



Information & Updates

06.23.23

DHR Support Email

The DHRsupport@dhridaho.gov email is now live. Please utilize this email for any questions that field operations cannot answer after using all written resources. For more information on your resources and where to direct your questions please refer to [Luma Support for HCM Modules](#).

Approvals & Timesheets

The Luma GHR Approval and Biweekly Timesheet/Payroll calendars can be located [here](#). Employees must have their timesheet completed prior to 3pm on the Tuesday following the end of the pay period. The microlearning for managers approving timesheets can be located [here](#). You must be logged into Luma for the link to direct you to the appropriate location.

Donated Leave

An email was sent out regarding the updated donated leave process, but you can also find the information on the [Leave – FMLA, Parental & More](#) page in the DHR Information Center.

Email Templates in SharePoint

Select the one that you want and then "Download" on the top of the screen to be able to utilize the template and attachments.

DHR Employee Comp Time Balances

All of the transfers for DHR employees have been initiated. The SCO will be manually updating those hours over the weekend.

Holiday Worked

Regarding those who [worked on the Holiday](#) here is the coding:

For FLSA Exempt, code HOS Holiday Worked Accrued (1.0) (HOL @ 1.0)** - Hours worked on holiday by an employee with an 'exempt' FLSA code. HOS hours will be accrued as compensatory time at 1.0 times the hours the employee worked on the holiday up to the maximum balance allowed of 240 hours. Hours worked on a holiday should be coded as HOS, not ACT.

For our FLSA Covered, HOA Holiday Worked Accrued (1.5) (HOL @ 1.5)** - Hours worked on a holiday by an employee with a 'covered' FLSA code. HOA hours will be accrued as compensatory time at 1.5 times the hours the employee worked on the holiday. Hours worked on a holiday should be coded as HOA, not ACT.

Luma has the same timesheet requirement for 40 hours (if full-time) needed to be coded in a week to receive your full paycheck, excluding the holiday hours worked. Example:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
HOL		8.0					
HOS		8.0					
ACT			8.0	8.0	8.0	8.0	

If you are taking time off to make up for the comp time you received on the holiday an example may look like this:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
HOL		8.0					
HOS		8.0					
ACT			8.0	8.0	8.0		
CPT						8.0	