**LUMA Core Modules for Human Resources**

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| **LUMA MODULE** | **DESCRIPTION** |
| Org Structure – Basic   | Overall organizational (HR) structure for an agency. This sets up the relationships that define the core HR functions in Luma, often referred to as Luma’s Global Human Resources (GHR) module.  |
| Transition Management  | Actions related to employee preboarding, onboarding, W-4 setup, and offboarding.  |
| Data Administration   | Activities, data fields, and processes used to capture and review employee data, such as but not limited, employee history and length of service   |
| Class and Compensation  | Salary structures, paygrades, salary surveys, bonuses, and merit increases.   |
| Workflow Routing and Approvals  | More than 40 unique workflows support Idaho’s many agencies and the appropriate step sequence to initiate and approve HR actions, including but not limited to Hire, Termination, Transfer, Promote, Change pay rate, Offer approval, and Update Work Assignment and Update Position, across all approval levels.  |
| Talent Acquisition (TA) | Recruitment process for requisition creation, application, interview, background check, hire, and disposition processes – this integrates core Luma functionality with the add-on from Talemetry by Jobvite for recruitment marketing. |
| Reports  | Reports available within Luma as an integral part of sortable and searchable List Views in Luma and with SCO Adhoc reporting (similar to IBIS)  |
| Payroll  | Payroll processes take HR data (from the GHR module) and the Time and Schedule functions (from the Workforce Management module) to compute wages, overtime, deductions, and adjustments to create the employee payroll that is then posted to the general ledger. This includes creating pay stubs and routing direct deposits. |
| Time Entry and Cost Distribution | Time entry using one two different time sheet forms, a daily time sheet most often used by those clocking time in and out (working shifts) and the more familiar week-at-a-time entry in a weekly time sheet. This is done in the Luma Workforce Management module which also captures time off and type of work completed. |
| Shift Scheduling (MVS)  | Shift planning and scheduling is accomplished within Workforce Management with a module referred to as the Multi-View Scheduler (MVS); agencies that had an interest in shift scheduling are currently being trained and their work units configured to use Luma when Luma goes live, currently 40 work units in seven agencies [DHW, IDJC, IDOC, Veterans, Military, ISDA, and ISP). Training available upon request.  |
| Employee Profile (self-service)  | Employees may update and monitor some employment-related data including, but not limited to addresses, benefits selection, and personal data (this replaces the current legacy self service functions at SCO)  |
| Occupational Health and Safety (OH&S) | Tracking and reporting safety incidents and observations; tracking employee health components (for example pass a physical) and report injuries (does not yet interface with the state insurance fund for workers compensation); does not include Work Restrictions and Reasonable Accommodation functions. |
| Performance and Goals  | Creating, monitoring, and updating employee Performance Evaluations as applicable across all state agencies. Goal development and monitoring by employees and their managers with alignment to agency objectives and goals.  |
| Learning and Development (L&D) | L&D holds, delivers, and tracks state training available to employees, using many learning formats and files types. At go live, L&D will hold over 600 training courses and learning history from six agencies (DEQ, IDOC, DHW, IDJC, TAX, and DHR), that are transitioning from their current Learning Management Systems. Full L&D use, by all employees and managers, is not expected until October 2023. |
| Position Budget Monitoring  | Tracks Full-Time Equivalent (FTE) counts and monitors to Legislative appropriations as needed for HR actions and workflows. Does not interface with the Sherpa Budget module used for cost allocation. Select and as needed training will be offered. |
| *Leave of Absence will be available in Luma but will not be used at go live* | Tracking and approvals for FMLA, Jury Duty, Military Leave, Admin Leave, Worker's Comp, Leave Without Pay. Training for this module is planned for fall 2023 coinciding with the release of several Luma enhancements in October 2023. Critical to the use of this function will be consistent statewide business processes the Luma Project Team is developing.  |
| *Employee Relations**will be available in Luma but will not be used at go live* | Managers and/or HR initiate tracking, coaching, notes, corrective actions, and problem solving; Employee sees corrective actions when submitted for acknowledgement. Training for this module is planned for fall 2023 coinciding with the release of several Luma enhancements in October 2023. Critical to the use of this function will be consistent statewide business processes the Luma Project Team is developing. |

**For Training Schedules and Registration visit sco.idaho.gov and click on Training. Questions regarding training, please email lumatraining@sco.idaho.gov. Access to Luma begins for state employees about June 20, 2023, after loading of legacy data.**