

Upcoming Freeze and Cut-Off Dates



Version 4: May 30, 2023

Please note that new Freeze, Cut-Off Dates, and details have been added as of May 30, 2023. Some dates and processes have changed since the earlier versions of this communication. These changes are highlighted in yellow. Please review and notify your employees accordingly.

Dear State of Idaho Agency Leader,

The freeze and cut-off dates below have been refreshed with the most updated information as of May 30, 2023. Please use this to guide your decision making for those business activities that will be 1) discontinued in a legacy system, 2) operated during the time of the transition, and 3) will function differently in Luma. The tables below outline critical functionality and dates that will impact business processes for procurement, human resources, financial leads, managers and supervisors, and employees. **Please see the appendix section for cutover guidance from the State Treasurer's Office.**

How the Freeze and Cut-Off tables are organized:

The tables are organized by the five primary areas of change: Human Resources (HR), Time Sheet Entry (Time), Payroll Processing (Payroll), Employee Benefits (Insurance-related), and Finance and Supply Chain Management. Three additional summaries are provided by organization: Judicial, Universities (U of I, ISU, and BSU), and Department of Health and Welfare.

How to prepare:

Please consider accomplishing necessary purchases earlier, adjusting travel plans to avoid activities at the end of June, resolving payroll adjustments within the last pay period, and clearing inventory for any known discrepancies. We encourage you to close out activities before the deadlines noted. These actions are essential to a successful transition to Luma and if not acted on, may result in a significant increase in workload, that could be avoided during this critical transition.

Go-Live Dates:

Human Capital Management (HCM): HR, Payroll, Time, and Insurance-related: **June 20 Anticipated Employee Access Date**; HCM data will be effective in Luma starting June 11

Access to Luma is expected to begin on June 20, when cutover and validation has been completed. More details will be provided closer to go live and when the system is available.

Finance and Supply Chain Management Go-Live: **July 3 Anticipated Employee Access Date**;

Finance and Supply Chain data will be effective in Luma starting July 1

Access to Luma is expected to begin on July 3, when cutover and validation has been completed. More details will be provided closer to go live and when the system is available.

Additional guidance:

Additional guidance to complement this communication will be released by several state agencies, including the Division of Human Resources (DHR), Division of Financial Management (DFM), Division of Purchasing (DOP), Office of Group Insurance (OGI), and Payroll and Accounting within the State Controller's Office (SCO).

The Luma project Agency Advocates are available to assist with any questions or additional information requests. Thank you for your agency's continued support of the Luma Project!

Upcoming Freeze and Cut-Off Dates for All Agencies (all dates 2023)

Version 4: May 30, 2023

Please note that new Freeze, Cut-Off Dates, and details have been added as of May 30, 2023. Some dates and processes have changed since the earlier versions of this communication. These changes are highlighted in yellow. Please review and notify your employees accordingly.

Definitions:

FREEZE- system transactions are halted or limited until a set date, during which interim processes such as manual tracking may be required

CUT-OFF- deadline by which an action or process needs to be completed in a given legacy system

