



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

# HREXPRESS

August 2020

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

### Iowa WorkSmart Project Marks Major Milestone

The Iowa WorkSmart Project has reached a major milestone in the Workday Human Capital Management (HCM) implementation, transitioning from the Architect to Configure and Prototype stage.



During this stage, the new system begins to take shape as functionality and integrations are built and tested in the State of Iowa tenant. This “tenant” is the State’s unique, secure configuration of Workday. Some components of the HCM tenant include benefits, compensation, payroll, absence, time tracking, and travel expense reimbursement.

With these components in a cloud-based environment, employees can look forward to the following features and process improvements:

- Self-service, such as the ability to ...
  - Update personal info, contact information, and beneficiaries
  - Complete timesheets, check leave balance, and request time off using a smart calendar
  - View W-2s, payroll statements, and total compensation package
  - Manage direct deposit accounts online and split paychecks between multiple accounts
  - Enroll in benefits and deferred compensation in the same online system
  - Submit travel receipts online for approvals and reimbursement
- Mobile access, and real time information

New features, business processes, and more will be unveiled and demonstrated as progress continues toward the July 2021 Workday HCM Go Live date.

For more information about the Iowa WorkSmart Project, please visit the [WorkSmart.iowa.gov](https://WorkSmart.iowa.gov) website or contact the WorkSmart Team at [WorkSmart@iowa.gov](mailto:WorkSmart@iowa.gov) with any questions.

# COVID-19 News

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## 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](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](#).

## Health and Well-Being

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### 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](http://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 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.

Available beginning September 15

#### ***The Secret to Work-Life Balance***

Uncover the secret to securing a healthy work and family balance.

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

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### IPERS' *Ready, Set, Retire* Workshops

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 an in-person workshop. It 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:

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>.

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

Enroll today and 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

From time to time, one or more of the RIC providers (AIG, Horace Mann, MassMutual, Voya) share tools and information to assist retirement savers with planning and investment strategies. See current messages from the providers below.

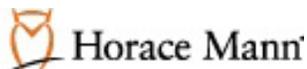


### Paying for College

AIG Retirement Services is pleased to announce our partnership with Savi, a social impact technology firm dedicated to helping participants manage student loan debt. With this partnership, participants have access to assistance when determining their student loan repayment options, including whether they qualify for any loan forgiveness programs and if there are potential savings. Savi offers three service level options to those seeking assistance.

We're excited about the partnership with Savi and the opportunity to help participants potentially reduce student loan debt. Additionally, our [AIG Financial Advisors](#) are available to help you with any questions about AIG services.

[Sign in to your account online](#) to learn more about Student Debt Solutions.



### Thirty Four Percent Spend More Money Each Year on Coffee Than Investing for Retirement? \*

Buying a cup of coffee every day may not seem like much but, over time, it adds up. The average American spends \$1,100 per year on coffee, or approximately \$92 per month. Imagine what could happen if you invested that \$92 a month into your retirement?

Horace Mann is one of the retirement providers for the Iowa Retirement Investors' Club (RIC). [Enroll](#) today. Already enrolled? Consider increasing your retirement plan contribution by [logging into your account](#) or contacting your local Horace Mann representative.

Contact us at 800-677-2363 with questions.

*\*Source: Acorns, Money Matters Report*



### Supporting Healthcare Workers

At MassMutual, we know the importance of supporting one another. Our way of supporting those on the front lines of the COVID-19 pandemic is by creating the MassMutual HealthBridge program, a free life insurance program for [eligible healthcare workers](#). It's our way of supporting healthcare workers and protecting the ones they love. This program is available to people in all 50 states regardless of any affiliation with MassMutual.

[Click here to learn more.](#)



### Voya Learn: Live and On-Demand Education at Your Fingertips

Voya Learn’s live and on-demand sessions are designed to help you achieve the financial future you envision...but it all begins with you! Sign up today for one of Voya Learn’s upcoming live sessions or watch one of the many on demand videos. Get to know Voya’s team of Education Champions and let them motivate you on your journey to financial wellness.

With Voya Learn, you'll have 24/7 access to videos that can:



Teach you the basics of a retirement account, and explore the reasons you might contribute to your **Iowa Retirement Investors’ Club (RIC) Retirement Plan**.



Walk you through how to enroll and register your account online.



Help you understand your overall Financial Wellness and how to take meaningful actions.

Get started by checking out [Voya.com/VoyaLearn](https://Voya.com/VoyaLearn) today!

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## 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, from 11:00 a.m. to 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.

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## DAS Education

### Apply Now - Certified Public Manager (CPM) Program Starting September 14

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.

## **Learning Management System Unveiled**

The Department of Administrative Services (DAS) is launching a statewide initiative to enhance the training experience through implementation of Learnsoft, our new Learning Management System (LMS). **This learning management system (LMS) replaces the IITS system and will change the way employees sign up for and track their training.**

Learnsoft recently sent out emails with individual login credentials to get you started. If you have any questions about the email, please contact your [Training Liaison](#). With this new system, employees will access the PDS course catalog for training needs and will experience a simplified course enrollment process. View this helpful [video](#) to learn more.

## **Welcome New Vendors for Performance & Development Solutions (PDS) Team**

You will see a few new faces facilitating PDS courses this year through a collaboration with [JET Engineering](#) and Helana Long. We are also building a partnership with Sarah Ennis at [SparkPoint](#) and Sapna Welsh with [LeverageHR](#). We look forward to sharing updated course content in an effort to assist with your personal and professional development.

## **Performance & Development Solutions (PDS) Training Available Online**

### **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 a month on the first Thursday from 1-1:30 p.m. and the third Monday from 9-9:30 a.m. It is designed for those taking PDS virtual courses or anyone interested in learning the functions of Zoom. Please email [PDS@iowa.gov](mailto: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 a 14 day notice applies. Performance & Development Solutions limits the 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>.

## **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.

**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](#)

**September 2020**

September 15 9:00 - 10:00 a.m. [RIC Deferred Compensation Introduction and Enrollment](#)  
September 22 1:00 - 2:00 p.m. [RIC Deferred Compensation Ready to Retire and Take Income](#)  
September 24 11:00 - Noon [Continuing Insurance Benefits at Retirement: BEFORE Medicare-Eligibility](#)  
September 29 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](#).

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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](mailto:hrexpress@iowa.gov)