

Upcoming Freeze and Cut-Off Dates



Version 2: March 24, 2023

Please note that new Freeze, Cut-Off Dates, and details have been added as of March 24, 2023. Some dates and processes have changed since the February version of this communication. Please review the information below thoroughly and notify your employees accordingly.

Dear State of Idaho Agency Leader,

As we approach Luma go-live, we want to share time-critical changes that are expected in the transition from our many Legacy systems to our new Luma system. Please note that the freeze and cut-off dates below have been refreshed with the most updated information as of March 24, 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.

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:

As you plan, please consider actions that may include 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 plan ahead and close out activities before any deadlines. These actions are essential to a successful transition to Luma and, if not identified and acted on, may result in a significant increase in workload, that could be avoided during this critical transition.

Additional guidance:

Additional guidance to complement this communication will be released by several state agencies, including the Division of Human Resources, Division of Financial Management, Division of Statewide Accounting, Division of Statewide Payroll, and Division of Purchasing.

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!

Supplier Portal Go-Live: May 1

Human Capital Management, Payroll, Workforce Management Go-Live: June 11

Finance Go-Live: July 1

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

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Definitions:

FREEZE	system transactions are halted or limited until a set date, during which interim processes/ 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	Impacted Employees
May 12	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	HR Employees
May 21	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.	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 for 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	CUT-OFF: All IPOPs actions with an effective date of June 10 or earlier, must be entered into IPOPs by June 1 and have an "awaiting release" status by 5pm PDT. This includes hire and termination actions.	HR Employees
June 1	TAKE NOTE: Any hiring between June 3 to June 10 needs to be dual entered into Luma manually if June 1 deadline is missed. Critical hires can be double entered if effective prior to June 11	HR Employees
June 10	TAKE NOTE: Any terminations from June 11 onward will be processed in Luma	HR Employees
June 15	FREEZE: IPOPs Security Shutdown (View only beyond June 14)	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	HR Employees Job Candidates
June 18	TAKE NOTE: 5 years of history for W-2/ Paystubs/ 1095Cs will be transferred from legacy to Luma. Employees can access in Luma beginning June 19.	All Employees
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 on line, expected to be June 19.	Non-NeoGov organizations

Time Entry and Scheduling		
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Impacted Employees
May 28 to June 10	TAKE NOTE: Last pay period in EIS, view only beyond June 15	All Employees
May 31	CUT-OFF: May 31 is the due date for agencies to submit I-Time for the June 9 payroll	All Employees
June 11 to June 19	TAKE ACTION: From June 11 to June 18, time must be tracked manually for entry into Luma on June 19	All Employees
June 11 to June 24	TAKE NOTE: First pay period in Luma	All Employees
June 13	CUT-OFF: All donated leave must be entered by June 13. Cut off processing on June 13, all others go through Luma WFM process. In Luma this will be a manual process with a PDF form.	All Employees
June 14	CUT-OFF: June 14 is the due date for agencies to submit I-TIME for the June 23 payroll	All Employees
June 15	CUT-OFF: Enter hours worked through June 10 corrected in ITime by June 15	All Employees
June 19	TAKE ACTION: Enter time worked since June 11 in Luma	All Employees
June 19	TAKE NOTE: Organizations using the Multi-View Scheduling option in Luma will be able to create and begin using shifts schedules	Organizations using Luma shifts for employees
June 19	TAKE NOTE: CSS hours and All leave balances will be converted to Luma	All Employees

Payroll Processing		
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	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 18, time must be tracked manually for entry into Luma on June 19.	Payroll Employees
June 14	CUT-OFF: Complete transactions/ updates in IPOPS Payroll by June 14	Payroll Employees
June 15	TAKE NOTE: Biweekly last pay run in EIS	Payroll Employees
FYE Biweekly Adjust Payroll	TAKE NOTE: Biweekly Last Adj Payroll will not be done in Legacy	Payroll & Budget Employees
June 23	TAKE NOTE: Biweekly last pay date in EIS	All Employees
June 28	CUT-OFF: Taxable meals entered in STARS through June 28 will be processed	Payroll Employees
July 3 to July 5	TAKE NOTE: Biweekly First Pay Run in Luma	Payroll Employees
July 6	TAKE NOTE: First expense reimbursement payroll run in Luma	All Employees
July 7	TAKE NOTE: Biweekly First Pay Date in Luma	All Employees
July 11 to July 12	TAKE NOTE: Biweekly First Off-Cycle Payroll in Luma	All Employees
July 14	TAKE NOTE: Biweekly First Off-Cycle Pay Date in Luma	All Employees