TAKE ACTION- action needed

TAKE NOTE- information to be aware of; no action required

Human Resources (HR)			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
May 12 DONE	CUT-OFF: Finalize all Organization Details, (organization charts, work group managers,) by May 12 to submit the official organization through the HR Org Workbook that will be made available mid-April AND MUST BE submitted by May 12.	Maintain changes up to May 12 submission. Any position or employee changes between due date May 12 and June 1 (last day to enter hires) will be updated by Luma team.	HR Employees
May 21 DONE	CUT-OFF: Complete performance evaluation through IPerform and other methods by May 21. Evaluations must be in a “transmitted” status in IPERFORM or keyed into the Performance Evaluation History data base by 5/21/2023.	Manually maintain performance evaluation until they can be entered in Luma on June 20.	HR Employees
June 1	CUT-OFF: New Positions approved by the legislature and effective hiring date of June 10, need to be entered into IPOPS by June 1 with an “Awaiting Release” status by 5pm PDT.	Positions approved by the Legislature filled on/after June 11 with an effective date of July 1 should be entered into Luma.	HR Employees
June 1	TAKE NOTE: Any hires between June 1 to June 10 (effective date June 10 or prior) will need to be held and entered into Luma.	If there is a critical/ emergency hire for the last payroll in I-Time, please reach out to DHR.	HR Employees
June 10	TAKE NOTE: Any terminations from June 11 onward will be processed in Luma.	Terminations effective June 11 and after can be entered into Luma on June 20.	HR Employees
June 15	FREEZE: IPOPS Security Shutdown (View only beyond June 16)	View only access will be available a while after Luma go-live.	HR Employees
June 18	CUT-OFF: Last day to post announcements in NeoGov is June 18. NeoGov announcements will need to be closed out by July 31.	Recruiting activities can begin in Luma on June 20.	HR Employees Job Candidates
Manual Hiring	If an organization does not use NeoGov, job postings and hirings can occur but will have to be manually entered into Luma when Luma is online, expected to be June 20.	Recruiting activities can begin in Luma on June 20.	Non-NeoGov organizations
June 20	TAKE NOTE: 5 years of history for W-2/ Paystubs/ 1095Cs will be transferred from legacy to Luma.	Employees can access their forms in Luma beginning June 20.	All Employees

Time Entry and Scheduling			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
May 28 to June 10	TAKE NOTE: Last pay period in EIS, view only beyond June 15	Historical timesheets will be viewable for a while after Luma go-live.	All Employees
June 11 to June 19	TAKE ACTION: Timesheet entry no longer available in I-Time	From June 11 to June 19, time must be tracked manually for entry into Luma on June 20	All Employees
June 11 to June 24	TAKE NOTE: First pay period in Luma	Timesheet entry first available in Luma on June 20.	All Employees
June 13	CUT-OFF: All donated leave must be entered by June 13. Cut off processing on June 13.	All donated leave requests after June 13 will be a manual process with a PDF form going into Luma.	All Employees
June 14	CUT-OFF: June 14 is the due date for agencies to submit I-TIME for the June 23 pay date.	N/A	All Employees
June 15	CUT-OFF: Preprocessing reports will be available for agencies. I-Time timesheet corrections for May 28 - June 10 due by June 15 for final payroll processing.	Corrections can be submitted to Luma on June 20.	All Employees
June 11 – June 24	TAKE ACTION: Timesheets will be entered in Luma WFM for the first pay period in Luma. Agencies must submit timesheets by 4pm MT on June 29.	N/A	CPOs
June 20	TAKE ACTION: Enter time worked since June 11 to current date in Luma.	N/A	All Employees
June 20	TAKE NOTE: Organizations using the Multi-View Scheduling option in Luma will be able to create and setup shifts schedules.	N/A	Organizations using Luma MVS shifts for employees
June 20	TAKE NOTE: CSS hours and All leave balances will be converted to Luma.	N/A	All Employees

Payroll Processing			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
June 10	CUT-OFF: Pay period ends on June 10 – updates and corrections in ITime may be submitted until June 15.	From June 11 to June 19, time must be tracked manually for entry into Luma on June 20.	Payroll Employees
June 14	CUT-OFF: Complete transactions/ updates in IPOPS Payroll by June 14.	Payroll actions effective June 11 and after can be entered in Luma on June 20.	Payroll Employees
June 15	TAKE NOTE: Biweekly last pay run in EIS	N/A	Payroll Employees
FYE Biweekly Adjust Payroll	TAKE NOTE: Biweekly Last Adj Payroll will not be done in Legacy	Payroll corrections can be submitted to Luma on June 20.	Payroll & Budget Employees

