

Information & Updates

8.11.23

Updated Donated Leave Policy

Effective immediately, anyone with the agency HR or agency payroll roles within Luma, are authorized to sign the donated leave forms (in addition to agency directors). Click [here](#) for a list of everyone's security roles as of Go-Live. We're working on getting a new list generated weekly. Once we that up and running, we'll send that out. To read the full communication, please [click here](#).

New Luma/HCM Newsletter

This communication will focus on HR initiatives and will be released every Wednesday. For this week's edition, please [click here](#). For access to the Luma/HCM Newsletter library, please [click here](#).

Mini Open Enrollment

As promised to our SCO agencies, we are finally able to conduct our "Mini Open Enrollment". This will be taking place Monday, August 14 - Monday, August 21 and no late applications will be accepted. For further information, please [click here](#).

Transfer Micro training

During this training, we will be covering the transfer action and specific information for transferring to and from Universities, Public Health Districts, etc. This training will be held on **Wednesday, August 16th at 1 PM MST/ 12 PM PST**. Please [click here](#) for information regarding the training.

To join the meeting, please click the link below:

[Transfer Micro training Link](#)

Current Openings

[Human Resources Program Supervisor](#) – Health and Welfare

[Automated Program System Specialist in Learning and Development](#) – Idaho Transportation Department

[Human Resources Specialist](#) – Idaho Transportation Department

[Human Resources Specialist](#) – Idaho Division of Veterans Services

[Financial Specialist, SR](#) – Idaho Division of Human Resources

DHR Support Ticket info

DHR Support Ticket Info – **08/04 – 08/10**

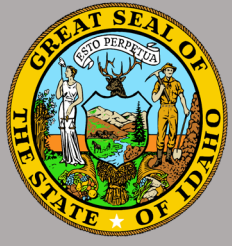
Priority 1: Emails received 4, Resolved 1

Priority 2: Emails received 41, Resolved 35

Priority 3: Emails received 50, Resolved 45

Priority 4: Emails received 62, Resolved 81

Total Received: 157, **Total Resolved:** 162



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Updated Classification and Compensation Request Forms

DHR has updated the classification and compensation forms to reflect the terminology used in Luma and to ensure the budget information needed in approving actions such as reclasses and pay increases is included. To access these forms, please click the links below.

[Compensation Request Form](#)

[Classification Request Form](#)

Policy Updates

The [Out-of-State Telecommuting Guidance](#) has been updated and can be found under Executive Branch Statewide Policy Section 7 on our website. The policy now includes an addendum that outlines work location requirements for specific states. This will be a living document that will be updated as states are researched, and decisions are made on if a specific state will be denied for out-of-state telecommuting.