



# Luma

## Gearing up for Go-Live: Self-Paced E-Learning for Managers



Please complete the following Self-Paced E-Learnings through the Enterprise Dashboard	Date Available
<b>Complete all Self-Paced E-Learnings for Employees in addition to the Manager-only list below.</b>	See Checklist for Employees
<input type="checkbox"/> <b>Conduct Performance Appraisal</b> (10 minutes) How a manager/supervisor navigate their employee's record and respond to activity requests	Available starting 06/01/23
<input type="checkbox"/> <b>Employee Goal Management</b> (15 minutes) How a manager/supervisor views, creates, and prints employee performance goals	Available starting 06/01/23
<input type="checkbox"/> <b>Manage Job Requisitions and Candidates</b> (15 minutes) How a manager/supervisor creates and works with a job requisition and selects candidates to interview	Available starting 06/01/23
<input type="checkbox"/> <b>Review and Approve Timesheet</b> (20 minutes) How a manager/supervisor reviews and authorize daily and weekly time entry on the timesheet	Available starting 06/01/23
<input type="checkbox"/> <b>Manage Employee Separation</b> (5 minutes) How a manager/supervisor initiates and completes employee separation (job termination)	Available starting 06/01/23
<input type="checkbox"/> <b>Close PCard Transactions (Approve)</b> (10 minutes) How managers/supervisors and approvers close a PCard transaction	Available starting 06/01/23
<input type="checkbox"/> <b>Create a Safety Observation for Managers</b> (10 minutes) How a manager/supervisors report safe and unsafe conditions and behaviors in the workplace	Available starting 06/01/23
<b>Approve and reject travel plans, cash advances, and expense reports</b> (15 minutes) How managers/supervisors and approvers review travel plans, expense reports, and cash advances	Available starting 06/05/23

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