Payroll Processing (continued)			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
June 23	TAKE NOTE: Biweekly last pay date in EIS	N/A	All Employees
June 28	CUT-OFF: Taxable meals entered in STARS through June 28 will be processed.	Reimbursements will be processed in Luma Expense Management and processed through Payroll going forward.	Payroll Employees
June 30 to July 4	TAKE NOTE: Biweekly First Pay Run in Luma	N/A	Payroll Employees
July 5	TAKE NOTE: First expense reimbursement payroll run in Luma	N/A	All Employees
July 7	TAKE NOTE: Biweekly First Pay Date in Luma	N/A	All Employees
July 10 to July 11	TAKE NOTE: Biweekly First Off-Cycle Payroll in Luma	The Off-Cycle process replaces the legacy MVA processing.	All Employees
July 14	TAKE NOTE: Biweekly First Off-Cycle Pay Date in Luma	N/A	All Employees

Employee Benefits (insurance related)			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
May 31	CUT-OFF: Open enrollment begins April 23 and ends May 12. New hire enrollments or life event updates must be submitted by May 31.	From June 1 to June 19, agency new hires enrolling into medical/dental/FSA/HS A or current employees making changes due to a Qualifying Life Event will complete a paper application and submit to OGI for processing. Employees start enrolling and submitting for benefits in Luma on June 20.	All Employees
June 1 to June 20	FREEZE: Blue Cross and Navia Online Enrollment Freeze from June 1 to June 20	Paper applications can be submitted to OGI for processing.	All Employees
June 1 to June 20	TAKE ACTION: Employee, life events, retirements, or other actions that could impact employee benefits should be reviewed with HR and appropriate lead agency knowledge experts.	N/A	Employees with employment and life changes
June 20	TAKE ACTION: OGI will enter events/ Updates in Luma beginning June 20. Employees can also begin entering enrollment updates in Luma.	N/A	All Employees

Finance and Supply Chain Management			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
April 24 DONE	CUT-OFF: A new Accounts Receivable Customer Conversion Workbook (CFS114) will be distributed on April 10th, and must be submitted with updated Customers by April 24 th	After April 24, any new customers to be added to Luma will be done through Service Now. The customers will be added after July 1.	Billing & Account Receivable Employees
April 28 DONE	CUT-OFF: Submit requests for Chart of Accounts dimension changes in Luma (Org Cost Center, Program, Location, Additional Reporting)	Requests submitted after April 28 may not be fulfilled prior to July 1 st .	Statewide Fiscal Employees
AR Maintenance DONE	TAKE ACTION: Agencies are strongly encouraged to review accounts receivable (AR) balances to ensure accurate data is brought into Luma. Open receivable credit balances should be applied, as appropriate, to open invoices. Receivables with balances that are considered uncollectible or immaterial should be written off according to agency policy. Unless required by a specific statutory rule, only two (2) years of AR balances should be brought into the new system.	N/A	Statewide Fiscal Employees
May 31	CUT-OFF: Last day to create Purchase Orders which may not be liquidated prior to FYE (Purchase Orders that may be approved for - Executive Carry Forward)	N/A	All Purchasing Employees
PO Creation	TAKE ACTION: Limit PO creation for anything not anticipated to be paid prior to June 30. Agencies need to stock up on essentials prior to cut-off.	Emergency PO's will be limited.	All Purchasing Employees
May 31	CUT-OFF: May 31 is last day to complete in Legacy- Agency Fund combinations necessary for transacting to include Edit Groups and Edit Exclusions.	N/A	Statewide Fiscal Employees
June 1	CUT-OFF: Submit or update Contracts in IPRO and other agency contract management software by June 1.	Agencies are responsible for collecting contract data in a spreadsheet template and updating Contracts in Luma Post Go-live. Luma team to create data collection template.	Procurement Employees
June 1	CUT-OFF: Submit request for Cash Allocation Codes - in Luma by June 1	Agencies to track additional legacy object created after June1 and will need to manually update in Luma prior to processing any transactions.	Statewide Fiscal Employees
June 16	CUT-OFF: Final day to process Purchase Orders that will be liquidated before FYE. (Purchase Orders using current year funds that will not have Executive Carry Forward).	N/A	Statewide Fiscal Employees

