)

## Empower

[Advanced Investing in Any Market](#)—Strategies for navigating advanced investing and understanding market volatility.

Several sessions are offered in April (also offered in Spanish). [Missed the webinar? Watch on demand](#)

## VOYA

[Spending and Saving](#)

**April 14 at 11:00 am and 2:00 pm**

Take control of your day-to-day finances by getting organized and learn some new ideas to help you reach your goals.

[Spring Cleaning Your Finances](#)

**April 14 at 9:00 am and 1:00 pm | April 28 at 11:00 am and 2:00 pm**

Learn the six things you can do to stay on top of your goals and get a better sense of financial well-being.

## News from Your Retirement Investors' Club (RIC) Providers



### Investment Questionnaire—Cash, Fixed Income, and Equities

Many experts believe that long-term investment success is more a function of how assets are allocated across asset classes than of the individual securities in which they are invested.

This [asset allocation tool](#) will help you to identify a potential mix of cash equivalents, fixed income, and equities that corresponds to your risk tolerance and investment experience.



### Empowering Your Next Financial Step

Retirement planning can feel overwhelming. The good news is that you do not need to be a financial expert to build a strong strategy. With the right tools and guidance, you can make confident decisions about saving and investing for your future.

Start with the [empower.com/iowaric](http://empower.com/iowaric) website.

Eligible non-participating employees as well as participants can access a wealth of information about the Retirement Investors' Club (RIC) at Empower just by visiting the website.

Plan participants can also log in to their accounts. They can:

- View account balances and track account progress
- Review or change investments
- Name or update beneficiaries
- Explore online retirement planning tools and calculators

Your personalized dashboard can help you see where you stand today and how changes, such as increasing your savings rate, could impact on your future retirement income. Taking a few minutes to review your account can help you stay on track.

### **Build your knowledge**

Empower offers recorded webinars each month at no cost. You can watch a recording when it fits your personal schedule. [Visit the Learning Center](#) to view webinars. You will also find videos, checklists, worksheets, and calculators designed to help you make informed decisions about your money.

### **Stay current with The Currency**

For practical tips you can use right away, subscribe to [The Currency](#). *The Currency* features timely articles on saving, investing, budgeting, and market trends. It connects everyday financial decisions to your long-term goals and helps spark meaningful money conversations.



### **Don't Put all Your Eggs in One Basket**

When you shop at the grocery store, you typically fill your cart with different things like produce, dairy, meat, etc. When you mix it up, you're essentially diversifying. Diversification is important—especially when it comes to investing in your retirement plan.

Having a diversified portfolio can help you weather market ups and downs and better prepare you for the long haul.

- It can help minimize the risk of loss to your overall portfolio.
- It can help reduce volatility in an adverse market.
- It may help expose you to more opportunities for return.

To view or change your Iowa RIC investments anytime, [log in](#) to your account. To discuss the benefits of diversification, [contact your local Horace Mann representative](#) today.



### **Why name a beneficiary?**

It's not something we like to think about, but it's important to have a beneficiary on file for your Iowa Retirement Investors' Club (RIC) Retirement Plan. Designating beneficiaries and keeping them updated helps ensure your retirement account balance will be distributed as you intend in the event of your death.

It's easy to name your beneficiary. Just follow these steps.

1. Visit [iowa.beready2retire.com](http://iowa.beready2retire.com) and log in or register your account.
2. Once logged in, select your name in the top right-hand corner and click *Personal Information*.
3. Go to the *Beneficiary Information* section and follow the instructions to add or edit your beneficiary(ies).
4. If beneficiaries are already listed, no action is needed unless you want to make changes.

Sleep better with the knowledge that you can protect the ones you love. Elect or update your beneficiary today.

*HRExpress* is a publication for State of Iowa employees.  
For links to this and prior editions, visit the [\*HRExpress\* webpage](#).

If you have questions or suggestions for future content, please contact us at  
[hrexpress@iowa.gov](mailto:hrexpress@iowa.gov). Thank you!