



News and information from the Iowa Department of Administrative Services, Human Resources Enterprise

HREXPRESS

May 2020

Risk & Benefits Management	Organizational Performance	Employment Services
----------------------------	----------------------------	---------------------

The Iowa WorkSmart Project

The Iowa WorkSmart Project Launches

The Iowa WorkSmart Project has officially launched, bringing all State government together to implement the Workday Enterprise Resource Planning System. Workday is a cloud-based human capital and financial management software solution which will replace two of the State’s current legacy systems - the Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3).



The WorkSmart Project will unfold in two phases. Phase 1 (HCM) includes human capital management, payroll, and expense functions, slated for completion in July of 2021. Phase 2 (FIN) is expected to roll out in July of 2022 and will include financial functions.

In addition to more effective resource utilization and operations, this initiative will reduce redundancy and provide greater convenience for State employees.

In Workday HCM, many HR processes will be streamlined and mobile-enabled, involving fewer steps and less paper for tasks such as leave requests, time and expense sheets, and benefits. Workday FIN will provide improved data integration, functionality, and reporting in real time, as well as greater visibility into state transactions and processes.

Moving forward, the Iowa WorkSmart Team will help guide the Workday transition, providing information and tools you need when you need it. Bookmark the official Iowa WorkSmart website - WorkSmart.iowa.gov - for updates, next steps, resources, and training opportunities, and reach out to WorkSmart@iowa.gov with any questions.

COVID-19 News

COVID-19 Informational Resources Available

The State of Iowa offers the latest information regarding the COVID-19 outbreak in Iowa. Here are a few important resources to check out:

- **Wellmark Benefits, Employee Assistance Program, DAS-HRE Resources**

The Department of Administrative Services Human Resources Enterprise (DAS-HRE) has a webpage dedicated to the topic of COVID-19. It includes resources on Wellmark benefits, information from the State of Iowa's Employee Assistance Program (EAP), training and course options, and a detailed breakdown of government guidance from the State and Federal levels at <https://das.iowa.gov/human-resources>.

- **Frequently-Asked Questions**

DAS offers answers to frequently-asked questions (FAQs) at <https://das.iowa.gov/>. These FAQs are for State of Iowa employees including Managers and Supervisors. The FAQs cover topics such as prevention, leave usage, benefits, staffing, and travel.

- **Federal Families First Coronavirus Response Act (FFCRA) Information**

DAS offers FAQs on the Federal Families First Coronavirus Response Act (FFCRA). This Federal law gives guidance for leave in light of the pandemic.

https://das.iowa.gov/sites/default/files/hr/documents/COVID19/FFCRA_FAQ.pdf

- **Training and Courses Specific to COVID-19**

Courses specifically targeted to COVID-19 preparedness and precautions are available at

<https://das.iowa.gov/human-resources>.

- **Performance & Development Solutions/New Horizons Professional Development Training Options**

Your professional development can continue during the pandemic by checking out Performance and Development Solutions at <https://das.iowa.gov/human-resources/training-and-development> as many course offerings have moved to an instructor-led format online.

- **State of Iowa Coronavirus Website**

All types of information regarding COVID-19 in Iowa is available at <https://coronavirus.iowa.gov/>. This website is updated with numbers of cases per county, has details regarding Test Iowa, and lists the Governor's proclamations among other topics.

- **The Governor's Office Newsroom**

The Governor's Office provides up-to-the-minute information for the citizens of Iowa at

<https://governor.iowa.gov/newsroom>.

- **Iowa Department of Public Health**

The Iowa Department of Public Health (IDPH) offers a [status report of monitoring and testing of COVID19 in Iowa](#).

State of Iowa Health Insurance

Wellmark Benefits Addressing COVID-19

COVID-19 Treatment and Testing Costs

The State of Iowa has worked with Wellmark to address specific health care needs during the COVID-19 pandemic. For example, Wellmark is waiving cost sharing (deductibles, co-pays, co-insurance) for COVID-19 testing and treatment until at least June 16, 2020. For more information, visit <https://www.wellmark.com/coronavirus>.

See a Doctor Without Having to Go In Person - Telehealth Options Expanded and Costs Addressed

Telehealth Options:

- Potential to use your own doctor.
- Audio-only visits now covered. You do not need a smartphone or tablet.
- No member cost share until at least June 16, 2020.

