

Information & Updates

10.06.23

Welcome Jen Weekes

DHR is happy to welcome the newest member to the team, Jen Weekes! She is our new Financial Specialist Sr. and is located at the DHR Central Office.



As a native of Idaho, my husband, Bill, and I knew we'd never leave but 11 years ago knew Boise was calling us. We love to camp, kayak, bike, and anything outdoors! You'll often find us hanging out with friends and family for happy hour on the patio.

I am so excited to be part of the DHR team and looking forward to new friendships and adventures!

Welcome Michelle Hermann

DHR is happy to announce we filled our Systems and Support Bureau Chief position! Michelle Hermann will be taking on the role of Systems and Support Bureau Chief for DHR, beginning October 16th.



Family is incredibly important to her, and they enjoy spending quality time together, often embarking on camping adventures in their RV. Additionally, Michelle has a unique and vibrant personality, with an undeniable passion for celebrating holidays and a quirky fascination with flamingos.

United We Care Campaign Update

The State of Idaho United We Care Campaign is underway, and we hope everyone is having fun participating with their agency events! There are two updates regarding the donation process and can be seen below:

One-Time Payment Update

Within the [one-time payment form](#), there is now a drop-down option for those who may want to donate without participating in an event and not wanting to utilize the payroll deductions. It is under the events tab, select "Statewide – No event/Donation only".

Payroll Deduction Clarification

For those of you who use the payroll deduction donation option, there is a point of clarification on that form. You can designate when you would like the deductions to stop, but all payroll deductions will start in January with the first pay period.



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DHR Statewide Call Summary (10.05.23)

DHR Interim Administrator, Janelle White:

- Meetings have been held with agency directors; the feedback received regarding Luma has been overwhelmingly positive. Directors are happy modernization occurred simultaneously with Luma. It has allowed for smaller agencies to focus on their fiscal duties while DHR assists with HR needs. Directors have stated they feel the current statewide HR team is the strongest they have worked with.
- DHR Quarterly Strategic Planning is underway for Quarter 4. Janelle is very thankful DHR field staff filled out the Problems First survey to clarify areas of improvement on a statewide level. Topics for Quarterly Planning include:
 - Job Classification Renovation Plan
 - HR Employee Training Plan
 - Business Process Desk Guides Drafts
 - Establish Luma Reporting
 - Updating Communication Plan
 - Establishing a DHR Employee Appreciation Committee
- Janelle explained what the CEC (Change in Employee Compensation) Report is and what it is used for. We are revamping the report after two decades of the same format.
- Finally, Janelle welcomed Michelle Hermann as the new Bureau Chief over Systems and Support. She also welcomed Jen Weekes as the new DHR Financial Specialist Sr. Janelle gave an update on the recruitment of open positions within DHR:
 - DHR HR Systems and Data Manager
 - DHR Statewide L&D manager
 - HRO at Liquor and Lands

Bureau Chief, Michelle Peugh:

- Michelle announced that the rules for the 2024 Legislative Session have been posted for review on the Administrative Rules site in the October [bulletin](#). She also developed a [Legislative Impact Statement](#) which gives an overview of the reasons specific rule deletions are being proposed.
- Updated HR staff on DHR policies including two new documents that have been posted on the DHR website related to the statewide compensation policy, Base Pay and Lump Sum Compensation Tools. There is also an update to the Out-of-State Telecommuting Policy that is specific to the State of Washington and their paid family leave program.
- Finally, Michelle gave an update on the Education Reimbursement Policy, with the addition of processing in Luma for reimbursement of tuition. The updated policy discusses in-depth the difference between taxable and non-taxable reimbursement benefits.



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DHR Statewide Call Summary (10.05.23) Continued

Employee Support Service's Manager, Hanna Hall:

- Hanna brought attention to the HCM Weekly Newsletter from last week (9.29), the section at the bottom regarding October Customer Updates, they are updates for Luma and are large. SCO is looking at updates that will affect everyone and which ones they will have to test. These updates will take place on Wednesday, October 18th.
- Greg Schenk did a walkthrough of Cognos, similar program to IBIS and the recording can be viewed at <https://idahogov.webex.com/idahogov/ldr.php?RCID=884557c2454b8c3ce99dac2a892bf352>. The SCO team is adding more data fields into the data tree within Cognos.
- Finally, Hanna explained the latency in Service Milestones is due to a report not being created. These milestones are based on CSS hours within Luma.
- Emails have been sent from test environments; we are working on shutting them off.

Communications Manager, Brennan Serrano:

- Brennan went through and reviewed the DHR SharePoint site, highlighting document libraries, event calendar, news and announcements tab, program topics, and where to find past training recordings and weekly communications.
- The United We Care Campaign has begun and there are events going on statewide and within DHR to participate in. Brennan discussed the one-time payment and payroll deduction process with updates to when the deductions will begin.
- If there are any questions regarding The United We Care Campaign, please reach out to [Brennan Serrano](#).

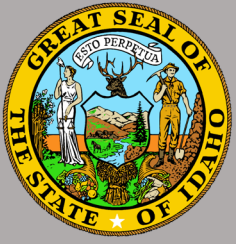
HR Associate, Claire Russell:

- The 2023 October Awareness Training has been postponed to ensure a seamless training experience for end users. Training will be deployed no later than October 16th, and employees will receive an email when enrollment has been completed. Please reach out to cybertraining@dhr.idaho.gov for any questions or concerns.

An archive of DHR statewide call summaries can be found on the [DHR SharePoint site](#) on the [Communications Page](#).

October Cybersecurity Campaign

Please continue to submit employee state email address updates to cybertraining@dhr.idaho.gov. As a reminder, phish testing takes place outside of Luma, so accounts are not automatically updated when changes are made in the system. It is important to submit email address updates so we can ensure that the phish testing requirement is being properly applied.



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Free Virtual Conference Opportunities

There are two upcoming free virtual conferences:

October 10th [SHRM Healthy Workplaces Virtual Retreat](#) through **SHRM and Calm**

- Join us for a transformative experience at our Healthy Workplaces Virtual Retreat. In today's fast-paced world, maintaining a healthy work-life balance is crucial for your employee's overall well-being and productivity. This virtual retreat is designed to provide you with the tools, insights, and relaxation techniques to foster a healthier and more harmonious work environment. Whether you're an HR leader or an individual contributor, this virtual retreat is for anyone looking to prioritize health and well-being in the workplace.

November 2nd [HR Virtual Summit](#) through **BambooHR**

- HR Virtual Summit is the world's largest virtual event dedicated to connecting and uplifting HR professionals. Come get transformative insights from experts, thought leaders, and visionaries, and learn how to elevate your work. Plus, it's 100% FREE!

Safety and Workers' Compensation Training for Employees and Managers

DHR and State Insurance Fund are hosting a Safety and Workers' Compensation 101 training November 9th. This training is **FREE** and is recommended for **all state of Idaho employees**. Register today through Luma.

DHR and State Insurance Fund are also hosting a Supervisor Safety Training on November 9th. This training is **FREE** and is recommended for **all state of Idaho Supervisors/Managers**. Register today through Luma.

If you need assistance registering for either of these trainings, you can contact Claire Russell at Claire.russell@dhr.idaho.gov.

Current Openings

[HR Unit Supervisor](#) – Idaho Department of Corrections - Boise

Luma System Update Reminder

This is a reminder to please mark your calendars for Luma Systems Update that will take effect on 10/18