Employee Benefits (insurance related)		
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Impacted Employees
May 31	CUT-OFF: Open enrollment begins April 23. Complete enrollments/ updates by May 31. From June 1 to June 30, agency new hires enrolling into medical/dental/FSA/HSA 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 19	All Employees
June 1 to July 1	FREEZE: Blue Cross and Navia Enrollment Freeze from June 1 to July 1	All Employees
June 1 to June 19	TAKE ACTION: Employee actions, life events, retirements, or other actions that could impact employee benefits should be reviewed with HR and appropriate lead agency knowledge experts	Employees with employment and life changes
July 1	TAKE ACTION: Enter events/ Updates in Luma beginning July 1	All Employees

Finance and Supply Chain Management		
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Impacted Employees
May 30	CUT-OFF: FY2024 Appropriation Budget- Extract Data from LSO by May 31 , Extract from Luma Budget - Sherpa: June 14	Budget & Fiscal Employees
May 31	CUT-OFF: Submit request to add new customers to the statewide customer list in Luma by May 31	Statewide Fiscal Employees
May 31	CUT-OFF: AR Write Offs - Last day in legacy systems May 31	Statewide Fiscal Employees
FYI AR Maintenance	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 will be brought into the new system.	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)	All Purchasing Employees
FYI 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. New Funds created for FY24 following legislative session or during Budget process should be created in LUMA only, unless required for FY23 processing.	Statewide Fiscal Employees
June 1	CUT-OFF: Submit or update Contracts in IPRO and other agency contract management software by June 1. Agencies 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	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).	Statewide Fiscal 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

Finance and Supply Chain Management (continued)		
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Impacted Employees
June 16	CUT-OFF: Make purchases using Purchasing Cards (PCard) by June 16. PCard transactions will still allow for 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 June 30	Statewide Fiscal Employees
June 16	CUT-OFF: Interagency Billing and Intra-agency Billing- Final billing by June 16	Statewide Fiscal Employees
June 21	CUT-OFF: Purchasing Cards - Interface from the bank will stop on June 21. All files will be held for loading to Luma.	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.	Statewide Fiscal Employees
June 26	TAKE NOTE: CASH - Escheatment: No conversion will process within STARS for FY23	Statewide Fiscal Employees
June 27	CUT-OFF: Purchasing Cards – All transactions must be approved by June 27	Statewide Fiscal Employees
June 28	TAKE NOTE: On June 28, 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	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 billing must be settled by June 28. Agencies will need to manually enter if any outstanding and will require an alternate account other than revenue since the revenue was already recorded to GL balance.	Statewide Fiscal 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 maintained 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	CUT-OFF: Asset: CIP and Intangibles last date to enter into FAS or legacy systems	Statewide Fiscal Employees
June 29	TAKE NOTE: CASH - Payments- Open Warrants: Will convert as of 6/30 and then pull additional current Year open payments (FY23)	Statewide Fiscal Employees
June 29	CUT-OFF: Update Custodial Accounts by June 29 (Applies only to agencies using the Luma Custodial Account Module)	Statewide Fiscal Employees
June 29	CUT-OFF: CASH - Deposits to State Treasurer's Office: No conversion: June 30. Based on FY end Memo, deposits after 11am will go to next period.	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

Finance and Supply Chain Management (continued)		
Cut-off Dates/ Notable Dates	Activity to be completed or Freeze period Information	Impacted Employees
June 30	TAKE NOTE: CASH - 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: State Treasurer's Office TATRS cutover from STARS data to 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).	Statewide Fiscal Employees
July 14	TAKE NOTE: STARS – STARS Final Balances and year-end close process (STARS Sunset)	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.	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	Impacted Employees
May 23	TAKE NOTE: Judicial Last Pay Run in EIS	Payroll Employees
June 1	TAKE NOTE: Judicial Last Pay Date in EIS	Judicial Employees
FYE Adjust Payroll	TAKE NOTE: Judicial Last Adjustment Payroll will not be done in Legacy	Payroll Employees
June 21	TAKE NOTE: Judicial First Pay Run in Luma	Payroll Employees
June 26	TAKE NOTE: Judicial First Off-Cycle Payroll in Luma	Judicial Employees
July 1	TAKE NOTE: Judicial First Pay Date in Luma	Judicial Employees
July 6	TAKE NOTE: First expense reimbursement payroll run in Luma	All 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	Impacted Employees
June 21	TAKE NOTE: University Last Pay Run in Legacy	Payroll Employees
June 23	TAKE NOTE: University Last Pay Date in Legacy	University Employees
July 6	TAKE NOTE: University First Pay Run in Luma	Payroll Employees
July 7	TAKE NOTE: University First Pay Date in Luma	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	Impacted Employees
June 24	TAKE ACTION: Complete Custodial Accounts workbook	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](#)

Thank you!

[Sender/ Agency Advocate]