



Information & Updates

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DHR Employee Corner

Available Training: Online Access to W-2 and 1095-C Forms

Skip the traditional mail and learn how to authorize electronic delivery and view of your W2 and/or 1095-ctax forms. This quick, self-paced training is assigned to all employees and can be found in the Development Profile under My Learning and Development.

The screenshot displays the 'Development Profile' page for an employee named SHEENA COLES. The page is divided into several sections: 'Activities' with a donut chart showing 'Available (70%)', 'Past (21%)', and 'Assigned (9%)'; 'Activities In Progress' with a card for 'Employee - Basic Timesheet Entry'; 'Newly Assigned Activities' (highlighted with a red box) with a card for 'Access to W-2, 1095-C, Pay Stub' dated 12/21/2023; 'Available Activities' with cards for 'Manager - Manage Employee Separation', 'Employee - Onboarding and W-4 Tasks', and 'Manager - Review and Approve Timesheet'; and 'Complete Activities' with cards for 'Welcome to Luma Learning &...', '2023 Danger Zone (Social Engineering)', 'Employee - Manage My Learning', and 'SCO Fall 2023 Respectful Workplace'.

Favorite a QRG

Do you have a favorite QRG that you frequently reference? Don't risk missing an update to that QRG. Just add it to your favorites for quick and easy access whenever you need it!

The screenshot shows the IDHO website interface. The top navigation bar includes 'My Tasks', 'My Requests', 'My Favorites' (highlighted with a red box), and 'Tours'. Below the navigation bar, there is a breadcrumb trail: 'Home > Knowledge > Luma User Guides (Knowledge Base) > Human Capital Management (HCM) - Employee Record'. The main content area displays 'KB0012065 - Latest Version' and '93 Views'. A red arrow points from the 'My Favorites' tab to a 'Subscribe' button. The footer features the Luma logo and the text 'Human Capital Management (HCM) Employee Record'.

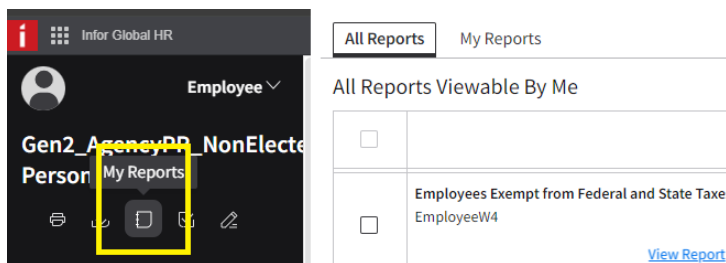


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Claiming Tax Exempt

If your agency has employees that claimed 'exempt' from tax withholding during calendar year 2023, the "Employees Exempt from Federal and State Taxes" report is available in GHR. Select 'My Reports' from the icons below the role switcher to access the report.



NOTE: The above report lists all employees who have a 'certificate for exemption' which includes termed employees with inactive work assignments. If an active employee does not file a new Federal and State W-4 for calendar year 2024, the existing 'certificate of exemption' will expire on February 15, 2024.

- If the employee fails to file a new federal Form W-4 with your agency for 2024, you are required to change their federal withholding status to 'Single Or Married Filing Separately' with no adjustments.
- If the employee fails to file a new Form ID W-4 with your agency for 2024, you are required to change their state withholding status to 'Single' with zero allowances.

2024 Form W-4 and the Federal Tax Rate Tables

The IRS website is [IRS.GOV](https://www.irs.gov)

- The [2024 Form W-4](#)
- The 2024 Allowance amounts and Federal Tax Withholding Rates can be found on pages 9 and 11, [here](#).

The Idaho State Tax Commission website is [TAX.IDAHO.GOV](https://tax.idaho.gov)

- Form ID W-4 link: [Form ID W-4, Employee's Withholding Allowance Certificate approved \(idaho.gov\)](#)
- The 2024 Idaho Tax Withholding Rates can be found at [Table for Percentage Computation Method of Withholding \(idaho.gov\)](#)
- The 2024 Idaho Allowance amount can be found at: [Computing Withholding | State Tax Commission \(idaho.gov\)](#)

If you have questions regarding this memo, please contact the Service Desk at servicedesk@sco.idaho.gov.



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2024 Social Security Wage Base and Pension Plan Contribution Limitations

2024 Social Security Wage Base - The Social Security wage base (SSDI) for calendar year 2024 will increase from \$160,200 to \$168,600. The tax rate remains 6.2%. There continues to be no wage base limitation on Medicare wages (SSHI), and the tax rate remains 1.45%.

