Iowa WorkSmart Project
April 2021 Update

HCM update

Agency Work Schedule Validation

- Agencies received a request on April 20 to validate employee schedules.

- Validation ensures that employees are paid correctly.

- Deadline to submit schedules is Friday, April 30.

- Second round of validation will be available closer to go-live.

- Ad hoc updates can be made after go-live.

FIN update

- Currently in the Planning phase with kickoff meeting date to be determined.

- Broad agency representation planned for FIN workstreams; logistics being confirmed.

- Architect design sessions to be scheduled following kickoff for all FIN workstreams.

- Functional training to be scheduled for FIN workstream leads and backups.

workday.

Communications

As reported in the April *Smart Talk* bulletin, a short demo is now available to provide a preview of the Workday system. The video highlights basic navigation, homepage applications, payment elections, and more. Expect more of these previews in the coming months!

The preview of the State of Iowa's Workday system is available through a private You Tube channel.

Share this URL with others in your agency!
(https://www.youtube.com/watch?v=HVqPgbAsnbo)

Introduction to Workday
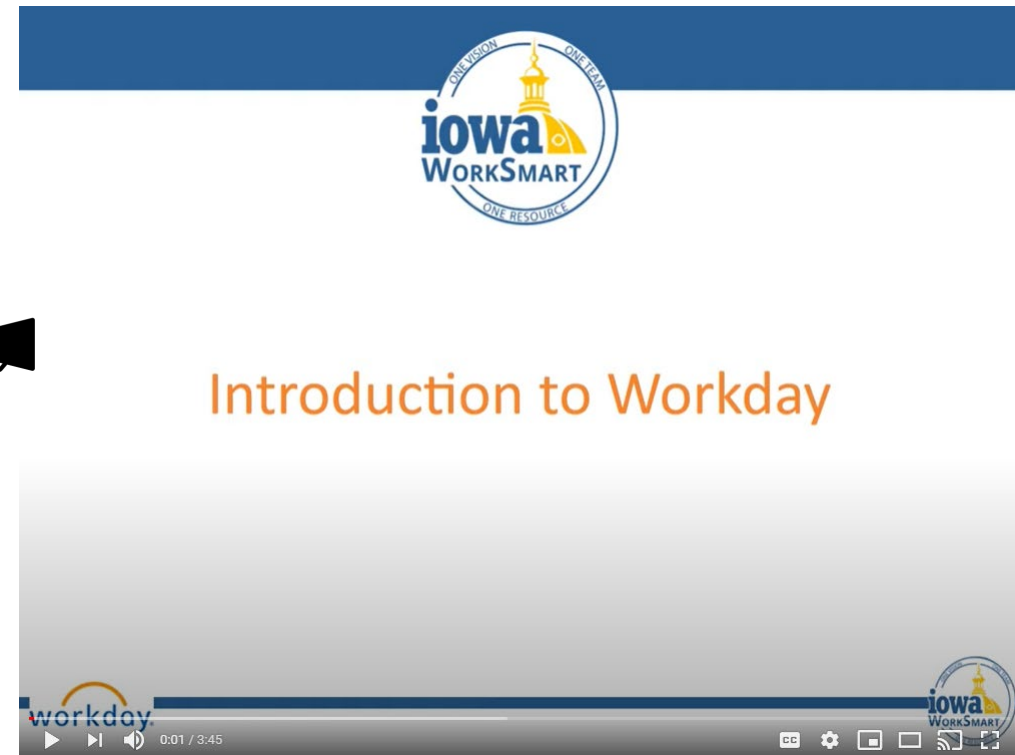
Workday: Future State Discussions

- Email was sent to Managers, Supervisors and Change Agents on March 31 to provide information about upcoming meetings.
- Calendar invites have been sent for most agencies for 90-minute Zoom meetings.

IOWA WORKSMART
FUTURE STATE DISCUSSIONS

May 2021

Workday Fundamentals

Impacted Groups
- Managers
- Employees
- HRAs

Summary of Change: State-wide transition to Workday brings changes to terminology and some business processes along with new functionality.

What's Changing?	Current State	Future State
Legacy systems to Workday	HRIS is used for HR functions and I/3 is used for Finance and Accounting functions.	Workday will be implemented in a phased approach. Phase 1: Workday HCM will replace HRIS and IowaBenefits. Phase 2: Workday Financial Management (FIN) will replace I/3.
Span of Control	Currently referred to as Span of Control, organizational charts are often outdated and are not visible to employees in HRIS.	In Workday, Supervisory Organizations (Sup Orgs) are used to group employees into a management hierarchy that provides structure for employee reporting relationships and transactions. Sup Orgs are visible to all users through a clear visual that shows team members and open positions.
Chart of Accounts	The current Chart of Accounts, or list of financial accounts available for recording transactions in the general ledger, is in I/3.	The Foundational Data Model, or FDM, is the multidimensional structure used across HCM and Financials to tag and report on transactions. Our Transitional FDM for Phase 1 is a subset of our I3 chart of accounts mapped to Workday dimensions.
Business Processes (BPs)	Non-standard, often manual, paper-based processes exist.	Sets of tasks, such as initiating or approving a step, must be completed in Workday in a certain order in the system for an event to occur. Tasks associated with Business Processes are routed to users for completion based on their security. Examples of BPs include Onboarding Setup, Enter Time, Request Time Off.

What is the Benefit? Ease of use, real-time data access, standardized processes, accessibility, cloud-based.

End User Training Summary

Functional area	Employees	Managers/ Supervisors	HRAs
Absence	Smart Guides Webinars Video Snippets	Smart Guides	Smart Guides/Job Aids vILTs
Benefits	Smart Guides Webinars	Smart Guides	Smart Guides/Job Aids vILTs
Compensation	Smart Guides	Smart Guides	Smart Guides/Job Aids vILTs
General	Smart Guides Webinars eLearning Video Snippets	Smart Guides Webinars	Smart Guides/Job Aids vILTs
HCM Core/Onboarding	Smart Guides Video Snippets	Smart Guides	Smart Guides/Job Aids vILTs
Payroll	Smart Guides Video Snippets	Smart Guides	Smart Guides/Job Aids vILTs
Time Tracking	Smart Guides Webinars Video Snippets	Smart Guides	Smart Guides/Job Aids vILTs
Travel Expense Reimbursement	Smart Guides Webinars	Smart Guides	Smart Guides/Job Aids vILTs

Travel Expense Processes

Expenses

1. Expense Report: In-State Travel Reimbursement
2. Spend Authorization: Out-of-State Travel Approval
   - Must be approved prior to the trip
3. Expense Report: Out-of-State Travel Reimbursement
   - Linked to Spend Authorization once you return/submit

Terms and Security Roles

- Expense Report in Workday = Travel Payment (TP) in I/3
- Spend Authorization in Workday = Online Travel Authorization (OTA), or Travel Document Authorities (TDAs) in I/3

- Travel Expense Roles:
  - Initiator: Employee or Finance on their behalf
  - Manager: Direct supervisor of employee
  - Expense Approver 1: Agency's finance area
  - Expense Approver 2: Agency's finance area
  - Expense Partner: Agency's last audit prior to DAS State Accounting
  - SAE Final Approver: DAS State Accounting final approval
  - Department Director (or Designee) for Spend Authorizations only

Questions?
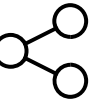
For questions, please contact your organization's Change Agent
or
Visit the website at: WorkSmart.iowa.gov

To locate your Change Agent, please go to the Change Agent Directory.