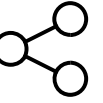




Iowa WorkSmart Project September 2020 Update



Welcome to WorkSmart!



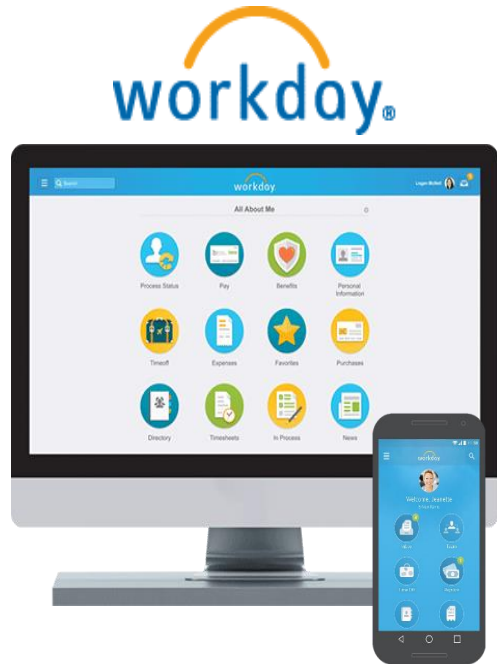
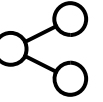
- The Iowa WorkSmart Project is the implementation of Workday.
- The Iowa WorkSmart Team includes employees across state government who will provide input, information, and resources throughout the transition.
- The Change Vision for the WorkSmart team is to *“Unite as one team with one resource as we lead the State of Iowa through a modernization of State government.”*



What is Workday?

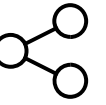
- <https://worksmart.iowa.gov/workday-video>

Overview of Workday



- Workday is a single, unified, state-of-the-art cloud-based system used for HR, Payroll, and Finance business processes.
- Workday replaces the Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3).

Benefits of Workday



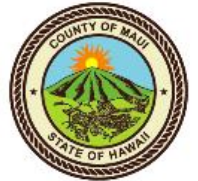
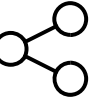
Easy to Use Designed like a consumer website, Workday has user-friendly navigation.

Simple By utilizing cloud-based technology, Workday provides information from one portal.

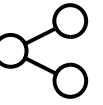
Mobile-Friendly Workday is easily accessible from anywhere, on any device which has an Internet connection.

Current Workday provides semi-annual releases to ensure the latest software enhancements and functionality are available.

Many Government Customers



Workday Terminology



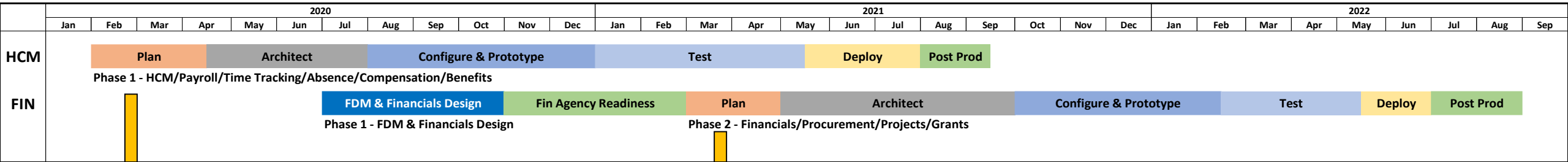
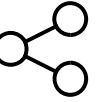
Tenant A tenant is an instance of Workday dedicated to the State of Iowa. The State of Iowa will maintain and manage multiple tenants, for testing and staging purposes, but there will be only one production tenant in which the State of Iowa conducts business.

Human Capital Management (HCM) HCM represents the group of Workday applications which unify Human Resources, Payroll, Benefits, Absences, and Time-tracking into a single system-of-record.

Business Process (BP) A business process is a set of tasks to be completed for an event to occur. This includes the order in which the tasks must be completed as well as who must do them. Workday contains predefined business processes for different purposes.

Roles Roles define a group of people who have specific responsibilities and permissions. Access to certain data is determined by the worker's role. Further, when a business process runs, the role defined for each step includes all of the workers in that role in the business process target organization.

