



DAS Delivers: *HRExpress*

Department of Administrative Services ~ Empowering People · Collaboration · Customer Service

November 2022

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Iowa WorkSmart Project

New Workday Features: My Tasks and ServiceNow Access

Two new features were recently implemented in the State's tenant to enhance your Workday experience.

First, the Inbox has been updated to My Tasks, allowing users to easily filter, sort, and search for tasks more quickly. This will be especially helpful for "high-volume" users. See the [My Tasks video snippet](#) for an overview.

In addition to My Tasks, the State has added a ServiceNow link in the Apps menu, making it easier to submit a Help Desk ticket.

Read about these enhancements and more in the November issue of [Smart Talk](#).

Elect Electronic W-2s in Tax Year 2022!

As we head into the 2022 tax season, employees are encouraged to elect electronic W-2 forms in Workday instead of receiving them by mail.

Electronic W-2s offer several benefits including:

- **Earlier access.** Online W-2 forms will generally be available earlier than mailed copies.
- **Convenience.** Through Workday, employees can easily access W-2s beginning with the 2021 tax year.
- **Protection.** Secure online portals provide greater security for sensitive information than printed mail.

To ensure your electronic W-2 election is recorded before W-2 forms are printed and mailed, **please update your preferences by January 1, 2023**. Once selected, paper W-2s will not be mailed unless consent is revoked in a future tax year.

Refer to the [W-2 Smart Guide](#) or [Electronic W-2s - Screenshots](#) for instructions.

State of Iowa Benefits

Important Information About Your 2023 Flexible Spending Accounts

If you enrolled in the 2023 Flexible Spending Account (FSA) program, you should receive written confirmation of your enrollment from ASIFlex in mid-December. If 2023 is your first year of participation, you may [log into your account](#) after you receive your confirmation.

Logging in allows you to see your available balance, order a [flex debit card](#), select the [automatic reimbursement option](#), and submit claims once your coverage has begun. You can also add deposit information so funds are sent directly to your bank account.

Questions? Call ASIFlex at 800-659-3035, send an email to asi@asiflex.com, or use ASIFlex's online chat feature.

You Can Quit Tobacco . . . and Your Employee Health Benefits Can Help

Giving up tobacco can be very hard, but it's one of the best choices you will ever make. Maybe the American Cancer Society's [Great American Smokeout](#) event on Thursday, November 17, will be the day you start on your journey toward a smoke-free life.

To support you in your efforts, the State of Iowa Wellmark health plan provides free services to help you quit. Learn more in Wellmark's [You Can Quit Tobacco - and Your Employee Health Benefits Can Help](#).

Health and Well-Being

How to Provide Support for Those Struggling With Their Mental Health

It's difficult when a close friend or family member is facing a mental health challenge. What do you do or say? Wellmark offers five positive steps you can take in [When Someone You Love is Hurting](#) and outlines how your State of Iowa benefits can help.

Five Dental Warning Signs You Shouldn't Ignore

Seemingly harmless oral health symptoms can signal something more serious is going on. Delta Dental summarizes [Five Signs that Warrant a Call to Your Dentist](#) in their September issue of *Benefits Spotlight*.

Free Health and Well-Being Seminars Offered Online

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.

Seminars may be viewed from your computer or any other internet-enabled device during work time if scheduling permits and your supervisor approves. They are free of charge, with the most current offerings accessible on the dates listed below.

- **Available now: *Navigating Your Holidays*** - Learn effective ways to plan, organize, and make the most of your holidays this year.
- **Available November 22: *The Sandwich Generation at Work*** - Learn practical and effective strategies to balance your work and personal life as a member of the sandwich generation.

EAP also offers confidential resources at no cost to help employees and eligible family members address challenges which may impact job performance, well-being, and overall health. For more information on EAP resources, visit the [DAS Employee Assistance Program](#) web page.

Retirement Savings and Benefits

IRS Declares Increase for 457 Contribution Limits in 2023

Are you taking full advantage of the State of Iowa's supplemental retirement savings benefit known as RIC? Opportunities keep improving as limits go up for the Retirement Investors' Club (RIC) 457 accounts! Learn more about this great employee benefit on the [RIC website](#).

| Year | Regular Limit | Age 50+ Limit | 3-Year Catch-Up Limit* |
|------|------------------------------------|---------------------------------|--|
| | Lesser of 100% of compensation or: | Regular limit plus 50+ catch-up | Regular limit plus missed contributions up to: |
| 2023 | \$22,500 | \$30,000 | \$45,000 |
| 2022 | \$20,500 | \$27,000 | \$41,000 |

* Go to [3-Year Catch-Up provision](#) for more information.

If you want to change your contribution amount effective January 2023, you must change your 457 payroll deduction election in Workday by December 31, 2022. Changes made after December 31 will be effective for the month following the month in which you make the change.

