



Luma

Gearing up for Go-Live: Self-Paced E-Learning for Employees



Please complete the following Self-Paced E-Learnings through the Enterprise Dashboard	Date Available
Benefits Enrollment (25 minutes) How employees choose benefits, designate beneficiaries, view payroll deductions, and change election	Available starting 05/31/23
Employee Record (10 minutes) How employees view and change their employment information and view Luma notifications	Available starting 05/31/23
Apply for Jobs (10 minutes) How employees apply for jobs, from finding job openings to signing a job offer	Available starting 05/31/23
Basic Timesheet Entry (15 minutes) How employees enter time worked without cost accounting entry	Available starting 05/31/23
Onboarding and W-4 Tasks (10 minutes) How new employees complete onboarding tasks, how the W-4 is initially completed, and how employees update W-4 when needed	Available starting 05/31/23
Create a Safety Observation and Recognize Safe Behaviors for Employees (10 minutes) How employees report safe and unsafe conditions and behaviors in the workplace	Available starting 06/01/23
<input type="checkbox"/> View and Print Health Records and Health Components (10 minutes) How to view and manage health records and health components	Available starting 06/01/23
View Coworkers (5 minutes) How to use Luma's organization structure chart to view a coworker's position.	Available starting 06/05/23
<input type="checkbox"/> Review Appraisals and Skills (10 minutes) How employees review their performance appraisal and update and view their skills and talents	Available starting 06/05/23
Timesheet Entry with Cost Accounting (10 minutes) How employees enter time worked and enter accounting codes to connect time worked to specific funding	Available starting 06/05/23
Executive and Annual Timesheet Entry (As Needed) (15 minutes) How 'Annual Contract' and 'Executive Exempt' employees manage their auto-generated time entry	Available starting 06/05/23
<input type="checkbox"/> Advance Timesheet Entry for Dual Employees (15 minutes) How dual employees (working for two agencies) enter time worked	Available starting 06/05/23
Travel and Expense Reimbursement (15 minutes) How employees create travel plans, expense reports, and request a cash advance	Available starting 06/05/23
<input type="checkbox"/> P-Card Holders Charge Approval (10 minutes) How employees with P-Cards approve, verify, and reject P-Card transactions	Available starting 06/05/23

Questions? Reach out to your agency's Change Liaison or Luma contact.



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Gearing up for Go-Live: Self-Paced E-Learning for Managers



Please complete the following Self-Paced E-Learnings through the Enterprise Dashboard	Date Available
Complete all Self-Paced E-Learnings for Employees in addition to the Manager-only list below.	See Checklist for Employees
<input type="checkbox"/> Conduct Performance Appraisal (10 minutes) How a manager/supervisor navigate their employee's record and respond to activity requests	Available starting 06/01/23
<input type="checkbox"/> Employee Goal Management (15 minutes) How a manager/supervisor views, creates, and prints employee performance goals	Available starting 06/01/23
<input type="checkbox"/> Manage Job Requisitions and Candidates (15 minutes) How a manager/supervisor creates and works with a job requisition and selects candidates to interview	Available starting 06/01/23
<input type="checkbox"/> Review and Approve Timesheet (20 minutes) How a manager/supervisor reviews and authorize daily and weekly time entry on the timesheet	Available starting 06/01/23
<input type="checkbox"/> Manage Employee Separation (5 minutes) How a manager/supervisor initiates and completes employee separation (job termination)	Available starting 06/01/23
<input type="checkbox"/> Close PCard Transactions (Approve) (10 minutes) How managers/supervisors and approvers close a PCard transaction	Available starting 06/01/23
<input type="checkbox"/> Create a Safety Observation for Managers (10 minutes) How a manager/supervisors report safe and unsafe conditions and behaviors in the workplace	Available starting 06/01/23
Approve and reject travel plans, cash advances, and expense reports (15 minutes) How managers/supervisors and approvers review travel plans, expense reports, and cash advances	Available starting 06/05/23

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