



Internal Memo

Date: June 18, 2019

To: HR Directors and Designees

From: Nancy K. Erickson, HR Systems Supervisor

RE: Reporting and Planning System (RAPS) conversion is completed

The Reporting and Planning System (RAPS) audit reports were converted from the IA Warehouse to the Data Warehouse on June 14.

What has changed?

RAPS audit report users, who have completed the Request for Access to SWIFT Statewide Systems form, will now access the Reporting and Planning System from the [Administrative Portal](#). **The user ID is your employee ID number and the password is your Self Service password.** Please refer to the [HR Toolbox](#) for the sign in link, user instructions, FAQs, and the May 20 memo which provides background information.

Converting the RAPS audit reports was the final task that needed to be completed for MMB to decommission the IA Warehouse. The IA Warehouse will still be available for historical data, but will not be updated with new SEMA4 (human resources, payroll and Recruiting Solutions) or warrant data.

Questions

Questions about the changes? Contact your [SEMA4 HR Specialist](#) in MMB.

Please forward this memo to the appropriate HR staff in your agency.