Employees are encouraged to take advantage of telehealth to get medical and mental health care, and prescriptions as a way to maintain social distancing and avoid the spread of germs. Wellmark has expanded options under telehealth to include the use of audio-only visits with a doctor in addition to using video and audio. You just have to check with your in-network provider to determine whether they offer telehealth visits. These telehealth options include no cost share (co-payments, deductibles, and coinsurance) for plan members and are available through Wellmark until at least June 16, 2020.

Doctor on Demand® Option

- Uses a predetermined pool of doctors
- No member cost share until at least June 16, 2020

State of Iowa employees can also use Doctor on Demand (<https://www.doctorondemand.com/>) which uses a pool of doctors for medical and mental telehealth visits. Again, members' cost share (co-payments, deductibles, and coinsurance) is waived for this option until at least June 16, 2020. More on Wellmark's response to COVID-19 can be found on its website at <https://www.wellmark.com/coronavirus>.

Other Benefits

Changes to the Health Flexible Spending Account (FSA)

The Coronavirus Aid, Relief, and Economic Security Act (CARES) contains important provisions that directly affect you if you participate in the Health FSA:

- It permanently reinstates coverage of over-the-counter (OTC) drugs and medicines without a prescription. This allows you to be reimbursed for items such as Tylenol, Advil, Claritin, and Tamiflu. This eliminates the need to ask your doctor for unnecessary prescriptions.
- Menstrual products (such as tampons, pads, liners, etc.) are now included as qualifying expenses.

These items are retroactive to January 1, 2020. You cannot make a change in your current Health FSA election because of the new provisions now, but you will be able to make a new election during the Enrollment and Change period later this year for coverage in 2021.

To take advantage of these current changes, you will need the same documentation used for other claims in order to be reimbursed. You will need an itemized receipt from the merchant indicating the store name, purchase date, description of product, and cost of the item.

Additional information about these changes are available on the ASI [website](#).

Delta Dental's Member Satisfaction Survey

Delta Dental conducts a survey of its members every other year to measure satisfaction levels and identify areas for improvement. The Delta Dental Member Satisfaction Survey is voluntary and your answers are kept confidential. The State of Iowa will only receive a summary report of pooled responses.

You may access the survey at <https://www.research.net/r/2020DDIASSS> through **May 31, 2020**. Thank you in advance for your participation.

Health and Well-Being

Employee Assistance Program (EAP) Offers Resources to Help You Cope Through These Trying Times

The State of Iowa understands the COVID-19 outbreak has created a challenging “new normal.” Many are teleworking, some are helping with children with distance learning, and others are still working on the front lines helping us stay safe and be well. DAS has posted some resources from Wellmark and the State’s Employee Assistance (EAP) provider, KEPRO. These resources are designed to help us be our best selves during these trying times. Here are a few important resources to check out:

- Back-to-basics wellness tips that actually improve your health.
- Calm your anxious mind during the COVID-19 pandemic.
- Creating a healthy work-from-home environment that works for you.
- Five ways to stop emotional eating.
- COVID-19 Pandemic: Your EAP is Here to Help.
- How to Talk to Children and Teens about the Coronavirus.

All of these resources and more can be found at <https://das.iowa.gov/human-resources>.

Offered Online! Upcoming Health and Well-Being Resource Seminars

On-demand online seminars covering various health and well-being topics are available from the State’s Employee Assistance Program (EAP) at www.EAPHelplink.com. Use Company Code: **IOWA** and click on e-learning for a list of available online seminars.

You can view online seminars from your computer or any other internet-enabled device at your convenience. The seminars are free of charge and are accessible on the available dates listed below:

Available beginning May 19

Accepting Aging: Yourself and Others

Examine "normal" age-related changes and identify ways for you to come to terms with your own aging.

Available beginning June 16

Say What You Mean the Right Way

Identify barriers to clear communication and discuss how to apply tips for effective communication.

EAP also offers confidential resources to help employees and eligible family members address challenges which may impact job performance, affect well-being, and take a toll on overall health. EAP services are provided at no cost to employees and eligible family members.

For more information, additional EAP resources, and a flier outlining the 2020 On-Demand Online Seminars, visit <https://das.iowa.gov/human-resources/healthy-opportunities/employee-assistance-program>.