Finance and Supply Chain Management (continued)			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
June 16	CUT-OFF: New Items and Item's Location - Last day in Inventory Management 6/16/2023.	Any additions will need to be input into both legacy system and Luma.	Procurement Employees
June 16	CUT-OFF: Make purchases using Purchasing Cards (PCard) by June 16.	PCards will still allow automated/ scheduled payments. Agencies should freeze non-essential purchases from June 16 to June 30.	All PCard Holders
June 17	FREEZE: On June 17, freeze begins for all Purchase Order creation. First date to process transactions in Luma is July 3 .	N/A	Procurement Employees
June 16	CUT-OFF: Interagency Billing and Intra-agency Billing- Final billing by June 16	N/A	Statewide Fiscal Employees
June 23	CUT-OFF: All receipts (General Purchase Order and inventory receipts) – Final day in Legacy systems June 23.	Manually track in spreadsheet any exceptions for entry into Luma	Procurement Employees
June 26	TAKE NOTE: FY22 outstanding warrants will be cancelled and the related cash sent to the State Treasurer's Office, unclaimed property.	N/A	Statewide Fiscal Employees
June 27	CUT-OFF: Final Day for agencies to run the Posted Pending process. Recommended for all agencies to utilize this process for the transition to Luma.	N/A	Statewide Fiscal Employees
June 27	TAKE NOTE: On June 27 , final Visa file will be uploaded from US Bank to the state Pcard application. All future Visa files will be uploaded to Luma in July.	Transactions will not be converted from the state Pcard application to Luma. Any FY23 Pcard expenditures that have not been approved and sent to STARS by June 30th will need to be manually entered into Luma.	All PCard Holders
June 28	TAKE NOTE: Recommended last day to issue items from inventory/warehouses to prepare for physical inventory. Agencies with a large physical inventory should consider making this day earlier.	Accurate counts need to be sent to the Luma team by 4 PM, June 30	Procurement Employees
June 28	CUT-OFF: Last day for invoice processing, invoice submission, approval, and payment in legacy systems	All in flight or open invoices must be re-entered into Luma.	Statewide Fiscal Employees
June 28	CUT-OFF: Interagency invoices must be paid in full by June 28.	Billing agencies will need to manually enter any outstanding interagency invoices in Luma after Go-live.	Statewide Fiscal Employees

Finance and Supply Chain Management (continued)			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
June 28	CUT-OFF: Travel Express – Pre-Approvals must be closed out/approved by June 28.	All preapproved travel that won't be reimbursed by June 30 must have records outside of Travel Express (email, scanned document, paper document) This will serve as supporting documentation for the open travel voucher entry into Luma.	Travel Express Users
June 29	TAKE NOTE: Payments – Open Warrants: Will convert as of June 30 and then pull additional current Year open payments (FY23)	N/A	Statewide Fiscal Employees
June 29	CUT-OFF: Construction in Progress (CIP) and Intangibles last date to enter into FAS or legacy systems	N/A	Statewide Fiscal Employees
June 29	CUT-OFF: Update Custodial Accounts by June 29 (Applies only to agencies using the Luma Custodial Account Module)	N/A	Statewide Fiscal Employees
June 29	CUT-OFF: Deposits to State Treasurer's Office: No conversion: June 30. Based on FY end Memo, deposits after 11am will go to next period.	N/A	Statewide Fiscal Employees
June 30	CUT-OFF: All voucher items must be closed out by June 30.	All open travel vouchers after June 30 must be held for entry into Luma on July 3. All inflight (pending approval) vouchers must be manually re-entered in Luma.	Travel Express Users
June 30	CUT-OFF: All PCard statement balances must be fully paid off as of June 30.	Any further monthly statement balances will be paid in Luma. All agency US Bank balances as of June 30 will be paid from STARS. Remaining monthly statement balances will be handled in Luma.	All PCard Holders
June 30	TAKE NOTE: Preliminary cash balances as of June 30 will be brought over from STARS and loaded into Luma.	Deposits made after 11am on June 30 need to be entered in Luma.	Statewide Fiscal Employees
June 30	TAKE NOTE: Preliminary Custodial Account balances loaded into Luma. (Applies only to agencies using the Luma Custodial Account Module).	N/A	Statewide Fiscal Employees

