

Monday Message

Aug. 7, 2023



Dear all,

Summer has been warm (downright hot at times) and despite water restriction woes, thanks to expanded Events & Conferences efforts campus has been buzzing with activity. In addition to a host of important information updates and announcements, summer Messages have:

- highlighted spring 2023 Warrior athletic successes on the fields, courses and tracks;
- introduced Can You Do? (CYD) with advising activities helping folks become familiar with placement information and tools, transfer credit equivalencies, articulation agreements and advising, degree audits and financial aid petition procedures (Summer winners will be announced live during the All-Campus Meeting);
- publicized our [Minors on Campus website information](#), policies and procedures;
- kept folks updated on our “water woes” and responses; and
- shared information about our new staff employees, and our spring 2023 employee survey highlights.

There has been a lot of information shared, which is why it is important to tune in to the Monday Message weekly. That said, in case you missed a Message we have them archived and available at www.lcsc.edu/communications/monday-messages. And speaking of staying-in-the-know, as we begin to gear up for the return of students be sure to note the events and activities bulleted below, as well as website information found at: www.lcsc.edu/orientation/august-18-agenda and [Warrior Welcome Week](#).

As you can see it is just about time to... Go Warriors!

Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through [25Live](#) and online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Aug. 16 – All-Campus Meeting** – The Fall All-Campus Meeting will be held on Wednesday, Aug. 16, at the Silverthorne Theatre from 3-4:30 p.m.
 - **Faculty Association Meeting** – The Fall Faculty Association meeting will take place Wednesday, Aug. 16, immediately following the All-Campus Meeting, in the Silverthorne Theatre (estimated time: 4:30-5:30 p.m.).
 - **Fall Semester Kick-off Reception** – Plan to come to the backyard of the Residence to kick off the fall semester from 5ish-7 p.m. on Aug. 16. There will be live music, tasty appetizers and beverages for all employees to enjoy. For food count purposes, please [RSVP](#) by noon on Wednesday, Aug. 9.
- **Aug. 17 – LC State hosts Business After Hours** – Lewis-Clark State College will host the Lewis Clark Valley Chamber of Commerce Business After Hours on Thursday, Aug. 17, at the

Schweitzer Career & Technical Education Center from 5-7 p.m. Food and beverages will be provided and guests will have an opportunity to tour the facility. In addition, guests have the opportunity to win door prizes and can choose to participate in the Chamber's 50/50 raffle. All LC State staff, faculty and families are welcome to attend.

- **Aug. 18 – Convocation & New Student Orientation** – Convocation will be held on Friday, Aug. 18, at the P1FCU Activity Center at 8:30-9 a.m. [New Student Orientation](#) will continue throughout the day. All faculty are to be in full regalia and line up in their respective divisions at 8:10 a.m. outside on the ramp. The processional will start at 8:30 a.m.
- **Aug. 18 – All-Campus Photo** – Join our new students at Harris Field for an all-campus photo at 11 a.m. Be sure to wear Warrior colors!
- **Aug. 18-19 – Warrior Volleyball** – The Warriors will play Walla Walla University at 1 p.m. on Aug. 18, and Montana Western University at noon on Aug. 19. Both matches will be held at the P1FCU Activity Center. To learn more visit www.lcwarriors.com.
- **Aug. 21 – Classes Begin & Welcome Week** – Classes begin and [Warrior Welcome Week](#) kicks off on Monday, Aug. 21. Have a great semester everyone!

