



## KNOW

**Read Luma Project news and updates in this column.**

**Luma Finance & Procurement Modules Update:**

**Luma Budget Module Launch:**

The Luma Budget Module is launching as expected on May 17<sup>th</sup>, 2021.

**Statewide Showcase:**

This month's showcase will provide a live demonstration of Luma Expense Management.



## DO

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

**Projects & Grants Workbooks**

**COA Default & Payroll Crosswalk Workbooks**

**Agency Leases Workbook**

**MHC Workbook**

**Asset Clean-up & Certification**

**P-card Clean-up**

**Workforce Transition Manager Nomination Workbook**

**Agency Approval Workflow Workbook**



## SHARE

**Please share this information or engagement opportunities with your Agency**

**Newsletter:** Please share the monthly newsletter with your colleagues!

[Luma Newsletter #24](#)

**Welcome to Luma:** Please distribute the Welcome to Luma infographics to your agency staff. Find them here:

[Infographics](#)

**Luma YouTube Channel:**

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

[Luma YouTube Channel](#)

**Luma Webpage:**

[Luma Webpage](#)



## REPORT

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

**Workforce Transition Plan – Manager's Awareness Sessions:**

We are looking for directors, managers, or other department supervisors who supervise teams to have a minimum of one person from each workstream below join us for the Manager's Awareness Sessions :

- Finance
- Procurement

**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.

May 5<sup>th</sup>, 2021