Finance and Supply Chain Management (continued)			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
July 1	TAKE NOTE: Do not add new assets until the Luma Asset Management team has completed their reconciliation. You will receive an email notifying you when new assets can be added. In addition, any GL entries (reclass, etc.) should be done prior to new assets being added to Luma.	Assets can be in an “unreleased” status until the reconciliation has been completed.	Statewide Fiscal Employees
July 3	TAKE NOTE: State Treasurer’s Office TATRS cutover from STARS data to Luma	N/A	Statewide Fiscal Employees
July 10	CUT-OFF: Absolute Final Day for agencies to get all of their outstanding P-Card transmittals approved and sent to STARS	N/A	Statewide Fiscal Employees
July 14	TAKE NOTE: STARS – STARS Final Balances and year-end close process (STARS Sunset)	N/A	Statewide Fiscal Employees
July 15	TAKE NOTE: After STARS fiscal year-end close occurs final STARS General Ledger, Cash, and Custodial Account balances will be loaded into Luma.	N/A	Statewide Fiscal Employees

Judicial Only: Key Freeze and Cut-Off Dates for related to Payroll			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
May 23 DONE	TAKE NOTE: Judicial Last Pay Run in EIS	N/A	Payroll Employees
June 1	TAKE NOTE: Judicial Last Pay Date in EIS	N/A	Judicial Employees
FYE Adjust Payroll	TAKE NOTE: Judicial Last Adjustment Payroll will not be done in Legacy	N/A	Payroll Employees
June 26 to June 27	TAKE NOTE: Judicial First Pay Run in Luma	N/A	Payroll Employees
July 1	TAKE NOTE: Judicial First Pay Date in Luma	N/A	
July 5	TAKE NOTE: First expense reimbursement payroll run in Luma	N/A	All Employees
July 10 to July 11	TAKE NOTE: Judicial First Off-Cycle Payroll in Luma	N/A	Judicial Employees
July 14	TAKE NOTE: Judicial First Off-Cycle Pay Date in Luma	N/A	Judicial Employees

University of Idaho, Idaho State, and Boise State: Key Freeze and Cutoff Dates related to Payroll			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
June 21	TAKE NOTE: University Last Pay Run in Legacy	N/A	Payroll Employees
June 23	TAKE NOTE: University Last Pay Date in Legacy	N/A	University Employees
July 6	TAKE NOTE: University First Pay Run in Luma	N/A	Payroll Employees
July 7	TAKE NOTE: University First Pay Date in Luma	N/A	University Employees

Department of Health and Welfare (DHW): Key Freeze and Cutoff Dates related to Finance and Supply Chain Management			
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Interim Processes	Impacted Employees
June 24	TAKE ACTION: Complete Custodial Accounts workbook	N/A	Specific DHW employees

What can you expect next?

- Subsequent freeze/cut-off dates will be communicated when information becomes available. As you receive additional freeze/cut-off information, ensure you are putting in place mitigation plans and notifying the correct procurement leads, human resources leads, finance leads, managers, and employees.
- You will also receive Readiness Checklists and other resources to support successful transitioning to Luma.
- We recommend you create calendar reminders of the key freeze dates and any cut-off dates for activities that are relevant to your teams.
- Look out for upcoming training and review the [Luma website](#).

Who can you reach out to for support or questions?

- For any questions relating to freeze/cut-off dates, please submit a question through [this form](#)