Luma

Go-Live Checklist
For *HR Generalists*

Reinforce Awareness → **Build Understanding of Change** → **Build Skills and Knowledge**

Get ready for Go-Live!

- ☐ Register for **Enterprise Dashboard** access: Obtain a state ID, create a password, activate Multi-Factor Authentication
  For complete instructions and guidance, reach out to your leaders.

- ☐ From the Enterprise Dashboard, click on the Luma Training Tile to access training

- ☐ Ensure you have completed basic prerequisite training which is already available for you (Welcome to Luma, Navigate the Training Development System, Luma Basic Navigation, Luma Support)

- ☐ **Check the Luma training Tile for additional self-paced training for employees and managers which will become available in June** (time sheets, benefits, leave of absence, managing employee profile, purchasing card, travel)

- ☐ Register for Virtual Instructor-Led Training relevant to your HR role via the Luma Training Tile

- ☐ Complete your training by checking the Luma Training Tile which will become available from May 1st through mid June

- ☐ Review the **Cutover Information** on our website and plan to complete HR related transactions before the cut-off dates

- ☐ If you haven't already, view the **HR Generalist Role Workshop** to learn about how you will be performing your tasks in Luma

- ☐ Watch the various **Luma Highlight Videos** for some brief demonstrations of Luma

- ☐ Check out the **User Experience Simulations** to get a preview of Luma for All Employees, for Managers, and for HR Employees

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