New to RIC? Here's [how to enroll](#).

RIC Live Webinars Available

The Retirement Investors' Club (RIC), administered by the Iowa Department of Administrative Services, is an employer-sponsored voluntary retirement savings program designed to supplement your IPERS and Social Security benefits at retirement. Learn more with these informative webinars. **Can't attend live?** Simply watch a previously recorded webinar at your convenience.

- **RIC Introduction & Enrollment**

Employees new to the State's voluntary retirement savings plan will learn the benefits of participating in the Retirement Investors' Club (RIC). Discussion will include reasons to save, the employer match of up to \$75/month, options for investment, tax advantages, and enrollment. Register now!

- **RIC Ready to Retire & Take Income**

Employees who are five years or less from retirement will learn about options for deferring final pay, making Roth contributions, and taking income after leaving employment. Discussion will also include information on whether rolling to an IRA is the right move for you. Register now!

Ready, Set, Retire Workshop Offered In Zoom

Retiring in the next three to five years? If so, IPERS' *Ready, Set, Retire* is designed to provide State of Iowa employees with a broad range of retirement-related information. *Ready, Set, Retire* is a free all-day (9:00 a.m.-3:30 p.m.) Zoom webinar. State employees may view/attend sessions during work time if scheduling permits and your supervisor approves. Spouses are welcome to attend. View the description and upcoming workshop dates. Reserve your spot by clicking on the workshop you wish to attend and then click "Register."

Education Opportunities

PDS Vendor Spotlight

Performance & Development Solutions (PDS) works with several amazing vendors to provide best-in-class training for State of Iowa employees. Check out the [Instructor Spotlights](#) on the DAS website to learn more about who teaches our courses, and check out this month's featured vendor below!



Helena Long - JET Engineering

JET Engineering offers more than 30 years of experience in organization and talent development to support strategic growth and effectiveness - at the company, team, and individual levels. Helena Long's career of over 25 years includes senior- and executive-level positions in Strategic Planning, Human Resources, and Learning & Development. Enroll in one of our courses from this dynamic facilitator today!

PDS course offerings by JET Engineering include *Advanced Principles of Communication* (parts 1 and 2), *Creative Thinking*, *Dimensions of Leadership*, *Enhancing Team Membership*, *Fundamentals of Supervision*, *Listening Skills*, and *Shaping Effective & Engaged Teams*.

Featured Courses in the Management Development Certificate (MDC) Series

Check out these upcoming courses in the MDC series! Whether you are finishing your MDC or just getting started (*note: use the [MDC form](#) to track your progress*), enroll on the [LMS](#) today!

Emotional Intelligence - presented by Your Clear Next Step

November 16 | 8:30 a.m.-4:30 p.m. | In Person

Raise your EQ and leverage emotional intelligence effectively using the W.H.A.T. format to learn what EQ is, how to apply it, how to avoid common pitfalls, and tools and techniques to boost your EQ at work and in life!

Project Management Seminar - presented by Your Clear Next Step

November 16-17 | 8:30 a.m.-4:30 p.m. | Virtual

Evaluate and improve your approach to project management by diving into the processes, knowledge areas, inputs, and outputs of managing projects in this highly interactive, hands-on class.

Advanced Thinking for Problem-Solving Managers - presented by Sparkpoint

December 6 | 8:30 a.m.-4:30 p.m. | Virtual

Walk through how to use a critical thinking and strategic planning process (including a SWOT analysis) to solve complex problems and plan for the future in this introductory course.

Creative Thinking - presented by JET Engineering

December 7 | 8:30 a.m.-4:30 p.m. | Virtual

Learn how to generate creative ideas and solutions using practical thinking and problem-solving tools in order to make effective decisions in this rapidly changing work setting in which associates are moving into new roles and facing an increasingly complex flow of information.

Performance & Development Solutions Training

PDS strives to offer a [variety of courses](#) in multiple formats to best meet your learning needs. We encourage you to check out upcoming classes on the [LMS](#) and find a course that fits your needs in a format that you prefer! In-person and virtual courses have a 14-day cancellation period. Please see [PDS policies](#) for more information.

- **In person:** at the Hoover Building, enroll through the [LMS](#)
- **Virtual:** from your remote location, enroll through the [LMS](#)
- **On-demand:** training on your time, enroll through the [LMS](#)
- **New Horizons:** expand your skills, contact your [training liaison](#) to enroll
- **Contact Us!**

HRExpress is a publication for State of Iowa employees.

Please [print a copy](#) to post or share with co-workers who may not have access to a computer.

For prior editions, visit the [HRExpress webpage](#). If you have questions or suggestions for future content, please contact us at hrexpress@iowa.gov. Thank you!