Financial Fitness

Financial Literacy

Having a disaster plan not only includes having toilet paper and hand sanitizer but should also include having a plan for your finances. During this difficult and challenging time, financial literacy has taken on a broader focus to include preparedness and protection as they relate to your finances.

Sonya Sellmeyer, Consumer Advocacy Officer for the Iowa Insurance Division (IID), presents useful financial tips and tools for us to teach our children about budgeting and saving in the IID [Consumer Connection: Financial Literacy Month](#) article.

Retirement Savings

Are You Considering Participation in the Retirement Investors' Club (RIC)?

The Iowa Retirement Investors' Club is your employer-sponsored voluntary retirement savings plan. You may enroll at any time and save automatically through payroll deduction. Enroll today to begin receiving an employer match benefit of up to \$75 per month. To start saving with RIC, visit the [RIC website](#) and contact one of the [RIC providers](#) for more information about this great employee benefit.

News from Your Retirement Investors' Club (RIC) Providers

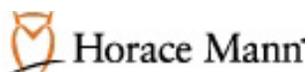


Tips for Coping with Market Volatility

How you react to economic uncertainty can make a difference in your retirement preparedness. Now may be a good time to talk with your financial advisor about your long-term goals and keeping a balanced and diversified portfolio. Here are a few resources to help:

- Review AIG's [Remain Calm and Focused in Volatile Times](#) to hear suggestions that may help you stay more in control of your investments during periods of market volatility.
- For information on how market volatility can affect your retirement, see [What Do Volatile Markets Mean for Your Retirement?](#)
- Read *Keeping Focused on Long-Term Goals* at <https://iowa.valic.com/mc/market-commentary>
- Visit iowa.VALIC.com or call 888-569-7055 to schedule time with a dedicated financial advisor to learn more.

While on-site visits are on hold for the time being, our financial professionals have resources to meet with employees virtually—by phone, FaceTime or WebEx. Employees can contact their local financial professional to schedule appointments.



We are Here for You

With the volatility in the stock market these days, you may be concerned about your retirement account. We invite you to visit <http://www.horacemann.com/financial-services/> for information from our subaccount/mutual fund partners that speaks to the long-term market and the impacts of selling during this downturn.

If you have questions concerning your account, please contact your local Horace Mann representative. Stay well, stay safe.

∴ MassMutual

Let MassMutual Help You and Your Family During This Unprecedented Time

In a time of so many economic changes, it's more important than ever to be aware of - and adjust - your budget. MassMutual has tools and resources that can help at <https://blog.massmutual.com/post/mmb-expenses-budget>. Contact your MassMutual advisor to learn more about your financial goals, including saving in the Iowa RIC plan.



Access helpful information about navigating market volatility, the new CARES Act, and staying the course in your retirement savings plans at <https://www.voya.com/marketvolatility>.

To understand important factors to consider during unprecedented market volatility listen to the [Market Volatility 2020](#) presentation (40 minutes). Explore other resources including live presentations at [Voya Learn](#).

DAS Education

Offered Online - Benefit Education Presentations: Register Now!

Make the best use of your benefits with educational opportunities offered by DAS-HRE staff. The presentations are webcasts, unless otherwise noted, and you may attend online from your computer or other Internet-enabled device. Check with your supervisor to be sure you may participate on work time and on a State computer.

May 2020

May 12	9:00 - 10:00 a.m.	RIC Deferred Compensation Introduction and Enrollment
May 12	11:00 - Noon	Continuing Insurance Benefits at Retirement: BEFORE Medicare-Eligibility
May 14	9:00 - 10:00 a.m.	Continuing Insurance Benefits at Retirement: AFTER Medicare-Eligibility
May 19	1:00 - 2:00 p.m.	RIC Deferred Compensation Ready to Retire and Take Income
May 20	11:00 – Noon	 Market Volatility - Weathering the Storm presented by MassMutual
	1:30 – 2:30 p.m.	

June 2020

June 9	1:00 - 2:00 p.m.	RIC Deferred Compensation Introduction and Enrollment
June 16	9:00 - 10:00 a.m.	RIC Deferred Compensation Ready to Retire and Take Income
June 24	2:00 - 3:00 p.m.	Continuing Insurance Benefits at Retirement: BEFORE Medicare-Eligibility
June 30	12:00 - 1:00 p.m.	Continuing Insurance Benefits at Retirement: AFTER Medicare-Eligibility

Scheduled presentations through July are at the DAS [Benefits Education Calendar](#).

