

## DHR Operations Weekly Communication

### 1.26.24

## Employee Corner

### DHR Training Insights

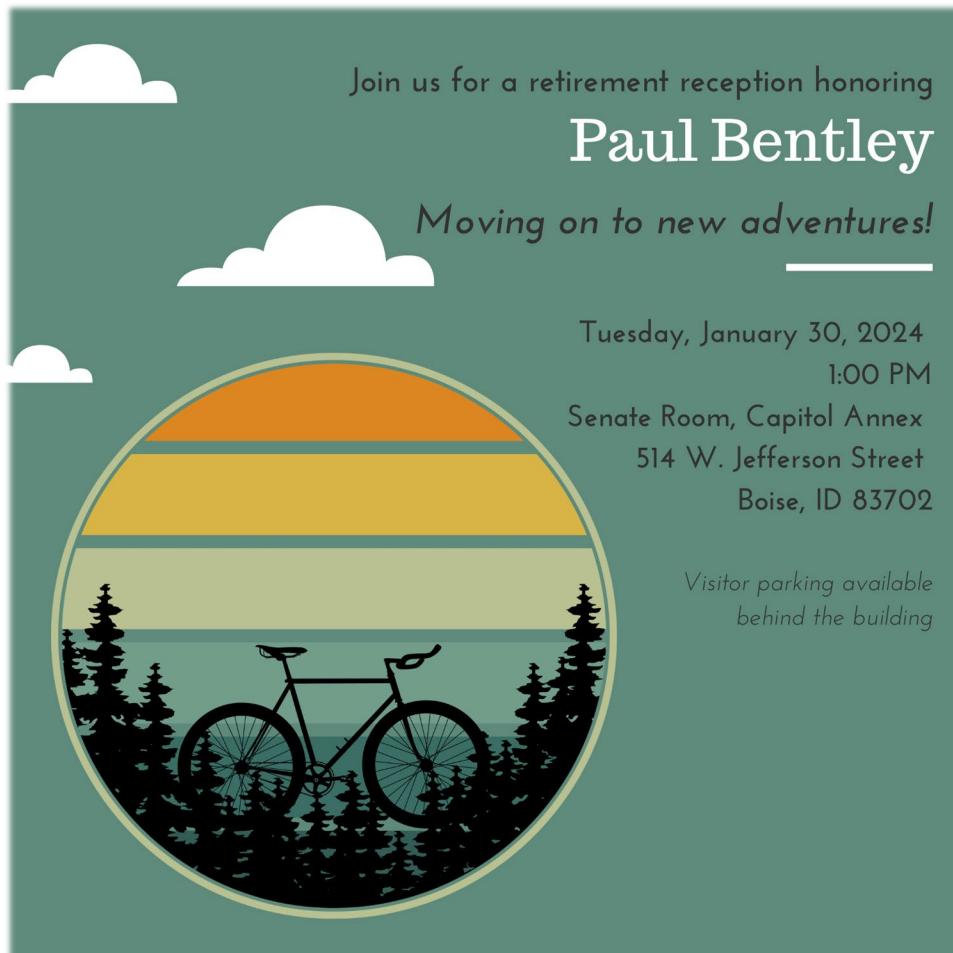
DHR has created a [training insight survey](#) to better understand which trainings DHR staff have attended, to assess the need for further training, and to assist in building the training budget. Please complete the survey by the end of the day on **Friday, February 2<sup>nd</sup>**. The survey link can also be found on the [SharePoint homepage](#).

### Current Openings

[HR Business Partner I](#) – Idaho Department of Correction (Boise) – **Closes 2/5**

[Learning & Development Specialist, Sr.](#) – Idaho Division of Human Resources (Boise) – **Closes 2/11**

### Paul Bentley Retirement Reception Invitation



# Training Updates

## DHR Employee Training Opportunities

Enrollment is now open for DHR-specific trainings in March and April! We will be hosting Getting Things Done online in March and FMLA 101 in Boise in April. Work with your supervisor to enroll in Luma. Visit the [DHR Employee Training](#) page for full details.

