



KNOW

Read Luma Project news and updates in this column.

System Integration Testing 2 (SIT2): Agencies will begin participating in SIT2 on January 19th

Phase 2 Staffing: Luma Project leadership has been meeting with Agency leadership from various agencies to request staff to participate on the Luma project team for Phase 2 project activities.

Reporting Inquiry: The Luma Project Team will be reaching out to agencies to gather a full collection of reporting needs at the agency level in order to ensure that all necessary reporting functionality is included in Luma.

COA Default and Payroll Crosswalk Kick-off: An information session will be held on Friday, January 15th to provide greater insight into the Chart of Accounts Default workbook and Payroll Crosswalk workbook for Cohorts 5-7. The workbooks for Cohorts 1-4 are due by January 8th. A meeting recording will be made available on the Luma YouTube Channel.



DO

Meet with employees and leadership in your agency to discuss these messages or action items.

Agency Leases Workbook: The deadline for leases from Cohorts 1-4 to be uploaded is Friday, January 8th. The Luma Lease Kickoff for Cohorts 5-7 will be Monday, February 1st with an upload due date of March 19th.

Agency Asset Workbook: The deadline for this information to be submitted via the SFTP is Friday, January 8th.

Customer Clean-Up: The Luma Project team is requesting your agency's participation in a survey to determine the best approach for standardizing the way the State of Idaho creates and manages customers. Survey questions will be sent to agencies in early January to better gauge this information.



SHARE

Please share this information or engagement opportunities with your Agency

Newsletter: Please share the monthly newsletter with your colleagues!

[Luma Newsletter #22](#)

Luma Showcases:

[January RSVP](#)

Welcome to Luma: Please distribute the Welcome to Luma infographics to your agency staff! Infographics can also be found here:

[Infographics](#)

Luma YouTube Channel:

Can't make it to a Luma meeting? Down worry! Check out the Luma YouTube Channel

[Luma YouTube Channel](#)



REPORT

Report feedback to the project team or complete action items the Luma project team is requesting from your agency.

Budget Personnel Contact Information: Please provide your Agency Advocate with the contact information of your Budget Personnel.

Communications Manager: As we get closer to go-live we want to ensure we are getting messages out to every state employee. To this end, please send contact information for any communications personnel within your agency.

Internal Meetings: Please let us know if you have an upcoming internal meetings that we can present to your staff! We want every state employee to know about the Luma, the changes coming, and exciting benefits of a modern system.