New - Learn to Use Zoom!

Not sure you know how to attend a Zoom class or meeting? Performance & Development Solutions (PDS) is now holding bi-weekly training called *Tips and Tricks for Zoom* for those taking PDS virtual courses or anyone interested in learning the functions of Zoom. Training is held on Mondays from 9:00 to 9:30 a.m. and Thursdays from 1:00 to 1:30 p.m. Please email PDS@iowa.gov to reserve your space. At the end of the training, you will be equipped to have a successful experience online with Zoom.

In-Person Professional Development Solutions (PDS) Training Currently Suspended - Course Options Available

In response to COVID-19 guidelines for self-isolation and social distancing, we are pleased to announce Performance & Development Solutions has several options for employees to continue their professional development. To see the current training options, visit <https://das.iowa.gov/node/8685>.

NOTE: Due to demand, Performance & Development Solutions has created a 30-minute course, *Tips and Tricks for Zoom*. Performance & Development Solutions strongly encourages participants to attend this prior to taking a virtual live instructor-led course as there are many features of Zoom you may not be familiar with. Please see the article regarding this class in this newsletter and email PDS@iowa.gov to reserve your space.

Virtual Performance & Development Solutions Instructor-Led Courses

Many of our classroom courses have been updated to be delivered in an online live format.

MAY 2020

May 11	Fundamentals of Supervision (MTS NC 151) <i>*NEW DATE!</i>
May 12	Crucial Accountability (MTS CA 201)
May 14	Customer Experience (MTS CE 001) <i>*NEW DATE!</i>
May 15	Ethics of Leadership and Influence (MTS LI 001)
May 18-22	Crucial Conversations (MTS CC 101) <i>*NEW DATE!</i> <i>*(This class was rescheduled from 4/21/& 22). Class time: 9-11:00 daily</i>
May 19	Professional Impact (MTS GI 084)
May 21	Generational Diversity (MTS GD 001)
May 26	Financial Budgeting (MTS FB 101)
May 27	Dimensions of Leadership (MTS GI 230)
May 28	Managing Stress and Workplace Accountability (MTS MS 001)

JUNE 2020

June 1	Customer Experience (MTS CE 001)
June 2	Advanced Principles of Communication-Part 2 <i>*NEW DATE!</i> <i>*(Will replace Part 1 currently scheduled)</i>
June 4-5	Crucial Conversations (2 day) (MTS CC 101) (TBD)
June 8	Fundamentals of Supervision (MTS NC 151)
June 9	Shaping Effective and Engaged Teams (MTS ET 001) <i>*NEW DATE!</i>
June 11	Project Management Fundamentals (MTS PT 123)

June 15	Leading Through Change (MTS LC 001)
June 16	Emotional Intelligence (MTS EI 201)
June 16	Advanced Principles of Communication (MTS AU 001) <i>*NEW DATE!</i> <i>*(Will replace Part 2 currently scheduled)</i>
June 18	Financial Budgeting (MTS FB 101)
June 24	Dimensions of Leadership (MTS GI 230)
June 25	Fundamentals of Supervision (MTS NC 151) <i>*NEW DATE!</i>
June 26	Generational Diversity (MTS GD 001)
June 30	Advanced Principles of Communication-Part 2 <i>*NEW DATE!</i>

The courses will run as scheduled and the normal cancellation policy of 14 day notice applies. Performance & Development Solutions will limit class size to 18 participants on a first-come, first-served basis. For classes with more than 18 people enrolled, we will add new dates and will work with participants to reschedule as needed.

Performance & Development Solutions On-Demand Courses

Our on-demand courses can be completed at any time. Many of these courses are policy related and may be required training. See these class listings at <https://das.iowa.gov/das.iowa.gov/human-resources/training-and-development/On-DemandCourseOptions>.

New Horizons Virtual and On-Demand Computer Courses

Computer training courses are still offered by New Horizons. See class listings at <http://www.newhorizonsdm.com/resources/pdf-course-schedule>.

Please reach out to your Training Liaison or the Performance & Development Solutions team with questions.

Please feel free to print a copy of this month's newsletter to share with co-workers.

"HRExpress" is a bi-monthly publication for State of Iowa employees.

If you have questions or suggestions for future content, please contact us at hrexpress@iowa.gov