## Last Call! February Crucial Conversations for Accountability Add-On Class

DHR is hosting an in-person Crucial Conversations for Accountability Add-On class on **Tuesday, February 13<sup>th</sup>**. This course teaches a process for managing performance, strengthening trust and reliability, and eliminating inconsistency. The "add-on" option provides Crucial Conversations for Mastering Dialogue graduates the chance to jump straight into the accountability content at a discounted rate. [Visit the DHR website for details and enrollment information.](#)

## Annual Respectful Workplace Training for DHR Employees

All DHR employees have been enrolled in “**Respectful Workplace 2024**” (Activity ID: DHR\_00039) in Luma. Please watch the video and complete the activity by Thursday, February 29<sup>th</sup>. You can access it in your GHR Employee role under *My Learning and Development >> Development Profile >> Activities*. Email [dhr.training@dhr.idaho.gov](mailto:dhr.training@dhr.idaho.gov) with questions.

Infir Global HR

Employee

YOUR NAME

Home

My Reviews

Manage Goals

View Compensation

Benefits

My Learning and Development

Development Profile

Catalog

My Profile

My Documents

Find A Coworker

Development Profile

RefreshAdd Personal ActivityPrint Development ProfilePrint Transcript

SummaryActivitiesDevelopment PlansCertificationsEvaluationsContinuing Education CreditsFit AnalysisGoals

Assigned Activities

Record Count: 2

|  | Requ... | Type          | Due ...   | Pr... | Di... | Status                 | Score  | Start D... |
|--|---------|---------------|-----------|-------|-------|------------------------|--------|------------|
| <div>Respectful Workplace 2024</div> <div>Respectful Workplace 2024</div> <div>Type: Video</div> <div>Launch</div>                     | Yes     | Video         | 2/29/2024 |       |       | Confirmed Registration | 0.00 % | 1/18/20... |
| <div>Access to W-2, 1095-C, Pay Stub</div> <div>Access to W-2, 1095-C, Pay Stub</div> <div>Type: Online Course</div> <div>Launch</div> | No      | Online Course |           |       |       | Confirmed Registration | 0.00 % | 12/21/21   |

Available

Record Count: 25

|   | Type          | Difficulty Level |
|---|---------------|------------------|
| <div>Welcome to Luma Learning &amp; Development</div> <div>Description: Welcome to Luma Learning &amp; Development</div> <div>Online Course</div> <div>Enroll</div> | Online Course |                  |
| <div>Employee - Travel and Expense Reimbursement</div> <div>Description: LUM_201804 Employee - Travel and Expense Reimbursement</div> <div>Online Course</div>      | Online Course |                  |

## February DHR Micro-Learning

Enrollment is open for next month’s micro-learning, **Legislative Process and Update**, scheduled for **Wednesday, February 14<sup>th</sup>** at 2:00 PM MT. Visit the [DHR Employee Training](#) page on SharePoint for enrollment instructions and upcoming monthly topics. Email [dhr.training@dhr.idaho.gov](mailto:dhr.training@dhr.idaho.gov) with questions.

# Training Updates

## February Fiscal Fun for You!

Join Bureau Chief, Michelle Hermann and Financial Specialist, Sr., Jen Weekes for an exhilarating, optional coffee hour where they will dive into the world of fiscal- well, not everything, but at least skim the surface! They are offering 4 exciting options for you to attend, every Wednesday at 9:00 AM MT though the month of February!

### Schedule and links:

- [Wednesday, February 7<sup>th</sup> - 9:00 AM MT](#)
- [Wednesday, February 14<sup>th</sup> - 9:00 AM MT](#)
- [Wednesday, February 21<sup>st</sup> - 9:00 AM MT](#)
- [Wednesday, February 28<sup>th</sup> - 9:00 AM MT](#)

### Here's what's on the agenda:

- DHR Funding/Budget (SLA)
- Payroll
- GL String
- P-Cards
  - Ordering
  - Approving
  - Excluding taxes and tips
- Travel
- Cell Phone Reimbursements
- A sprinkle of resources throughout
- Question and Answer

**Michelle Hermann**  
Bureau Chief



**Jen Weekes**  
Financial Specialist, Sr.