2024 Contribution Limits on 401(k), 403(b), and 457 plans - The 2024 employee contribution limit for the 401(k), 403(b) and 457 plans will increase from \$22,500 to \$23,000 and the catch-up contribution limit for participants aged 50 or over will remain the same at \$7,500.

If you have questions regarding this memo, please contact the Service Desk at servicedesk@sco.idaho.gov.

Layoff Process and Training Schedule

Agencies will begin to add Layoff candidates to their requisition starting in January. Please ensure someone from your staff attends one of the trainings below:

Monday, January 8th at 11:00 am MT -

<https://idahogov.webex.com/idahogov/j.php?MTID=mf8da07c59ed9cc0c36ed5497b5b7eb5e>

Friday, January 11th at 2:00 pm MT -

<https://idahogov.webex.com/idahogov/j.php?MTID=mbffc65da46f856ec1b1445d9f98cfb72>

Wednesday, January 17th at 8:00 am MT -

<https://idahogov.webex.com/idahogov/j.php?MTID=me26bd87637f51bc58634e71d1891812b>

Agencies will fully take over the layoff process on January 18th.

**** Elected agencies do not need to attend this training. Only those that follow the classified merit system.**

Current Openings

HR Officer – Idaho Division of Veteran's Services (Boise)

HR Business Partner III – Lead Recruiter – Idaho Department of Health and Welfare (Boise)

CEC Committee Agenda

Click [here](#), to view the agenda for the Friday, January 12th CEC Committee meeting. The meeting begins at 12:00 PM MT and can be viewed [here](#).



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Statewide HR Call Summary 1/4/24

Directors Meetings (Janelle White)

- Annual meetings leading up to the legislative session. Directors receive updates from the governor on session priorities and information from support agencies (DFM, DHR, ITS, SCO, etc.). An email sent on December 15th outlines insights and additional information regarding meetings in greater detail.

CEC Update (Janelle White)

- Recording available on Legislative Services website for December 12th presentation of DHR CEC report and recommendation. Next meeting on Friday, January 12th, where Alex Adams of DFM will provide the governor's recommendation based on the state budget.

DHR Budget Request (Janelle White)

- Presenting budget request to JFAC for five new positions due to increased staffing in other agencies (IDPR, DHW, PDC, IDOC, ITS), requiring additional HR support.

DHR Rule Changes (Janelle White)

- DHR is undergoing zero-based rule review, starting from zero and adding only essential rules that aren't found in other statutes or policies. Aim to cut approximately 50% of existing rules. More details to follow.

State of the State Address (Janelle White)

- Scheduled for Monday, January 8th at 1:00 PM MT and it will be livestreamed on the Legislative Services website.

Thoughts from Leadership (Michelle Peugh)

- Learning from twins who are in middle school, emphasizing the value of growing through experiences, acknowledging uncertainty, and embracing the following principles (credit Ted Lasso):
 1. Doing the right thing is never the wrong thing.
 2. The happiest animal on earth is a goldfish because it has a 10-second memory.
 3. Embracing challenges is like riding a horse, if you are comfortable while doing it, you are probably doing it wrong.
 4. There is something worse than being sad and that's being alone and sad, and you all need to know, you are not alone.
 5. Listen to your gut, on the way down, check in with your heart. Between those two things, they'll let you know what's what.
- Cheers to a new year of growth and contentment – not an enemy of each other but partners. Reflect on your progress to appreciate your growth and prepare for the next part of your journey.



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Occupational Health Update (Courtney Butler)

- In the past year, implemented workers' compensation policy, conducted multiple safety trainings, and set expectations as a state.
- More training for staff is coming up in '24, extending to employees and managers.
- Currently developing safety policy, strategizing, and providing training. Seeking feedback on safety initiatives.

Classification and Compensation Update (Logan Klaas)

- Started February '23, managed ad hoc reports, supported FY25 CEC report, preparing for legislative sessions, completed at least 10 salary surveys.
- Upcoming work in Korn Ferry tool for classifications and SME in factoring. Collaborating with SCO on FY26 CEC reports, ongoing ad hoc requests, summertime micro learning on comp analysis. Collaborating with SCO and Michelle Hermann's team on CEC implementation templates.