Announcements

- **Bookstore:** LC State has a new bookstore partner. All course materials are now available for purchase at LCstatebookstore.com. Students may choose between convenient delivery to their preferred address or speedy pickup in-person at the WarriorWear Campus Store, located in the SUB. Please note that while WarriorWear has an incredible selection of LC emblematic merchandise, textbooks are only available online. Please encourage students not to wait until the last minute and to place orders early to receive them within 5 days. Directions for students to order books:
 1. Visit LCstatebookstore.com
 2. Click "Order Course Materials" located in the upper left.
 3. Click "Lookup By Student ID" and fill out the semester and student ID.
 4. Students will see book options and if they scroll to the bottom right and select "Add products to Cart" their required course materials will automatically add to the cart.
 5. Review the cart. Select a delivery method, check out, and done!
 - Please note students can ship course materials to an address of their choosing OR select the "Pickup at WarriorWear Campus Store" option if they'd like to pick up course materials in person in the SUB.
- **Can You Do?** As we approach the end of the Summer 2023 "Can You Do...?," we present you with a final two-part exercise regarding student eligibility for federal financial aid and the related appeal process. This week, the focus will be on understanding the [Satisfactory Academic Progress](#) policy.

Here is the link to this week's ["Can you do?" exercise](#).

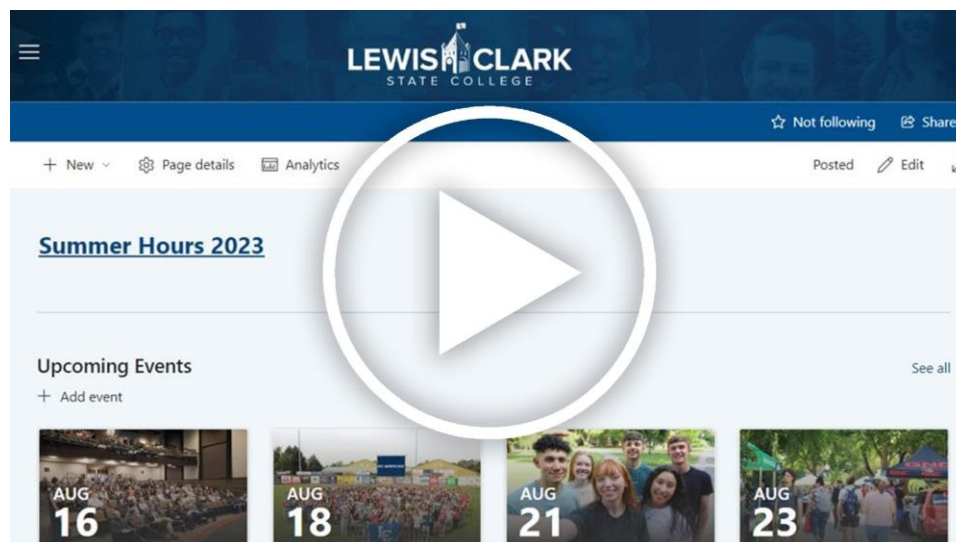
People who have participated in the Summer "Can You Do...?" and submitted correct responses on at least one of the exercises will be entered into a drawing. The winners of the drawing will have the opportunity to equip their offices with one of two iPads or a new MacBook or laptop! Winners will be announced at the All-Campus Meeting next week!

- **Fitness Center:** The Fitness Center will be closed Aug. 9-10 for renovations and Aug. 14 for cleaning.

- **HR Updates**

- **Employee Compliance Training:** LC State Human Resource Services wants to ensure that all employees receive policy and training information essential to a safe and productive working and learning environment for students, faculty, and staff. During the week of July 31, all benefit-eligible faculty and staff received a personalized email from [VectorSolutions](#) containing the compliance tutorials they must complete by Oct. 31. Please check your Clutter or Junk email if you did not receive this email in your inbox. As a reminder, usernames consist of your first initial, middle initial, and last name (Ex: vjswift). You will not be required to enter a password. After completing the training, employees will receive an acknowledgment that they have successfully met the requirement. Employees do not need to print their certificates. HRS will automatically receive a notification after an employee has completed the training. If you have questions, please contact Human Resource Services at 208-792-2269.

- **Intranet:** LC State has transitioned to a new intranet solution using Microsoft Teams. The old intranet will soon be taken offline, so please discontinue use of it. Instead, all of campus is invited and encouraged to share information, have conversations, and stay informed through the new intranet on Teams. Conversations can be from casual to emergency related and everything in between. For instructions on how to add and use the “LC State Intranet” on Teams, [watch this video](#). For any questions please contact Web Coordinator [Hailey Denton](#).



