



## DHR Operations Weekly Communication

3.29.24

### Deadlines

#### Deadline: Today

#### 2024 Cybersecurity Training



This is a friendly reminder to please complete your Cybersecurity Training by the end of the day today! You can access the training modules in Luma through your *Employee Learning and Development profile*. Please use Training ID: **DHR\_000050** titled '2024 Annual Cybertraining' and if you have any questions, please contact ITS at [cybertraining@its.idaho.gov](mailto:cybertraining@its.idaho.gov).

### OGI Update

#### Preparing for Open Enrollment & Life Event Reminders



##### Preparing for Open Enrollment:

- Information about premium rates, Summaries of Benefits and Coverage (SBC's) and carrier information will be posted on the OGI website the week of **April 1<sup>st</sup>** with open enrollment running from **April 22<sup>nd</sup> to May 10<sup>th</sup>**.
- In some instances, a newly hired employee may need to complete the current year medical, dental and FSA forms **AND** the coming year medical, dental and FSA forms.
- **No late enrollments will be accepted.**
- Informational Zoom sessions and further communications are scheduled for next week.

##### Luma New Hire and Life Event Notes/Issues:

- OGI is getting a lot of "Did you get my application" emails and phone calls from employees and HR regarding the same person. HR can view the status of all applications in the Benefits Life Events sections. Applications in a "Finalized" status are complete and will transmit to the carrier the first available Wednesday AFTER the coverage effective date.
- If a New Hire does not want medical and/or dental coverage, they need to select the "Medical Waive" and/or "Dental Waive" plan for one or both coverage plans. The Life Event will not allow them to submit without doing so.
- The last steps of the New Hire and Life Events is to
  1. "Submit"
  2. Accept the Acknowledgement that pops up
  3. "Submit" again
- Many employees have missed this crucial step, resulting in incomplete applications. We have previously accommodated those who missed certain steps in their New Hire events, but this practice is causing significant delays for OGI staff and jeopardizing timely application processing. To streamline this process, please ensure that your employees have access to the Quick Reference Guide (QRG) for completing New Hire or Life Events, thereby preventing these oversights and facilitating smoother application submissions.

# Employee Corner

## Current Openings

If you are interested in a lateral transfer, please email the hiring manager and copy Claire Russell ([claire.russell@dhr.idaho.gov](mailto:claire.russell@dhr.idaho.gov)).

[HR Officer](#) – Idaho Transportation Department (Boise) – **Open until filled**

[HR Business Partner III](#) – Idaho State Police (Meridian) – **Closes 4/2**

## Training Updates

### DHR April Micro-Learning – CEC Update

Don't forget to enroll in [April's micro-learning](#) scheduled for **Wednesday, April 10<sup>th</sup>** at 2:00 PM MDT. We'll be discussing FY 2025 CEC!

## Luma Update

### Statewide Performance and Goals Demo /

There is one more opportunity to attend the statewide Performance and Goals demo for Supervisors on **Tuesday, April 2<sup>nd</sup>** from 9 AM – 10 AM.

This training will cover the following:

- Demo the start to finish of an appraisal.
- The workflow of appraisals once completed.
- Creating goals > creating appraisal > submitting appraisal.
- What each acknowledge/approve looks like.

This training is not required and will be recorded for those who are unable to attend. To enroll, please navigate to the *Catalog in your Development Profile*, search *Performance and Goals*, and *enroll* in one of the two available options.

Email [lumatraining@sco.idaho.gov](mailto:lumatraining@sco.idaho.gov) with questions.