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
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
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
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
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.