



# DHR Operations Weekly Communication

## 2.9.24

## Weekly Communication Update

To better clarify the intended audience for topics within the weekly communication, there will now be two icons next to each header.



DHR logo is information specific to DHR staff.



State of Idaho flag is information for all state employees.

## Deadlines

**Deadline: 2/23/24**

**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. All DHR staff must complete the survey by the end of the day on **Friday, February 23rd**. The survey link can also be found on the [SharePoint homepage](#).

**Deadline: 2/12/24**

**Last Chance! FMLA 101 on February 13<sup>th</sup>**

Learn the fundamentals of the Family Medical Leave Act (FMLA) for HR professionals. Participants will gain an understanding of the application of federal and state laws, rules, policies, and processes; roles and responsibilities; and documentation.

- **DATE:** February 13<sup>th</sup>
- **LOCATION:** City of Rocks Room (ITD), Chinden Campus, Boise
- **ENROLLMENT:** Speak with your manager to enroll by **2/12/24**. [Activity ID DHR\_000044]

**Deadline: 2/12/24**

**Enroll Now! February DHR Micro-Learning**

Don't forget to enroll in February'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. You will not receive the link unless you are enrolled in Luma. Enrollment closes on **2/12/24**.

## Legislative Update

**DHR Rules Update**

DHR Rules passed the House Commerce and Human Resources Committee this week. The updated chapter will go into effect **July 1<sup>st</sup>, 2024**.

# Employee Corner

## Current Openings /

[HR Business Partner I](#) – Idaho Department of Health and Welfare (Pocatello) – **Closes 2/20**

[Learning & Development Specialist, Sr.](#) – Idaho Division of Human Resources (Boise) – **Closes 2/11**  
(Central Office team located at ITD Chinden Campus)

[HR Officer](#) – Idaho Transportation Department (Boise) – **Closes 2/15**

[HR Business Partner III](#) – Idaho State Liquor Division/Lottery Commission (Boise) – **Closes 2/15**

## Save the Date: DHR Spring Summit

Mark your calendars for the DHR Spring Summit at the Chinden Conference Center in Boise! Details and agenda to come. Please note:

- **May 21<sup>st</sup>** is for HR Leadership (HRO's and above)
- **May 22<sup>nd</sup>** is for all staff

If you need to book a hotel, DHR has a block of rooms at the Springhill Suites on Cloverdale Road for \$165 per night. To reserve a room, please [follow this link](#) and remind them you are tax exempt.

## 2023 W-2 Information Update /

SCO has updated the guidance on W-2 forms to clear up any confusion from previous communications. Please review the new information on the [Luma](#) page of the [DHR SharePoint](#).

# Training Update

## 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 three exciting options left for you to attend, every Wednesday at 9:00 AM MT though the month of February!

### Schedule and links:

- [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](#)



**Michelle Hermann**  
Bureau Chief



**Jen Weekes**  
Financial Specialist, Sr.

### 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