



# Workday is on its Way!

## September 17, 2021

On Friday, September 17, 2021, the State of Iowa will begin using Workday for human resources and self-service business processes. Workday is easy to use and mobile-friendly too! Employees will use Workday to:



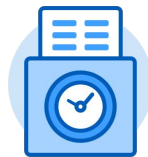
Update **personal information**, such as your address, email, phone number, emergency contacts, and more.



View your **payslips**, **tax documents**, **total compensation package**, and more.



Change **benefits** during open enrollment, update beneficiaries, view benefit elections, and more.



Enter or import **time worked**, request **time off**, and submit **travel expenses**.



View **team information**, including organizational charts, team absence calendar, and contact info.



View **management reports** and actions (managers only).



Questions?

Visit [WorkSmart.iowa.gov](https://WorkSmart.iowa.gov) or email [WorkSmart@iowa.gov](mailto:WorkSmart@iowa.gov)