

HCM Transitional Dates from Legacy Systems to Luma

Transaction	Description	Last Date in Legacy	First Date in Luma
CEC	Last day to submit CEC early implementation into IPOP. <i>Please refer to the CEC plan for additional details.</i>		
Org Structure Changes/ Work Books	Finalize all org structure changes to reflect updates in Luma and submit to SCO by 6/01/2023.	Submit to SCO by 6/1/2023	6/19/2023
New Positions approved by the 2023 Legislature	New Positions approved by the legislature and effective hiring date of 6/10/2023, need to be entered into IPOP by 6/1/2023 with an “awaiting for release” status by 5pm PDT. Positions approved by the Legislature filled on/after 6/11/2023 with an effective date of 7/1/2023 should be entered into Luma	6/1/2023	6/19/2023
Performance Evaluations	Evaluations must be in a “transmitted” status in IPERFORM or keyed into the Performance Evaluation History database by 5/21/2023.	Effective: 6/10/2023 Process: 5/21/2023	Effective: 6/11/2023 Process: 6/19/2023
Employee Benefits Process date 5/31	Open enrollment begins 4/23/2023. End date for Employee Benefits Enrollment in Legacy is 5/31/2023. From 6/1/2023 to 6/18/2023, agency new hires enrolling into medical/dental/FSA/HSA or current employees making changes due to a Qualifying Life Event will complete a paper application and submit to OGI for processing.	Process: 5/31/2023	Process: 6/19/2023
IPOPs Actions	All IPOP actions with an effective date of 6/10/2023 or earlier, must be entered into IPOP and have an “awaiting release” status by 5pm PDT on 6/1/2023. This includes new hires, re-hires, transfers, and promotions.	Effective: 6/10/2023 Process: 6/01/2023	Effective: 6/11/2023 Process: 6/19/2023 Note: Luma will use a different process than IPOPs
Terminations	No Freeze for Terminations. Legacy does not post terminations until after payroll runs.	Effective: 6/10/2023 Processed until: 6/15/2023	Effective: 6/11/2023 Process: 6/19/2023
Critical Hires Only – more info to be provided	If a new hire effective date is between 6/3/2023 and 6/10/2023 and the 6/1/2023 IPOP deadline is missed, the hire needs to be dual entered into Legacy and Luma. This allows the employee to be paid on the last legacy payroll. The manual entry into Luma on 6/19/2023 will allow the employee to be paid on the first Luma payroll.	6/10/2023	6/19/2023
Pay Period	Pay period ends on 6/10/2023 – updates and corrections may be submitted until 6/14/2023. From 6/11/2023 to 6/18/2023 time must be tracked manually for entry into Luma on 6/19/2023.	Effective: 6/10/2023 Process: 6/15/2023	Effective: 6/11/2023 Process: 6/19/2023

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I-Time Entry	Last payroll in I-Time ends on 6/10/2023. From 6/16/2023 thru 6/18/2023, time will have to be documented manually for entry into Luma on 6/19/2023.	Effective: 6/10/2023 Process: 6/15/2023	Effective: 6/11/2023 Process: 6/19/2023
Job Announcements	<p>Last day to post announcements in NeoGov is 6/18/2023. All NeoGov announcements will need to be closed out by 7/31/2023. If a hire is made during this time, the hire will be entered into the Luma system; bypassing the Talent Acquisition process.</p> <p><i>Note: The NeoGov contract will close out with the transition to Luma. NeoGov data will be received by the state before the contract ends in August 2023.</i></p> <p>If not using the NeoGov system, see IPOPs actions – those same dates will apply.</p>	6/18/2023	6/19/2023. Luma Talent Acquisition live date.
W-2/ Paystubs/ 1095Cs	5 years of history will be transferred from legacy to Luma.	TBD	6/19/2023
Donated Leave Requests	End date for requests in EIS will be 6/13/2023. In Luma the requests will be submitted on PDF forms.	Effective: 6/10/2023 Process: 6/13/2023	Effective: 6/11/2023 Process: 6/19/2023
Employee Hours	CSS hours	Converted to Luma 6/19/2023	
Leave Balances	All leave balances	Converted to Luma 6/19/2023	
FMLA Hours Used	FMLA Hours Used will be converted to Luma on a rolling pay period basis so they can be tracked for the prior 12 months	Based on the ability to track the prior 12 months	6/19/2023
Salary Updates	Actions with an effective date of 6/10/2023 or earlier, must be entered into IPOPS and have an “awaiting release” status by 5pm PDT on 6/1/2023.	Effective: 6/10/2023 Process: 6/1/2023	Effective: 6/10/2023 Process: 6/19/2023
Deductions/Garnishments	Garnishment actions with an effective date of 6/10/2023 or earlier, must be entered into IPOPS and have an “awaiting release” status by 3pm PDT on 6/15/2023, this applies to garnishment actions only.	Effective 6/10/2023 Process: 6/15/2023	Effective: 6/11/2023 Process: 6/19/2023
W-4 updates	Actions with an effective date of 6/10/2023 or earlier, must be entered into IPOPS and have an “awaiting release” status by 5pm PDT on 6/1/2023.	Effective: 6/10/2023 Process: 6/01/2023	Effective: 6/11/2023 Process: 6/19/2023
Employee Master Data Updates/ Self Service Changes/ Bank Info	Actions with an effective date of 6/10/2023 or earlier, must be entered into IPOPS and have an “awaiting release” status by 5pm PDT on 6/1/2023.	Effective: 6/10/2023 Process: 6/01/2023	Effective: 6/11/2023 Process: 6/19/2023
Employee Emergency Contact	Employee Emergency contact information will be in Luma	N/A	6/19/2023