

**From:** [WorkDay, DOT \[DOT\]](#)  
**To:** [DOT-AG-ALL STAFF-GL](#)  
**Subject:** Workday Update  
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## **Workday training update**

Did you notice something different on your computer today? The Workday icon that connected you to the training segment of Workday has been removed. Once you see the icon again May 28, you'll be in the live version of Workday. The first payday out of Workday is June 7.

Even without the link on your desktop, you can still play around in the training environment at <https://wd5-impl.workday.com/wday/authgwy/iowadot2/login.html>.

For managers and supervisors and their support staff who need to get into Workday prior to May 28 to process an employee hire, please email the Workday team at [DOT.WorkDay@iowadot.us](mailto:DOT.WorkDay@iowadot.us).

As a reminder, if you have already started a P-5 in Op/Fin, you'll finish the process in that system. All P-1s will need to be done in Workday from now on.

## **Asset works link update**

For those employees who need to report equipment meter reads, there will be an area of Workday in the Time app that links to Asset Works.

## **Still a little nervous about the transition? You can get help.**

There are a several ways to get help with Workday if you're in the training environment and have questions.

### **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.
- 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.

As we've said all along, there will be issues and concerns that come up with a change this major. The more initiative you take to make yourself familiar with Workday through the training environment and the online job aids and videos, the easier the transition will be.

*The Workday Team*

