



Department of  
Administrative Services

# Workday HR Pro

April 14, 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 2026R1 Update: New User Experience

Several improvements have recently been made in Workday, making it easier to navigate the system, find information quickly, and manage common tasks.

Key improvements include:

- On the Workday homepage, the search has been moved to be the focused experience, allowing 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 2026R1 Update: Work Schedule Assignments Updates

Work Schedules should now be assigned using the **Assign Work Schedule** task and selecting a pre-defined **Work Schedule Calendar** whenever possible. If a calendar does not exist for the specific schedule an employee follows, a **Custom Work Schedule** may be created. For short-term or ad hoc schedule adjustments (for example, a temporary change lasting one to two weeks), the **My Team's Schedule** task should be used rather than updating the employee's assigned Work Schedule.

For step-by-step instructions, please refer to the [Assigning Work Schedules Job Aid](#).

---

## Workday 2026R1 Update: Form I-9 Amendment Update

Employees are now able to Amend their Citizenship Status on their Form I-9. This is able to be kicked off by HR Partners when using the Amend Form I-9 task and selecting Section 1, which will then route to the employee to update. When an employee submits a citizenship status amendment, the request will route to the HR Partner to review and update Section 2 if needed, as the change may impact the supporting documents provided.

For additional guidance, please refer to the updated [Form I-9 Reference Guide Job Aid](#).

---

## Voluntary Vision Insurance Pay Inputs

Pay inputs for Avesis and Eyemed vision insurance deductions have been loaded, with an effective date of 3/13/2026 - 3/11/2027. **Please have your employees verify their deduction is taking place.**

Please note:

- Deductions for Avesis and Eyemed should always start at the beginning of a pay period and not on the first day of the month. Example: If the deduction is to start May 1, you should enter a start date of the pay period with the first pay date in May. If that pay period has already passed, enter the start of the next pay period.
- Do not back-date these entries.
- The input for the deduction should be half of the full monthly amount as the deduction is taken each pay period.
- All inputs should have an end date of 3/11/2027, unless they are terminating or decide to end the deduction.
- Edits have been placed on this input that will require an end date, comments and attachments
- You can review which of your employees has the deduction by running the Payroll Journal and Certification report and then drill into the Avesis & Eyemed deductions.

To assure they are entered correctly, all HRAs should review deductions using the [Payroll Inputs Job Aid](#) for updated information. Please contact Pam Schneider at World Insurance, (515) 327-2028, with questions about this benefit.

---

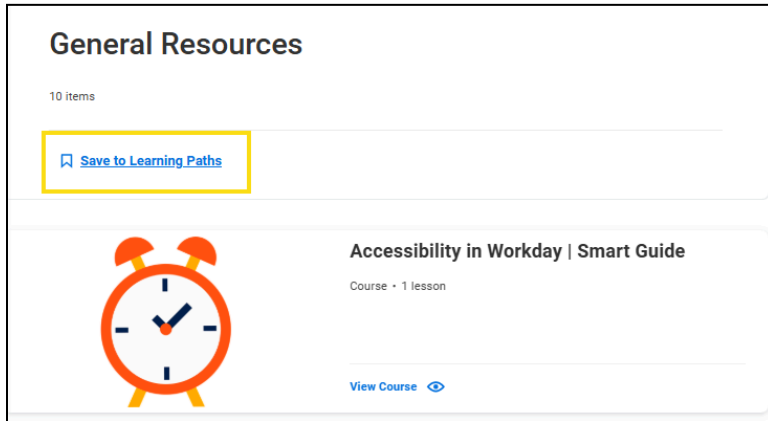
## NEW HR Resource Learning Paths Available

All of your Workday resources have been compiled into categorized learning paths. A learning path is simply a list of learning content that can be saved for easy reference. You'll find all Smart Guides, Job Aids, Demos, Recordings, Presentations and more, organized by functional area, into the following learning paths.

