



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

HREXPRESS

July 2020

Risk & Benefits Management	Organizational Performance	Employment Services
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The Iowa WorkSmart Project

As Iowa WorkSmart Project Accelerates, Change Agents to Play Important Role

Since the Iowa WorkSmart Project launched in April, representatives from across State government have been actively engaged in planning, designing, and laying the foundation for the new Workday Human Capital Management (HCM) system.

This process has involved numerous meetings, workshops, and assignments for each of the HCM functional areas, including personnel records, benefits, payroll, time tracking, absence reporting, and travel expenses. The results of this extensive effort will help the project transition from the Architect stage to Configure and Prototype in August.

Another important aspect of the WorkSmart Project includes preparing the State for change. The WorkSmart Organizational Change Management (OCM) Team has been working to set the stage, with the ultimate goal of empowering all State of Iowa employees to be part of shaping the future of our workplace.

This month, the WorkSmart Team will be reaching out to agency leaders to designate Change Agents. Once identified, these Change Agents will play an important role in implementing Workday by serving as the WorkSmart Team’s primary point of contact for their organizations.

Throughout the project, Change Agents will communicate vital information with appropriate audiences, serve as advocates for the project, assist with internal change readiness activities, and collect/share feedback. Stay tuned as the WorkSmart change network takes shape!

For more information about the Iowa WorkSmart Project, please visit the WorkSmart.iowa.gov website or contact the WorkSmart Team at WorkSmart@iowa.gov with any questions.



State of Iowa Change Vision
 Unite as one team with one resource as we lead the State of Iowa through a modernization of State government.

COVID-19 News

Return To Work Guidance from DAS

For more information about returning to State buildings and answers to your most frequently-asked questions on COVID-19, refer to the guidance and information from the Department of Administrative Services (DAS) [here](#).

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 are updated and cover topics such as returning to state buildings, 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 (PDS) 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](#).

Other Benefits

Distributions From 457 Contribution Plans Allowed Through December 31

Participants impacted by the pandemic may be able to take a distribution from their 457 employee contribution plan of up to \$100,000 through December 31, 2020. A participant is eligible if due to the pandemic:

- The participant, spouse, or dependent is confirmed with SARS-CoV-2 or COVID-19.
- The participant, spouse, or member of the household experiences financial adversity due to:
 - Being quarantined, furloughed, laid off, or working reduced hours.
 - Unable to work due to a lack of child care.
 - Closing or a reduction of hours of a business the person owns or operates.
 - Having pay or self-employment income reduced.
 - Having a job offer rescinded or a start date for a job delayed.

To request a distribution, contact your [investment provider](#) for the CARES Act form. Submit your completed form to Retirement Investors' Club (RIC) by December 31, 2020, by fax (515-281-5102) or [email](#). More information may be found on the [IRS website](#).

Health and Well-Being

Summer at the Capitol Complex

If you work at or visit the Capitol Complex during the summer months this year, you may want to take advantage of the following activities:

Farmers Market

Enjoy Iowa's bountiful harvest at the Farmers Market every Tuesday through September 29, from 11:00 a.m. to 1:00 p.m., on E. 13th St. between E. Walnut and E. Grand.

The market makes fresh produce and other foods readily available to State employees, visitors, and surrounding neighborhoods and is a cooperative effort among the Department of Administrative Services, the Iowa Department of Public Health, and the Iowa Department of Agriculture and Land Stewardship. Visit <https://das.iowa.gov/general-services/capitol-complex-farmers-market> for more information.

Food Trucks

You know it's summer when the mobile food truck vendors come to parking lot 15, north of the Lucas Building, Monday through Friday. For more information, including times and vendors, please visit <https://das.iowa.gov/general-services/capitol-complex-mobile-food-trucks>.

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 July 21

Explore New Horizons and Expand the Mind

Discover the possibility and promise of seeking and exploring new horizons.

Available beginning August 18

Outsourcing Your To-Do List

Learn to outsource the more thankless chores and discover a world of potential toward a happier and more fulfilling way of life.

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 the DAS [Employee Assistance Program](#) web page.

Retirement Savings

IPERS' *Ready, Set, Retire* Workshops Offered Via Zoom

If you are thinking about retiring in the next three to five years, IPERS' *Ready, Set, Retire* is designed to provide you with a broad range of retirement-related information. Due to the coronavirus, *Ready, Set, Retire* is offered as an all-day (9:00 a.m.-3:30 p.m.) Zoom webinar instead of in-person workshop.

Ready, Set, Retire is free and many agencies allow employees to attend the all-day workshop during work hours. Spouses are welcome to attend.

IPERS has recently scheduled these *Ready, Set, Retire* workshops:

July 9, 2020

August 6, 2020

September 16, 2020

October 15, 2020

November 19, 2020

December 10, 2020

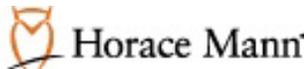
Seating is limited so reserve your spot by registering at <https://www.ipers.org/members/ready-retire/ready-set-retire>.

