



Information & Updates

9.1.23

Searchable Organizational Chart

DHR has developed a new searchable organization chart on the external website, it can be found [here](#). It is also on the [Contact Us](#) and [HR Professional Resources](#) pages under "State Agency HR Contacts". This chart can be used to clarify structure so that all employees understand it as well as the support structure for smaller agencies. This chart will also ensure every person within DHR understands their immediate supervisors, responsibilities, and accountability. If you see anything that needs updating within the chart, please reach out to [Brennan Serrano](#).

DHR Hiring Reminder

All DHR hiring should be coordinated with Krystan Thompson. She will provide you with the position information to post. Work with your HR Managers and Bureau Chiefs for offer information.

Luma HCM Newsletter

This is a reminder that all Luma-related updates are sent out in an HCM newsletter. This communication is released every Wednesday. For this week's edition, please [click here](#). For access to the Luma/HCM Newsletter library, please [click here](#).

DHR Weekly Communication Scheduling Update

With the inception of the Luma HCM Weekly Communication, the DHR Weekly Communication frequency will be changing and becoming more flexible. The frequency will be determined by the amount of information provided in any given week and in some instances, it could go from weekly to bi-weekly.

2023 Flu Shot Clinics

DHR is putting together flu shot clinics throughout the month of September and October at both the JRW building and the Chinden Campus. The first clinic is scheduled for **Tuesday, September 12th** from **11 AM MDT – 2 PM MDT** in the **JRW E Conference Room**. These clinics are by appointment only, to schedule your appointment and to learn more about the clinics, please [click here](#).

NeoGov Last Day Reminder

If you have any information or data that remain in NeoGov, this is a reminder that you have through the end of September to pull it out.

Payroll Deduction Process for United Way Campaign

The State of Idaho's United Way Campaign is just a month away and with that comes updated information regarding the payroll deduction process. In year's past, when utilizing the payroll deductions to the United Way, an employee could select which pay period they wanted the deduction to come out. In Luma the deduction must come out every pay period. Employees can no longer choose 1st pay period, 2nd pay period, or every pay period. Also, In the legacy system, SCO programmatically turned off the United Way deductions at the end of each calendar year. In Luma, they will not be turning the United Way deductions off. It is imperative that when the agencies set up the deductions, they will need to put a beginning and end date that will include the 26 pay periods for the current campaign dates. There are two QRG's available for payroll deductions, one for [Setting Up Employee Voluntary Deduction](#) and [Adding, Updating and Removing Deductions](#). For more information regarding payroll deductions or the United Way campaign, please reach out to [Brennan Serrano](#).

PERSI Fraud Alert Update

Please let your team members know about the following fraudulent solicitations that are currently taking place targeting PERSI members. For more information related to this fraudulent activity, please [click here](#).