



Luma Corner

Reminder of LUMA Freeze Dates

Information Collection for DHR

As we prepare for the transition of new employees into DHR, we are collecting information on the HR employees in the agencies on a few things: p-cards, cell phones, work schedules, and telecommuting arrangements. If you could please complete this form by June 2, 2023, it would be greatly appreciated! <https://forms.office.com/g/s03A0ktzVY>

Personnel Files

We've received questions on what to do with HR staffs' personnel files. We ask that you begin to gather your files and make sure that they are organized and up to date. If you see documents that aren't necessary/required for a personnel file, please consider if it needs to remain. This is a good opportunity to clean them up. We will have further instructions on consolidating them soon.

DHR Spring Summit

- DATE** | June 6th and 7th, 2023
- TIME** | 8:30 am – 4:30 pm MT
- LOCATION** | Chinden Conference Center | 11351 W Chinden Blvd Boise Idaho 83714 | Building 6
- AUDIENCE** | Only HR employees who will be coming over to DHR through HR Modernization
- AGENDA** | Draft attached (this draft is subject to changes – an updated agenda will be provided during the Summit)

Parking: Attached is a Chinden Campus map with the entrance to the Conference Center in Building 6 highlighted. You may park in any of the available parking spots.

Lunch: Lunch will be provided each day. We will have water and soft drinks. You can also bring your own reusable water bottle to fill up throughout the day.

What to bring: Bring a pen and notebook to take notes. There are limited outlets in the room, so please keep that in mind if you prefer to take notes electronically.

Other Notes:

- Feel free to dress comfortably (jeans and nice sneakers are okay)! Consider wearing layers to ensure comfort for the day, as we cannot adjust the classroom temperature.
- You may bring any necessary food, snack, or drink items for the day. All beverages will need to have a lid.
- If you have any new hires who need help with registration and completing the survey, please have them contact claire.russell@dhr.idaho.gov.
- If someone at your agency is planning on attending this event but did not receive this email, it is because they have not registered. Please have them follow up with claire.russell@dhr.idaho.gov for registration.
- If you are no longer able to attend this event, please contact claire.russell@dhr.idaho.gov so we can make updates to our rosters.

Micro-Learning - Luma and Workflow for Questions

Review of our HR process for managing Luma questions once we go live!

We will record.

Join Zoom Meeting

<https://us06web.zoom.us/j/84667640321>

Meeting ID: 846 6764 0321

One tap mobile

+12532158782,,84667640321# US (Tacoma)

+13462487799,,84667640321# US (Houston)

First Friday Newsletter

It is once again time for the First Friday Newsletter

As a reminder, Brennan Serrano could use your amazing HR related stories, highlights, shout-outs, etc. to populate it!

The newsletter is published on Friday afternoon (6/2) so please get them to him before then!