



Workday Foundations

As a reminder, Workday Foundations, the required eLearning module for all Executive Branch employees, is available on demand in the [Learnsoft Learning Management System \(LMS\)](#). It provides an introduction to the Workday system and basic self-service functions. Workday Foundations is assigned to new employees at hire but always available for a refresher!

Onboarding Process Enhancements in Workday

Two recent onboarding enhancements in Workday will bring traditional paper tasks online and help streamline the process for new employees, Human Resources personnel, and Managers.

- A new acknowledgement feature allows Managers to sign-off on the State of Iowa Employee Handbook onboarding task within Workday.
- To help facilitate the federally required Form I-9 process, the I-9 task will now appear in both the HRA and Manager's inboxes. All I-9 documents must be verified in person, and whoever inspects the documents must complete the Form I-9 within three business days of the employee start date. *Completion of the Form I-9 in Workday is strongly recommended for tracking purposes.*

Workday Information and Assistance

For Workday guidance, refer to the [Resources](#) or [Training Catalog](#) available on the WorkSmart website. WorkSmart Support is also available for additional assistance:

- Submit a ticket: [WorkSmartSupport.iowa.gov](https://worksmartsupport.iowa.gov)
- Email: WorkSmartSupport@iowa.gov
- Call: 833-WRK-SMRT (833-975-7678)

Phase 2: Workday Financial (FIN) - Transformational Benefits

The Iowa WorkSmart Project is well into Phase 2. Once implemented, Workday FIN will transform the State's financial operations. Some key benefits to expect include:

- **System Consolidation:** Finance staff will be able to view and process financial data and requests in one location, eliminating the need to track information previously housed in various systems.
- **Integrated Data and Real-Time Reports:** Workday's cloud-based system makes integrated financial data available in real-time, no overnight cycles required.
- **Process Transparency:** Workday FIN allows finance staff to view a transaction's status and next approver in the workflow.

For more highlights, see [Workday FIN 101](#).

More Information

For Workday assistance, refer to the [Workday Support Chart](#).
For WorkSmart Project information and resources, visit WorkSmart.iowa.gov
or contact the WorkSmart Team at WorkSmart@iowa.gov.



WorkSmart@iowa.gov

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