New Career Outreach Manager: Paige Bongiorno (Michelle Peugh)

- Paige is heading to DC for the National Governors Association Service to Careers Pathway Action Lab on Tuesday (1/9).
- Priorities once she returns include collaborating with HROs on workforce needs, overseeing internships and apprenticeships, and assisting with EO and ADA coordinator tasks. Her first day is Monday (1/8).

Support Services (Michelle Hermann)

- Coming soon – "Fiscal Learning Opportunities" with Jen and Michelle!

Topics to Include:

- DHR Budget
 - How it all works! Funding Strings, etc.
 - Service Level Agreements
- Payroll
- PCARDS
- Travel Reimbursements
- Cell Phones
- Where to find resources!



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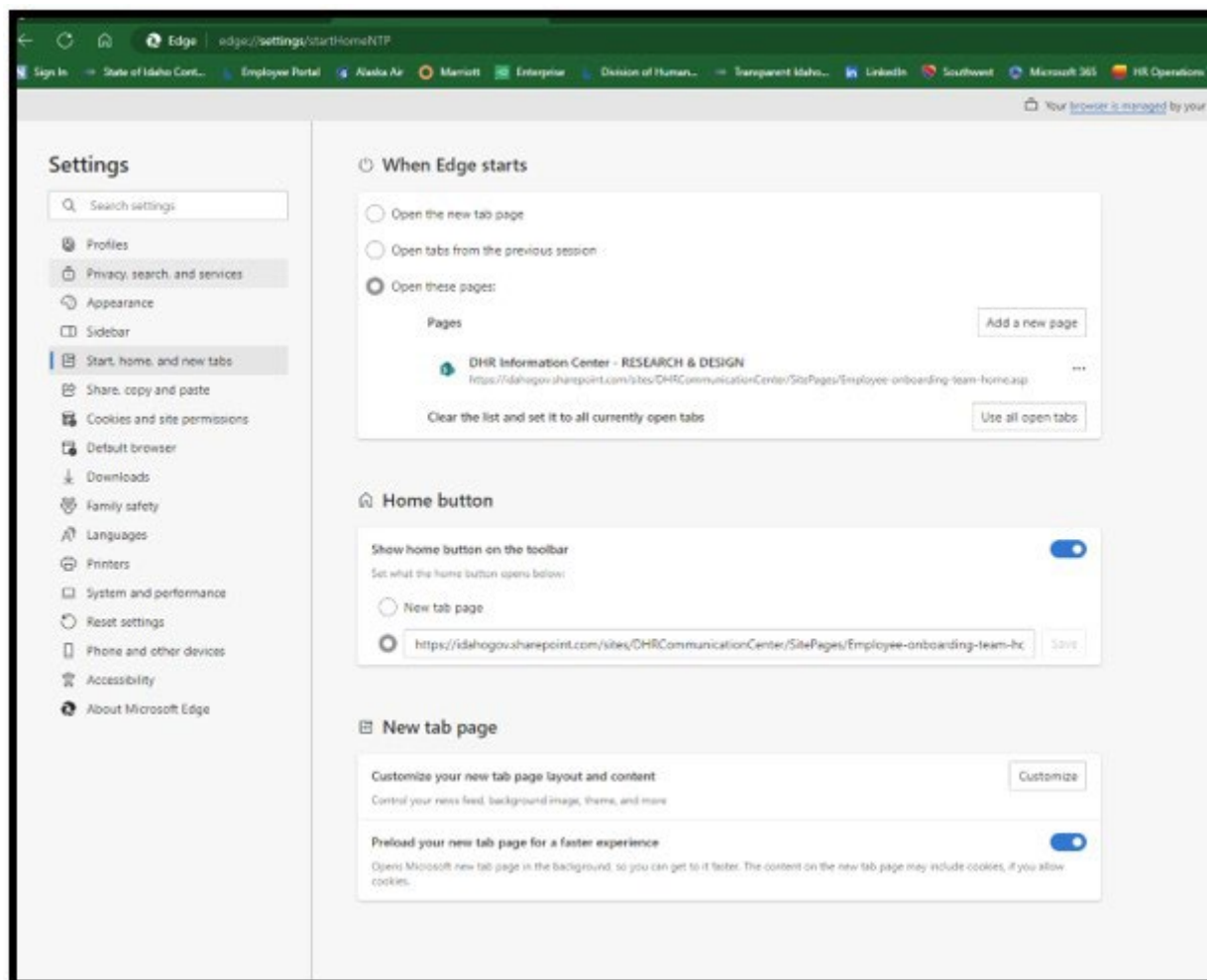
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Statewide HR Call Summary 1/4/24

