



Information & Updates

07.21.23

SharePoint News & Announcements

As we progress through modernization and Luma, the different updates that are sent from the DHR Inbox throughout the week will live on the [SharePoint homepage](#). Below are the updates that have come out from this past week.

[Donated Leave-Updated Instructions](#)

[Status of Actions Update](#)

[Luma Support Meeting Update](#)

Documents Submitted to the DHR Inbox

As a reminder, the process of submitting all layoff letters and final NOCAs and LODAs has not changed. Please continue to send a copy of those documents to the DHR inbox at dhrr@dhr.idaho.gov. While Luma has the ability to attach documents to actions, it is still important we receive a copy in the inbox. If you have any questions, please reach out to your HR Manager.

Reminder to Update W-4 in Luma

This is a reminder to please go into Luma and update your W-4. Many have not been updated, so please get this done as soon as possible. For instructions on how to update your W-4, please [click here](#).

Final Call for CPM Applications

This is a final call for all CPM applications for the 2023-2025 track. For more information regarding the course please [click here](#) and for instructions regarding applications, please [click here](#). If you have additional questions, please send those questions to cpm@dhr.idaho.gov.

Termination Actions

HR should be using the [Manage Employee Separation QRG](#) to separate/terminate an employee.

Important Notes:

1. The QRG pictures do not match the correct instructions.
 - A. We must always check the eligible for rehire box. If the employee is ever rehired, it prevents erroneous notifications.
 - B. We must change the relationship status to "Term Pending" NOT "Term Final."
 - C. We are in the process of updating the QRG and it's name.
2. If an approver returns an action for a date change, the APPROVER must also make sure the termination date and effective date matches.
 - A. Initiators can currently only see and edit the effective date so the APPROVER would be responsible for updating the termination date in these instances.
 - B. Effective date and termination date must match.

Luma Approvals

Luma approvals beyond 10 days (per step) are either erroring out OR being forwarded to the next step without approvals. Please review with your approvers to ensure that they are getting to approvals within 10 days.

Off Cycle Pay Information

Employees will be paid on their regularly scheduled payday automatically if corrections are completed by the pay date deadline. Deadlines for each option are listed on the [SCO's Payroll Calendars](#) page.

If you want the employee to be paid off-cycle, we need to be notified via an email to the [DHR Support Inbox](#) to add them to the off-cycle pay date.

1. Request Process:

If you are requesting the employee be paid on an off-cycle date, the email must include the employee name and employee ID number. We will submit a SCO ticket on your behalf to ensure the employee is paid off-cycle as long as the corrections were made by the agency according to the payroll calendar deadline.

2. Potential Impacts:

- A. If an employee has an additional deduction amount listed on their W-4's, OR if they are set up to receive other deductions every pay period (401k, 457, etc.) those amounts WILL be taken out on the off-cycle pay date.
- B. Due to this, the employee may elect to wait for their regularly scheduled pay date.