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| Luma-Logo-Sigline  **EMAIL SUBJECT:**  **Luma Project Announcement: Essential**  **Training e-Learnings for Agency Employees** |
| Dear Colleagues,  The Luma Training team, is happy to announce that from May 31st through June 5th, the Luma Project will be releasing a series of self-paced e-learning courses for **all State employees**. These self-paced e-learning courses (also called “microlearnings”) will equip staff with important knowledge they need to successfully use the Luma system starting on June 20th. The first topics to be released are:   1. Employee - Basic Timesheet Entry 2. Employee - Employee Record 3. Employee - Benefits Enrollment 4. Employee - Onboarding and W-4 Tasks 5. Employee - Apply for Jobs   Additional e-learnings for managers (total 9) and employees (total 14) will be released during this time as well. Please see the attached checklist with the release schedule.  The purpose of the self-paced trainings is to support a smooth transition to Luma for all employees and managers in a schedule-friendly manner. There are no firm due dates for e-learning training completion, but please encourage your staff to take training prior to June 20th. The e-learnings can be taken multiple times, and will continue to be available after June 20th.  To prevent surprises or confusion, please share the accompanying guidance and instruction documents with managers and/or employees in your agency to help familiarize them with Luma, emphasize the importance of completing these trainings, and help them prioritize their learning.  Agency employees will be able to access e-learning starting on May 31st by logging into the SCO Enterprise Dashboard and clicking on the “Luma Training” tile. Please use all communication channels available to you to notify your staff of this critical resource. Please note, your Agency Leadership also received a similar communication on this topic.  In advance, thank you for helping to prepare State of Idaho employees to be successful.  Best,  Luma Project Leadership |