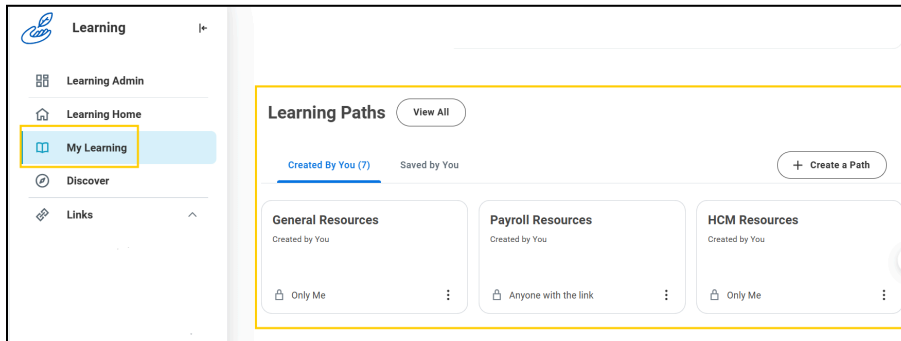
- **[HCM Resources](#)**: terminations, sick conversion, interns/temps, etc.
  - **[HCM Employee Management](#)**: job changes, compensation, employee information, etc.
  - **[HCM Hiring](#)**: job requisitions, Form I-9, new hires, onboarding, reemployment/reinstatement, etc.
- **[Compensation Resources](#)**: compensation, forfeited compensation, increase date
- **[Payroll Resources](#)**: payroll, One Gift, IPERS

- **Time & Absence Resources:** time off, time tracking, leave of absence
- **Learning Resources:** including external learning
- **Expenses Resources:** spend authorizations, expense reports, travel cards, etc.
- **Benefits Resources:** benefits, deferred compensation, open enrollment, FSA, RIC, worker's compensation, ADA, EAP, etc.
- **General Resources:** Workday functionality

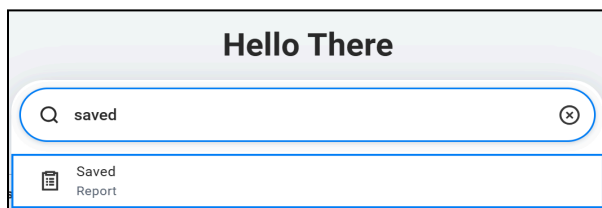
To save a learning path, select **Save to Learning Paths**.



To access saved paths, visit your **My Learning** page in the Learning app.



You may also search **Saved** and open the report.



## Workday for Managers Series

Introducing the **Workday for Managers Series** – a seven-module overview of the manager's roles and responsibilities in Workday, featuring tips, tricks, and available resources. This program will be promoted to newly hired and newly promoted managers. This resource also makes a great reference for current managers as tasks and questions come up. We will highlight the course on the learning page for all current managers. 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
- 

## Payment Elections and Timely Prenote Processing

Before payment elections take effect:

- Employees must complete all three of their steps included in the [Payment Elections job aid](#)
- The HRA needs to verify and approve the entry
- Entries will go through the prenote process

The prenote happens once a week on Wednesday mornings. If employee payment elections are not fully approved by Tuesday night, the prenote process will not occur until the following week. If employees change bank accounts the week of pay day, their pay will not route to the new account. To know where the employee is in the process, look at their payment elections under the prenote status. Please note employees cannot see this status.

- Prenote status **NONE** - Full approval process is not complete
  - Prenote status **Pending** - Approved but not picked up in the prenote yet
  - Prenote status **In Progress** - Has been sent to prenote
  - Prenote status **Complete** - account has cleared the prenote status and ready for use
- 

## New Section Visible on Your Payslip

Employees will notice a new section on their payslips titled "Other Information." This displays amounts eligible for the No Tax on Overtime. To assist with potential inquiries regarding these calculations, please refer to the following guidelines:

- Exempt Comp time (MEMO): This represents 1/3 of any comp time pay or payouts.
- Exempt OT .5 (MEMO): This reflects only the 0.5 portion of overtime. Because overtime is calculated using the FLSA rate rather than a standard hourly rate, employees may not be able to calculate this figure easily.
- These amount will show on their 2026 W2 as code TT
- If this section is blank, the employee does not qualify

HRAs can verify this amount by navigating to the Pay Result > FLSA tab and use the following formula: [FLSA rate] x 0.5 x [OT hours].

HRA's can also view the [No Tax on Overtime](#) information on the website, and on the Additional Data tab within the pay results.

---

## 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.

---

## Workday Email Notifications for Outstanding Tasks

Workday will now send weekly or monthly email notifications for inbox tasks that have been outstanding for more than 30 days. Once a task is completed, reminders will stop automatically.

Please ensure users are regularly reviewing and completing their Workday inbox tasks. Managers and HRAs should provide support as needed to help employees complete older items. If additional assistance is needed, please place a [ServiceDesk Plus](#) ticket.

For questions related to Expense or Spend Authorization inbox tasks, please reach out to your Financial Manager for guidance.

For questions related to Leave Inbox tasks, please reach out to the DAS Leave Administration Team via email at [LOA@iowa.gov](mailto:LOA@iowa.gov).

---

## 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.