

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.

Aug. 14-27 Pay Period - Rewrites

Due to the Labor Day holiday, rewrites will be processed on Friday, Sept. 4. Any rewrites needed must be communicated to Centralized Payroll by 11 a.m. on Friday, Sept. 4.

Requests For Change of Direct Deposit

Due to an increase in phishing emails, HR staff should not make changes to an employee's direct deposit based on a request received via email. Do not rely solely on information provided in an email requesting a change to bank account information.

As a best practice, employees should enter their own direct deposit changes. The HRA must then properly validate the change.

The [Payment Election Job Aid](#) is available as a resource for making direct deposit changes.

New Temporary Worker Hours Tracking

To help agencies monitor temporary employee eligibility, a new time accumulator has been added to Workday to track hours worked during the current fiscal year.

This enhancement provides visibility into an employee's progress toward the 780-hour annual limit, helping agencies proactively manage temporary worker hours.

For additional information, including how to access and use the new time accumulator, please refer to the [Tracking Temporary Worker Hours Guide](#).

Supervisor Role Assignment Process Update

To improve data integrity and ensure supervisory organizations remain properly aligned, the ability for HR users to update Supervisor role assignments has been removed.

Going forward, all Supervisor assignment changes must be submitted through a ServiceDesk Plus support ticket. This process will help ensure supervisory organization changes are reviewed and completed accurately.

Missing Time

On Mondays of pay week, timesheets are locked at 7 p.m., preventing additional entries from being made.

If you discover an employee is missing time on Tuesday morning, submit a ServiceDesk Plus support ticket requesting the necessary updates. Any time adjustments must be communicated by 9 a.m.

Requests received after 9 a.m. will need to wait until the following pay period to be adjusted.

Position Costing

Every vacant or filled position should have at least one costing allocation in place.

When updating costing allocations, end-date the existing allocation as of the end of the current pay period and start the new allocation at the beginning of the next pay period. Do not overwrite the existing allocation, as doing so will erase the costing allocation history.

For detailed instructions, please refer to the Assign Costing Allocations Job Aid for a refresher on the proper way to assign costing allocations.

Catch Up on Past-Due Merits and Other Pay Actions Before Hold-Open Period Ends

The July 31 – August 13 pay period will be the last opportunity for departments to process 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 that the new evaluation process must be used for past-due merit increases.

Next Increase Eligibility Date

It is important to review Next Increase Dates for accuracy prior to giving an employee an increase.

Review the Compensation tab in Workday to ensure the employee has not reached the compensation maximum and is eligible for an increase. Always refer to the appropriate fiscal year [Next Increase Date Schedule](#) to ensure you are using the correct date.

Increase dates should always be the first day of a pay period. If you discover an incorrect increase date, submit a [Workday Support Ticket](#) to have the date corrected. Do not attempt to correct the date yourself.

Once the date has been corrected, you may proceed with entering the increase, if applicable.

For additional guidance on when an increase date should be changed, refer to Administrative Rules 53.7(5).

Emergency Contact Information Reminder

HR should regularly review the **Audit – Employees Missing Emergency Contact Information** report to identify employees who do not have emergency contact information entered in Workday.

Maintaining this information is critical to ensure the appropriate contacts can be reached in the event of an emergency. This is also a great opportunity to remind all employees to review and update their emergency contact information periodically to ensure it remains accurate and current.

Please refer to the [Change Emergency Contacts Guide](#) for detailed instructions on how to update this information.

“No Retro Processing Prior To Date” Changing

On Aug. 24, Centralized Payroll will change the **“No Retro Processing Prior To”** date for employees from June 20, 2025, to June 19, 2026.

Any retroactive actions taken for dates before June 19, 2026, will not resolve in payroll and will need to go to the Appeal Board.

Update Information for Travel Expenses

Travel Expenses and Bank Accounts

Travel expenses entered in Workday are paid through Iowa Advantage. However, bank account updates made in Workday do not automatically sync to Iowa Advantage.

When an employee updates their expense payment election in Workday, HRAs must email SAEAcctteam@das.iowa.gov so the bank account can be updated in Iowa Advantage.

Employee Addresses

Address changes made in Workday also do not automatically sync to Iowa Advantage. If an employee updates their address in Workday, departments must key a VCM to update the address in Iowa Advantage.

Forfeited Compensatory Hours Report

The Forfeited Compensatory Hours report in Workday identifies employee compensatory time accruals in excess of the 80-hour limit.

Once an employee reaches the 80-hour compensatory time limit, any additional 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 need to be corrected to prevent compensatory time from being forfeited.

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.

Now Live: Workday Refreshers

The [Workday Refreshers series](#) has begun!

These short training videos (five minutes or less) are being released regularly and offer quick tips, timely reminders, and fresh perspectives to help you navigate Workday smoothly and efficiently.

So far, we have covered the following topics:

- View Performance Reviews
- Forfeited Comp
- Customize Your Workday Experience

Save the learning path linked above for quick access to future Workday Refreshers.

Need Help with Workday?

Check out these resources for Workday support.

Check available resources. Review step-by-step guides, presentations, and training videos available in the [Workday Learning Catalog](#), or search by category using the following learning paths:

- [HCM Resources](#)
- [Hiring Resources](#)
- [Compensation Resources](#)
- [Expenses Resources](#)
- [General Workday Resources](#)
- [Payroll Resources](#)
- [Employee Management Resources](#)
- [Time and Absence Resources](#)
- [Benefits Resources](#)

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.

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.

New to Workday? Be sure to watch the [Navigating Workday Demo](#) to learn tips for effectively navigating Workday.