News from Your Retirement Investors' Club (RIC) Providers



Emotions and Your Money: Five Potentially Costly Mistakes and How to Avoid Them

Considering the recent financial rollercoaster, it's understandable if your emotions are going along for the ride. To help you navigate today's volatile market conditions, we invite you to watch this timely webinar to learn more about different types of emotions an investor may face, and provide strategies and tips to stay on track to a secure retirement. [Play webinar recording now.](#)



At Age 50, Iowa RIC Plan Allows Catch-Up Contributions Beyond the Regular Annual Contribution Limit

A catch-up contribution is a type of retirement savings contribution that allows people aged 50 or older to make additional contributions to their retirement plan accounts, such as your RIC 457 plan. For 2020, the catch-up contribution limit is \$6,500.

Take A Step in the Right Direction

Now is a great time to boost your retirement savings and get ready for a successful retirement. Contact your local Horace Mann representative or log in to increase your contributions or catch-up if you are 50 or over.



Your Employer Matches Your Contributions to Your Retirement Investors' Club Account?

This means your employer will match the first \$75 you contribute monthly, so you can sock away some extra retirement savings without missing a step.

Don't miss this opportunity!

To make the most of the match, be sure you're contributing at least enough of your pay to maximize your plan's match. Take a moment to check if you're maximizing the match available to you. We know how important it is to save for the future, and want to do everything we can to help you on your way.



We Can Help You Navigate Through These Uncertain Times

The global COVID-19 pandemic continues to impact all aspects of our lives – including our personal finances. We're here to help you navigate through these uncertain times, with our webisode series that provides insights and tips to consider. Our third episode: *Planning For Retirement During a Market Downturn* is now available at https://players.brightcove.net/3608769907001/default_default/index.html?videoId=6159277643001.

Financial Fitness

Special Webcast: Retirement: It's Not Just About the Money

Retirement planning is not just about your retirement savings; it's an entirely new chapter in your life. Retirement can bring with it a new living environment, a chance to explore interests, or maybe even a new career. In this session, you will investigate these topics and more to better prepare you for the retirement years to come.

Join John Ayo from Kepro, the State's Employee Assistance Program provider, for *Retirement: It's Not Just About the Money* webcast on **Wednesday, August 12, 11:00 - Noon.**

When you leave this session you should be able to:

- Create your personal definition of retirement.
- Discuss the aspects and stages of retirement.
- Identify how to find a healthy balance in retirement.

[Registration](#) is required so don't delay.

Register today for the *Conquering Student Loan Debt* Educational Seminar

If you are one of many Americans burdened by student loan debt, you may benefit by attending this free educational seminar provided by AIG Retirement Services. [Learn more](#) or [register](#) for the virtual seminar by entering the registration code: ISUDES11AA.

DAS Education

Developing today's Public Leaders Through Certified Public Manager (CPM) Program

Applications are now being accepted for the next CPM cohort (CPM 34). Classes start September 14 and will likely start in a virtual/online format then move back into the classroom on the Drake campus as circumstances allow.

[The Certified Public Manager® program \(CPM\)](#) is designed to benefit participants and their respective agencies.

Managers and supervisors can enhance personal leadership strengths and find ways to become more effective in the workplace, while employers develop their talented supervisors and managers and help them take the next step in their careers.

Performance & Development Solutions (PDS) Training Available Online

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 [Virtual Course Offerings](#).

Zoom Training Strongly Encouraged for PDS Participants

PDS strongly encourages participants to take a 30-minute course, Tips and Tricks for Zoom, prior to attending a virtual live instructor-led course. PDS offers the class twice each week, on Mondays from 9 to 9:30 a.m., and Thursdays from 1 to 1:30 p.m., and is designed for those taking PDS virtual courses or anyone interested in learning the functions of Zoom. Please email PDS@iowa.gov to reserve your space.

Virtual PDS Instructor-Led Courses

Many of our classroom courses have been updated to be delivered in an online live format. The courses will run as scheduled and the normal cancellation policy of 14 day notice applies. Performance & Development Solutions limits class size to 18 participants on a first-come, first-served basis. For classes with more than 18 people enrolled, new dates will be added and we will work with participants to reschedule as needed. See the latest course listings at <https://das.iowa.gov/node/8685>.

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 [On Demand Course Options](#).

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.

Want To Know About Your Benefits? Online Benefit Education Available

Make the best use of your State of Iowa benefits with benefit education 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 from work or from home.

July 2020

July 14	9:00 - 10:00 a.m.	RIC Deferred Compensation Introduction and Enrollment
July 21	1:00 - 2:00 p.m.	RIC Deferred Compensation Ready to Retire and Take Income
July 28	9:00 - 10:00 a.m.	Continuing Insurance Benefits at Retirement: BEFORE Medicare-Eligibility
July 30	1:00 - 2:00 p.m.	Continuing Insurance Benefits at Retirement: AFTER Medicare-Eligibility

August 2020

August 11	1:00 - 2:00 p.m.	RIC Deferred Compensation Introduction and Enrollment
August 18	9:00 - 10:00 a.m.	RIC Deferred Compensation Ready to Retire and Take Income
August 25	10:00 - 11:00 a.m.	Continuing Insurance Benefits at Retirement: BEFORE Medicare-Eligibility
August 27	9:00 - 10:00 a.m.	Continuing Insurance Benefits at Retirement: AFTER Medicare-Eligibility

Scheduled presentations through 2020 are at the DAS [Benefits Education Calendar](#)

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