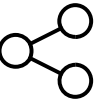
WorkSmart Timeline



Phase 1 – Human Capital Management (HCM)

Phase 2 – Financial Management

HCM Scope



In Scope

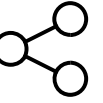
- HCM Core
- Travel Expense Reimbursement
- Time Tracking
- Absence
- Payroll
- Compensation
- Benefits
- Onboarding

Not in Scope

- Recruiting (NeoGov)
- Learning (LearnSoft)
- Performance



Financial Management Scope



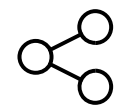
In Scope

- Financial Accounting
- Budgets
- Customer Accounts
- Supplier Accounts
- Banking & Settlements
- Business Assets
- Procurement
- Projects
- Grants Management
- Expenses



TODAY

I NEED TO...



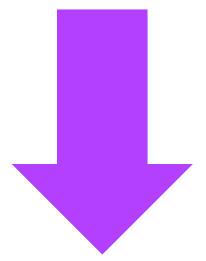
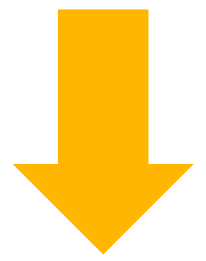
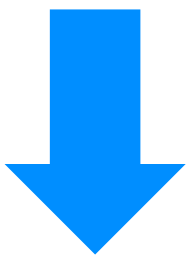
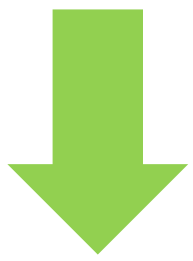
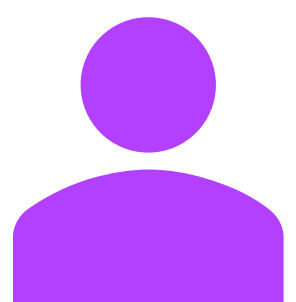
submit travel expense.

view State contact info.

request a vacation day.

view my paycheck.

hire someone.



I/3

Google contacts or SOI website

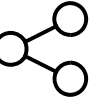
eLeave or other

online payroll warrant

HRIS

FUTURE

I NEED TO...



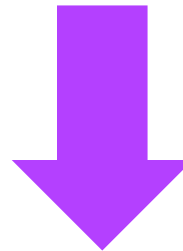
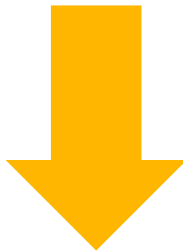
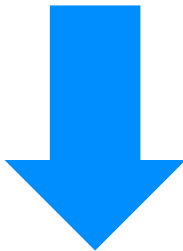
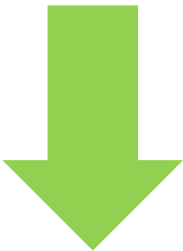
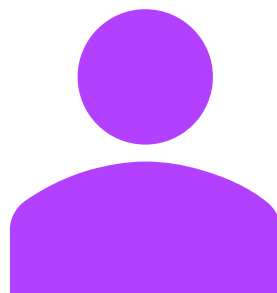
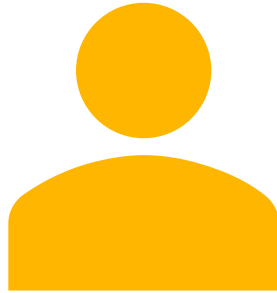
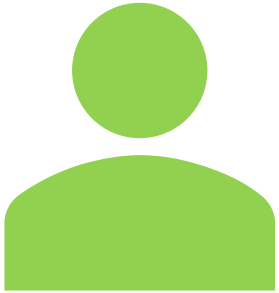
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hire someone.



WORKDAY

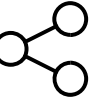
WORKDAY

WORKDAY

WORKDAY

WORKDAY

Questions?



For questions, please contact your organization's Change Agent
or

Visit the website at: WorkSmart.iowa.gov

To locate your Change Agent, please go to the [Change Agent Directory](#).