

From: [WorkDay, DOT \[DOT\]](#)
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First steps when you get into Workday starting May 28

When you first log on to Workday the week of May 28, you'll notice several announcements of the left side of the screen. Please click on these and follow the instructions to check that your personal and banking information was imported into Workday correctly.

REMINDER: If you changed in the training part of Workday, that DOES NOT transfer into the live versions.

Processing personnel actions between now and May 28

Please hold off starting any job requisitions (P-5s) until May 28. If you have already started a P-5 in Op/Fin, please complete that P-5 in Op/Fin. You will then start the hire process in Workday after May 28. Please reach out to your human resource associate for more information.

Workday while you're away

If you are going to be out of the office the week of May 28, there are a several ways to record your time off if you're not going to be in office until timesheets are due May 31.

1. Your supervisor can record your time off for you.
2. Since Workday is web-based, you can access it from any computer that has internet access. The web address is <https://wd5.myworkday.com/iowadot>.
3. Workday has a mobile app. Simply go to the app store on your phone and download it. The app will direct you on how to access your Workday information.

We're here to help

If you get into Workday and have questions, there are several ways to get help.

Online:

In the last few weeks we've added a lot of new Job Aids to the Workday website - <https://iowadot.gov/workday/Job-Aids-how-to-do-things-in-Workday>. We have also included job aids for NEOGOV. These step-by-step instructions will walk you through common functions of Workday and NEOGOV for managers and those who assist with the hiring process. Check back often. We are adding new job aids as they are developed.

In your work location:

If you have questions about any of the job aids or about a Workday function that doesn't yet have a job aid, many employees have been through or will soon go through formal training. A list of those people who are designed as "train-the-trainer" is on <https://iowadot.gov/workday/Home>.

Open labs:

Once Workday is live, we will have computers set up and people available to help anyone who is in the **Ames complex** from **May 28 to June 14**. This open lab will be set up on the second floor above purchasing (in the old library space). Just follow the signs in the hallways to the Workday Collaboration Center.

Help Desk

Another option for help would be to call the Help Desk at 515-239-1075. They have been trained in Workday and will be able to either walk you through your question or escalate the question to someone who can help.

The Workday team appreciates your patience during this transition. We know this is a big change for everyone and we're looking forward to the next few months of working out the kinks and getting

Workday transformed into a system that will serve us well far into the future.

The Workday Team