**Modernization**

Employee Transfer Letters – ACTION NEEDED!!!

Please issue a letter to each of your employees by June 2, 2023 (don’t forget the ones transferring to you from other agencies). Then, email the signed copy to the DHR inbox. We will track and make sure that all of been returned by June 2, 2023

Additionally, all of the HR employees need to complete this survey: <https://forms.office.com/g/s03A0ktzVY> by June 2, 2023 so we can begin gathering data on p cards, cell phones, schedules.

**LUMA Updates**

I-Perform access –

We have great news! I-Perform will be available to “view” until the system is able to move all of the data into Luma!!!

Critical Hires During Freeze –

If you HAVE TO hire someone effective June 5th, please start looping Mike and I in right away. We will be very particular about approving those. We have worked with SCO and Luma team to come up with a process, but it is labor intensive.

Telecommuting partial weeks – out of state –

In Luma, an employee will be able to telecommute out of state intermittently within a pay period. There is a “remote” button on the timesheet. When the button is checked a location is sent to payroll from WFM and the employee is taxed for that time based on the location (home address state).

Recruiting Handbook –

Thank you for taking the time to review this guide and apologies for the quick turnaround. Please utilize track changes if you make any, please return by Friday, May 26th. You are all invited to attend with the presentation to the recruiters Wednesday, May 31st at 11:00 am. I believe this guide will help both recruiters (HR professionals that assist with the recruitment process) and hiring managers with the transition to Luma and modernization. We appreciate all your hard work!

**HRO Meeting – June 5th**

Meeting prior to Summit to get everyone on the same page. 3:30 pm – 5:00 pm – Chinden. Outlook invitation coming your way.

**Summit**

Are you interested in passing out SWAG and checking in staff at Summit on the morning of the 6th or 7th? We need a handful of HRO’s for each day.

**Andrea Ryan** | Human Resource Manager

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