



Department of
Administrative Services

Workday HR Pro

July 2026

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 Hold-Open Period Ends

The July 31 - Aug. 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.

Time Entry and Time Off Task Reassignment Update

As a result of recent state audit findings, the ability to reassign Time Entry and Time Off approval tasks has been removed. If one of these tasks needs to be reassigned, please submit a support ticket. An HCM team member will review the request and reassign the task as appropriate.

Perm to Temp Time Off Payout Process Update

The process for paying out remaining time off when an employee transfers from a permanent position to a temporary position (resulting in a loss of benefit eligibility) has been updated. Time off payouts should no longer be entered manually on the Absence tab. Instead, enter the payout using the Maintain Time Off Plan Transfer Balance task, which is generated in your inbox as part of the Change Job business process.

A job aid has been created to assist with this process and is available [here](#).

"No Retro Processing Prior To Date" Changing

On Aug. 24, Centralized Payroll will change the "no retro processing prior to" date on employees from June 20, 2025, to June 19, 2026. Any retro actions taken on employees before June 19 will not resolve in payroll and will need to go to the appeal board.

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 the employee's timesheet will not be added to the employee's compensatory time balance.

Run the Forfeited Compensatory Hours report every pay period by Company or Supervisory Organization to identify employees whose timesheets must be corrected to prevent forfeiting compensatory time.

Please note that outstanding compensatory hours for FY26 must be identified and updated no later than the July 31 pay period to avoid having to submit a State Appeal Board Claim.

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

Coming Soon: Workday Refreshers

We are excited to announce Workday Refreshers. These short training videos (five minutes or less) will be released on a regular schedule, offering quick tips, timely reminders, and fresh perspectives to help you navigate Workday smoothly and efficiently.

Our first Refreshers series will focus on Performance Reviews. Keep an eye out for more communication!

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.