

Workday HR Pro

May 18, 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.

Important Information for May 8 through 21 Pay Period

Due to the Memorial Day holiday, we lose one day of payroll processing time. As a result:

- All business process approvals should be completed by Thursday, May 21
- Employees should approve their timesheet at the end of their workday on Thursday, May 21
- Time sheet uploads will be on Friday, May 22
- Payroll will be processed on Tuesday, May 26

Please contact [Central Payroll](#) with questions.

Board Member Term Dates Entered Into Workday

Effective immediately- all board member term start and end dates must be entered in Workday.

To enter this information:

1. Navigate to the board member's profile in Workday.
2. Select **Actions** → **Additional Data** → **Edit**.
3. In the Custom Object field, enter **Board Member Term** and select **OK**.
4. Enter the term start and end dates, then select **OK** to save.

The information will appear under the Additional Data tab within the Personal section.

Performance Review Process in Workday

The State of Iowa is modernizing the employee performance review process. The paper process used today will be moved into Workday and become an electronic business process effective June 5, 2026. Please enroll in the [Performance Review Process Overview | Supervisor Webinars](#) for a look at the process. Smart Guides will be sent on the HRA process. In addition, a “Save the Date” will be sent to those performing HRA duties for a Q&A session on the HRA process. One way to help prepare for the upcoming transition is to ensure all reviews for your agency are up to date with performance reviews due prior to June 4, 2026.

Forfeited Compensatory Hours Report

The Forfeited Compensatory Hours report in Workday returns employee compensatory time accruals in excess of the 80-hour limit. Once the 80-hour compensatory time limit is reached, any hours entered as compensatory time on an employee's timesheet will not be paid nor added to the employee's compensatory time balance.

The Forfeited Compensatory Hours report should be run for each WEEK of the pay period to identify employees whose timesheets must be corrected to prevent forfeiting compensatory time. It is critical for this to be completed each week in order to correct their timesheet and have those hours worked paid out vs comped.

Please note: Any outstanding compensatory hours for FY26 should be identified and the timesheet should be updated to be paid out in order to avoid having to submit a State Appeal Board Claim.

Refer to the [Forfeited Compensatory Hours job aid](#) for more information.

Temporary Employees

Per Iowa Admin Code 11-57.4(8A), Temporary appointments shall not exceed 780 hours in the fiscal year. If an employee transfers departments during the fiscal year, any temporary hours will carry over to the new department. HRAs should be reviewing the following reports to ensure your temporary employees are not exceeding their 780 hours:

- Temporary employees
- Temporary employees over or within 100 hours of contract limit

If an employee transferred from a permanent position to a temporary position at any time during the fiscal year, their permanent hours will be included in these reports.

DAS Emails Have Changed

Effective May 4, all DAS emails have changed from @iowa.gov to @das.iowa.gov. Email messages will be automatically forwarded to the new email addresses. Please plan to update your contact lists to avoid any delays in receiving your messages.

Resource Updates

Workday resources are being reviewed and updated on a monthly cycle. This month, guides and job aids related to expenses have been updated to reflect current processes and system formatting. The following guides have been newly updated:

Employees

- [Travel Card Guide for Employees](#)
- [Spend Authorization Guide](#) - this guide now includes directions to create a Spend Authorization **on behalf of** an employee as well.
- [Expense Report Guide](#) - this guide now includes directions to create an Expense Report **on behalf of** an employee as well.

Expense Roles

- [Reassign Travel Card Transactions](#)
- [Expense Management Dashboard](#)
- [Expense Report Work Area Guide \(NEW!\)](#)

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.