Set Your Default Internet (Edge) Homepage to the DHR SharePoint Site (Michelle Hermann)

****if allowed by your agency's IT****

1. Open Microsoft Edge
2. Three-dot More icon > Settings Gear-shaped Settings icon.
 - Select **Appearance** on the side bar
 - Turn on **Show home** button.
 - You can either choose **New tab page** or select **Enter URL** for a page that you want to use as your home page





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Luma Update (Michelle Hermann)

Current State:

- Review and exhaust available resources.
- Collaborate with your agency's HR team to resolve the issue.
- Engage with your HR Leadership Team.
- Submit an email to the DHR Support Box.
- If instructed, submit a ticket to SCO.

Future State:

- The DHR SNOW (Service Now) ticketing process has not been rolled out yet, but we anticipate it will be implemented by the end of this month.

Advancements (Michelle Hermann)

- We have removed the automatic Goal emails.
- We are committed to improving LUMA continuously.

Data Validation (Michelle Hermann)

- Our efforts in data validation are ongoing.

Upcoming Trainings (Michelle Hermann)

- Office Hours will continue through mid-January. We would like your feedback on their usefulness and whether you would like them to continue. Please inform your HRO/HRM if you find them helpful.
- Layoff Process Update and Training: A big thank you to Ashley for providing these updates. Check the scheduled micro-learnings on SharePoint for more details. Ashley, do you have any updates to share?

Miscellaneous Updates (Michelle Hermann)

- W-2's will be on their way and will be automatically mailed to employees, unless an employee updates their status. You can still access them electronically.
- Decommissioning of Legacy systems such as EIS/IPOPS, etc.
- IPERFORM: We are working on pulling evaluations, though the storage location is yet to be determined.
- Comp Time Payouts: In the past, they were issued with the first paycheck. This year, they will be paid out on the 1/19/2024 paycheck, and SCO will communicate further details to staff.
- Fun Fact: "Lawson" is the name of the system.



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2024 DHR Employee Training (Angela Kraft-Fisher)

- View upcoming training opportunities on the “DHR Employee Training” page under the Training tab in SharePoint.
- 2024 monthly full-day training opportunities for DHR staff. Contact your supervisor if you’re interested in the January pilot of Employee Academy.
- Enrollment for the regularly scheduled, monthly micros on the second Wednesday of each month will be done in Luma L&D.

2024 Respectful Workplace Training (Angela Kraft-Fisher)

- Luma L&D has the updated 2024 Respectful Workplace Training activity. Details can be found on the one-page flyer below.

Supervisor Academy Update (Angela Kraft-Fisher)

- Adjustment to the new supervisor requirement for Supervisor Academy: DHR will give current supervisors priority registration. Employees who are not active supervisors may attend if class seats are available two weeks before the class date. Non-supervisors who want to attend should email dhr.training@dhr.idaho.gov with their preferred course dates to be added to the waitlist.

October Cybersecurity Campaign Reminder (Angela Kraft-Fisher)

- The October cybersecurity campaign (“Danger Zone”) is no longer available to complete. This campaign is not tied to CEC. Activity will show as incomplete if the employee did not do it before the deadline. Email cybertraining@dhr.idaho.gov to have it waived for extenuating circumstances.

DHR Monthly Micro-Learnings

Enrollment for all micros will now be done in Luma L&D. As a DHR employee, you are eligible to enroll yourself each month. Review instructions for how to enroll yourself [here](#).

Please note, the Activity ID for the micros (DHR_000042 “DHR Monthly Micro-Learnings”) includes each monthly topic as a different “Session.” You will need to enroll monthly. You cannot register for the next month until the current month’s session has ended.

Enroll now for “Creating New Positions & One-Time Deduction Adjustments in Luma” scheduled for next Wednesday, January 10 at 2:00 PM MT! The link will be emailed to enrolled participants on Tuesday, January 9. You can view all upcoming micro topics on the [DHR Employee Training](#) page on SharePoint.

Email dhr.training@dhr.idaho.gov with questions.



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2024 Respectful Workplace Update

The respectful workplace training activity in Luma (**Activity ID: DHR_00039 "Respectful Workplace 2024"**) is required for all Executive Office agency employees, regardless of supplemental respectful workplace training individual agencies provide. Please review [this one-page](#) overview for details. Contact thr.training@dhr.idaho.gov with questions.