



Luma Go-Live: What You Need to Know

What to Do to be Ready:

Complete the following before June 20th



Sign up for your [State ID](#) and complete [Duo Multi-Factor Authentication](#)



Complete the [5 critical self-paced e-learnings](#) from Luma Training:

- Basic Timesheet Entry (or the appropriate e-learning for how you enter time)
- Employee Record
- Benefits Enrollment
- Onboarding and W-4 Tasks
- Apply for Jobs

What to Do in Week 1:

Complete the following from June 20th – June 24th



Confirm access to Luma Global Human Resources (GHR) and Workforce Management (WFM)



Enter time worked from June 11th to June 17th - time **must** be entered by Saturday, June 24th (just like a legacy time period), but will not be approved until July 1st



Review personal information:

- W-4 (ensure that you have the correct State and Federal elections)
- Benefits elections, dependents, and beneficiaries
- Contact information, address, SSN, and direct deposit
- Job/position and pay rate



Enter emergency contact information – this is **not** autoloaded to Luma

What to Do in Week 2:

Complete the following from June 25th – July 1st



Enter and **Confirm** your timesheet is in Luma, June 11th through July 1st; the time period in Luma is the same as legacy I-Time, Sunday to Saturday



Managers and Supervisors review employees time entry and **approve** employees' timesheets



Explore helpful information in the “Employee Self-Service” section of the Service Portal