**MODULES FOR HIGH LEVEL OVERVIEW TO HR STAFF**

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| **LUMA PRIORITY MODULES** | **DESCRIPTION** | **SHOW AND TELL** | **PRESENTER** | **TIMEFRAME** |
| Org Structure – Basic  | Overall organizational structure (org charts) for agency. Sets up entire GHR | Org structure  |  Hanna | 5 min |
| Transition management | Preboarding, onboarding, W-4 program, offboarding  | Show preboarding and W-4 program. Describe offboarding. | Hanna | 5 min |
| Data administration  | Employee demographics, history, maintenance, length of service  | Show profile from Generalist view | Hanna | 20 min |
| Class and Compensation | Salary structures, paygrades, salary surveys, bonuses, and merit increases.  | Show job, position setup and work assignment setup/example. Merit increase. | Hanna | 10 min |
| Work Flow Approvals | Hire, rehire, termination, transfer, promote, change relationship to org, add work assignment, change pay rate, request special incentive, resignation, requisition approval, offer approval, request new job, request new position, request position update, and update work assignment | Hire in GHR, Transfer, and workflow spreadsheet | Hanna | 10 min |
| Employee Separation | Resignations and terminations including all the different separation actions, remove security access, collection of property and offboarding checklists. | Resignation and termination actions | Hanna | 5 min |
| **OTHER SYSTEM MODULES AND DESCRIPTIONS** |
| OHS | Tracking and reporting safety incidents and observations; tracking employee health components (pass a physical, require a vaccine); report injuries (doesn't interface w/SIF)  |
| Performance Goals | Performance Evaluations. Development of employee goals based on agency vision/ mission.  |
| L&D | Library for training, register for courses, track completion (doesn't create content), (interagency billing, not through L&D) |
| Self-Service | Employee access to modules to make updates for themselves |
| Leave of Absence | Tracking and Approvals for FMLA, Jury Duty, Military Leave, Admin Leave, Worker's Comp, LWOP (doesn't communicate with WFM) |
| Position Monitoring | Tracks appropriated FTE count (excludes temps, doesn't communicate with finance) |
| Employee Relations | Managers and/or HR initiate tracking, coaching, notes, corrective actions, and problem solving; Employee sees corrective actions when submitted for acknowledgement |
| Talent Acquisition | Recruitment process for req creation, application, interview, background check, hire, and disposition processes |
| Work Force Management (WFM) | Timesheets |
| Multi-View Scheduler (MVS) | Shift planning and scheduling (within WFM) |
| Payroll | Turn time entry into payroll check and post personnel costs to the General Ledger |
| Reports | Reports available in an employee set up and adhoc reports (similar to IBIS) |