

Please note: Processes and rules outlined below may apply differently to the Iowa Judicial and Legislative branches. Please direct any questions regarding these branches to your Human Resources Business Partner.

Catch up on past-due merits and other pay actions before year-end

The June 5–18 pay period is the final pay period of FY26. The July 31–August 13 pay period will be the last opportunity for departments to process any missed merit increases, allowance changes, shift differential changes, forfeited compensatory time payouts, and other pay actions for Fiscal Year 2026.

Past-due merit increases or allowance changes that are not processed by the July 31 pay period will require Appeal Board approval before payment can be made. Please note, the new evaluation process will need to be used for past-due merit increases.

Performance Review HR A La Carte materials

The Performance Review À La Carte for HR session was held on June 17 at 10 a.m. The recording, presentation slides, and Q&A summary are now available in Workday Learning.

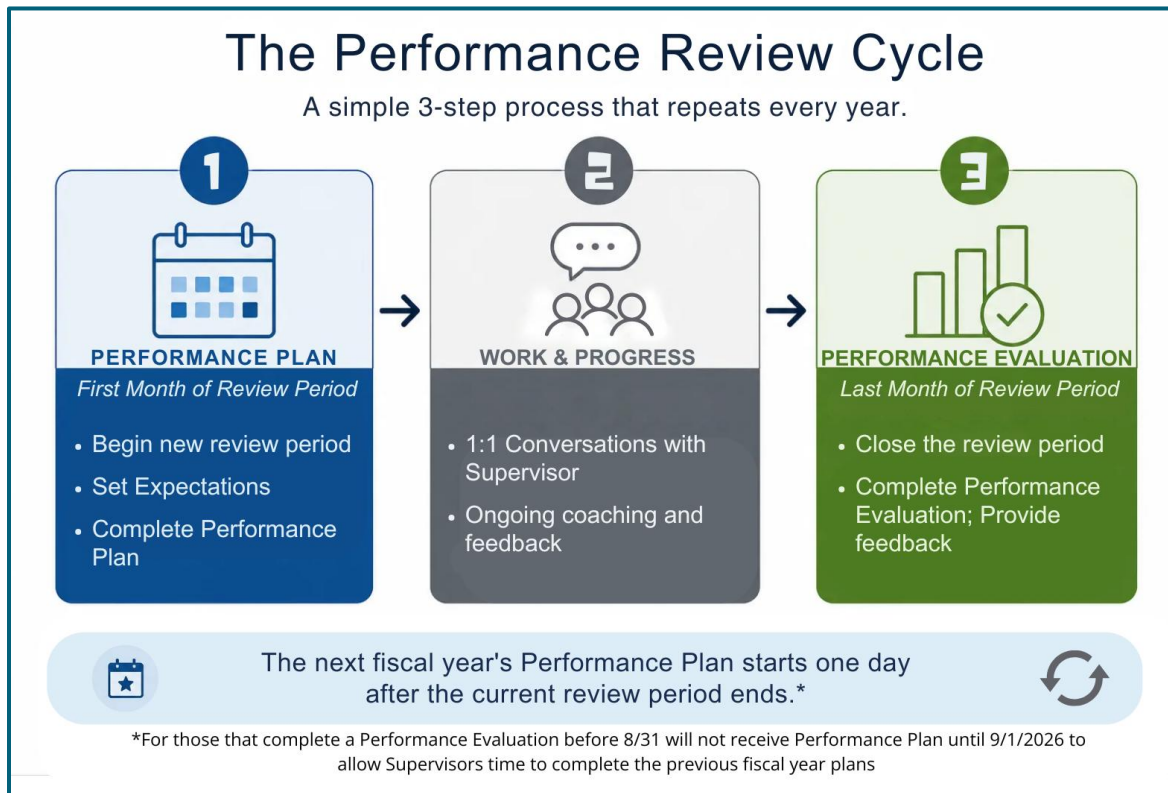
- If you attended the live session, access the materials through the course in your [Learning Transcript](#).
- If you were unable to attend, [enroll in the self-directed version of the course to access the materials](#).

Following are a couple of key resources from the A La Carte session.

Evaluation Launch Dates Snapshot

Last Performance Review	FY27 Performance Evaluation	Example
May 19, 2025 and before (or never)	June 19, 2026	Last review: April 2, 2022 FY27 Eval launches: June 19, 2026
May 20 – June 4, 2025	June 5, 2026	Last review: May 27, 2025 FY27 Eval launches: June 5, 2026
June 5 – July 4, 2025	On Review Date	Last review: June 12, 2025 FY27 Eval launches: June 12, 2026
July 5, 2025 and after	1 month before Review Date	Last review: July 7, 2025

Performance Review Period Overview



**Note: Performance Review resources for DOT will be able in Workday as well as the DOTNET.*

Performance Review Training available

Bookmark the [Performance Review Workday Learning path](#) for quick access to the following resources:

Note: The following resources are available in Workday. Access will vary based on your security role.

- Performance Review Guide for Supervisors
- Performance Review Guide for Employees
- Performance Review Process Overview for Employees
- Performance Review Process Overview for Supervisors
- Performance Review Process Overview | Supervisor Webinars
- Performance Review Process Overview Demo
- Performance Review Supervisor FAQ
- Performance Review Employee FAQ (*coming soon*)
- Workday for Supervisors | Performance (*coming soon*)

**Note: DOT performance review resources will be available in both Workday and DOTNET.*

IPERS information available on centralized payroll website

IPERS information is available in the *Payroll Forms and Publications* section of the [centralized payroll website](#). This resource includes guidance for:

- New hires
- Re-employed employees
- Employee transfers
- Employees terminating with less than six months of employment
- High school employees
- Lump-sum payments
- Military credit
- And more

IPERS refunds

When a permanent employee terminates with less than six months of covered employment, the department may choose to issue an in-house refund for all IPERS deductions collected.

Workday will generate a *To Do* item for the Human Resources Associate to request a refund. However, the refund process is not automatic. Departments must submit a request to [Centralized Payroll](#) to initiate the refund process.

When submitting a request, please include the employee's ID number.

Additional information:

- Refunds may take up to six weeks to process.
- IPERS refunds are considered taxable wages in the calendar year they are issued.
- During the refund process, the employer share of IPERS contributions will also be refunded to the department.

Updated Expense resource

The [Expense Report Mass Cancellation Job Aid](#) is now available in Workday for Expense Partners, Expense Approvers, and Financial Managers.

This guide provides instructions for:

- Running the Find Travel Expense Reports report
- Preparing the EIB template
- Mass-canceling in-progress expense reports

Compensation Changes and ATBs

The [Compensation Changes Affected by ATBs](#) course has been updated for FY27.

This course provides an overview of:

- Across-the-board (ATB) increases
- How ATBs are calculated
- Important FY27 dates and deadlines

Vacation Buyout

The [Vacation Buyout Guide](#) is now available for employees. This guide provides step-by-step instructions for submitting vacation buyout requests and amounts.

Need help with Workday?

Follow these steps to get assistance:

1. **Check available resources.** Review step-by-step job aids, presentations, and training videos available in the [Workday Learning Catalog](#). Be sure to watch the [Global Search Feature](#) training clip to learn effective search techniques.
2. **Ask a colleague.** If you know other employees with similar job responsibilities, consider asking them for guidance. Often, this is the quickest way to resolve questions and share best practices.
3. **Create a Support Ticket.** Use [ServiceDesk Plus](#) to submit a Workday support ticket. When creating a New Incident, enter Workday in the *Group* field. All available Workday support options will appear, helping ensure your ticket is routed to the appropriate team as quickly as possible.