- **LCMail:** Starting Aug. 1, LCMail will prompt users to enroll in Two-Step Verification (also known as Multi Factor Authentication). This policy will be enforced on Sept. 27 which means that users will be asked to enter a one-time password when signing in. This one-time password will be sent to either your recovery email or phone that was configured during enrollment. After Sept. 27, anyone who has not enrolled will be locked out of their account and will require a bypass code from the Help Desk. Two-Step Verification helps to protect the account by providing stronger security.
- **Luma Updates:**
 - **Attention Faculty:** As announced in Monday Messages over the summer, the Idaho State Controller’s Office is now using Luma to manage I-Time, Employee Self-Service, W-2s, Pay Stubs, etc. If you have not already done so, please:
 1. **Sign up** for your State ID and complete Duo multi-factor authentication (DUO) by visiting www.sco.idaho.gov. Click on “Sign In”, then “Luma”.

2. **Check** to confirm you can get to Luma Global HR (GHR) and Luma Workforce Management (WFM) by clicking on the “waffle” in the top left-hand corner. Check that your access works.
 3. **Review** personal information in Luma from the Statewide Homepage once you log in.
 - Review your W-4 information and ensure that you have the correct state and federal elections. Luma has what you had in legacy, you don't have to re-enter, just check it.
 - Review your benefits elections, dependents and beneficiaries, Luma has what you had in legacy, you don't have to re-enter it, just check it.
 - Review personal information such as contact information, address, social security number, and direct deposit information, Luma has most of what was in the legacy records but it's good to check this information more carefully.
 - Review job/position and pay rate information, Luma has your current employment job, position, and pay information but it's good to check this information for any errors.
 4. **Enter** emergency contact information by updating your personal HR record. This was not auto-loaded to Luma and needs your current information to be complete.
- **Timesheet Entry:** As we progress further with Luma, we are learning more information about timesheet entry which may be different to what may have previously been provided. Keep in mind that incorrect or missing codes will cause errors which could delay your paycheck. As always, if you have any questions, please contact Jane in payroll at jfjohnson@lcsc.edu or ext. 2204.
 - Exempt/professional staff and faculty will see their timesheet is prefilled with the timecode ANC and hours for the week when they open up 'My Timesheet'. The system recognizes these employees as Annual Contract employees, and this code does not need to be changed. When using leave, VAC, SIC, etc. or when there is a holiday in the pay period, those hours DO need to be entered into the timesheet. Simply enter the appropriate timecode and hours, then deduct those hours from the ANC line to bring the weekly hours to 40.
 - For classified staff and IH employees, you will need to enter a timesheet with the code ACT for the hours worked, and VAC, SIC, etc. for any other hours. Be sure to enter the codes in the Agency, Project, Org Cost Center, Appropriation and Fund fields if needed. If you entered codes into I-Time, you will need to enter them in Luma. If you are not sure, please ask.
 - For staff members who use NWH over the summer, you need to be sure to enter those hours into your timesheet in order to be paid.
 - For work study employees, if you received federal or state funding, you will need to use WKS for the timecode. Don't forget to calculate the 70/30 split and enter the hours accordingly. The additional codes that will need to be entered are in the Agency, Project, Org Cost Center, Appropriation and Fund fields. All of these fields require entries, so if you do not know what a particular code should be, please ask.
 - **Parking Permits:** 2023-2024 parking permits are available and ready for [purchase online](#). Please allow up to 48 hours after your purchase to pick up your permit at the Public Safety office, MLH 110, anytime between 7:30 a.m.-4 p.m., Monday-Friday. Ticketing will begin Monday, Aug. 28.
 - Annual permit: \$75
 - Semester permit: \$50
 - 30-day pass: \$25
 - **Song for the Week:** “[Forever Young](#)” by Bob Dylan