



Luma

Gearing up for Go-Live: Self-Paced E-Learning for Employees



Please complete the following Self-Paced E-Learnings through the Enterprise Dashboard

**Date
Available**

<input type="checkbox"/>	Benefits Enrollment (25 minutes) How employees choose benefits, designate beneficiaries, view payroll deductions, and change election	Available starting 05/31/23
<input type="checkbox"/>	Employee Record (10 minutes) How employees view and change their employment information and view Luma notifications	Available starting 05/31/23
<input type="checkbox"/>	Apply for Jobs (10 minutes) How employees apply for jobs, from finding job openings to signing a job offer	Available starting 05/31/23
<input type="checkbox"/>	Basic Timesheet Entry (15 minutes) How employees enter time worked without cost accounting entry	Available starting 05/31/23
<input type="checkbox"/>	Onboarding and W-4 Tasks (10 minutes) How new employees complete onboarding tasks, how the W-4 is initially completed, and how employees update W-4 when needed	Available starting 05/31/23
<input type="checkbox"/>	Create a Safety Observation and Recognize Safe Behaviors for Employees (10 minutes) How employees report safe and unsafe conditions and behaviors in the workplace	Available starting 06/01/23
<input type="checkbox"/>	View and Print Health Records and Health Components (10 minutes) How to view and manage health records and health components	Available starting 06/01/23
<input type="checkbox"/>	View Coworkers (5 minutes) How employees review their performance appraisal and update and view their skills and talents	Available starting 06/05/23
<input type="checkbox"/>	Review Appraisals and Skills (10 minutes) How employees review their performance appraisal and update and view their skills and talents	Available starting 06/05/23
<input type="checkbox"/>	Timesheet Entry with Cost Accounting (10 minutes) How employees enter time worked and enter accounting codes to connect time worked to specific funding	Available starting 06/05/23
<input type="checkbox"/>	Executive and Annual Timesheet Entry (As Needed) (15 minutes) How 'Annual Contract' and 'Executive Exempt' employees manage their auto-generated time entry	Available starting 06/05/23
<input type="checkbox"/>	Advance Timesheet Entry for Dual Employees (15 minutes) How dual employees (working for two agencies) enter time worked	Available starting 06/05/23
<input type="checkbox"/>	Travel and Expense Reimbursement (15 minutes) How employees create travel plans, expense reports, and request a cash advance	Available starting 06/05/23
<input type="checkbox"/>	P-Card Holders Charge Approval (10 minutes) How employees with P-Cards approve, verify, and reject P-Card transactions	Available starting 06/05/23

Questions? Reach out to your agency's Change Liaison or Luma contact.



Luma

Gearing up for Go-Live: Self-Paced E-Learning for Managers



Please complete the following Self-Paced E-Learnings through the Enterprise Dashboard

Date Available



Complete all Self-Paced E-Learnings for Employees in addition to the Manager-only list below.

See
Checklist
for
Employees



Conduct Performance Appraisal (10 minutes)

How a manager/supervisor navigate their employee's record and respond to activity requests

Available
starting
06/01/23



Employee Goal Management (15 minutes)

How a manager/supervisor views, creates, and prints employee performance goals

Available
starting
06/01/23



Manage Job Requisitions and Candidates (15 minutes)

How a manager/supervisor creates and works with a job requisition and selects candidates to interview

Available
starting
06/01/23



Review and Approve Timesheet (20 minutes)

How a manager/supervisor reviews and authorize daily and weekly time entry on the timesheet

Available
starting
06/01/23



Manage Employee Separation (5 minutes)

How a manager/supervisor initiates and completes employee separation (job termination)

Available
starting
06/01/23



Close PCard Transactions (Approve) (10 minutes)

How managers/supervisors and approvers close a PCard transaction

Available
starting
06/01/23



Create a Safety Observation for Managers (10 minutes)

How a manager/supervisors report safe and unsafe conditions and behaviors in the workplace

Available
starting
06/01/23



Approve and reject travel plans, cash advances, and expense reports
(15 minutes)

How managers/supervisors and approvers review travel plans, expense reports, and cash advances

Available
starting
06/05/23

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