



Internal Memo

Date: May 20, 2019

To: HR Directors and Designees

From: Nancy K. Erickson, HR Systems Supervisor

RE: Reporting and Planning System (RAPS)

Effective June 14, 2019, MMB will no longer update the IA Warehouse with new data. The IA Warehouse will still be available for historic data, but will not be updated with new SEMA4 (human resources, payroll and Recruiting Solutions) or warrant data after June 14, 2019.

Why is this happening?

The Reporting and Planning System (RAPS) audit reports have been successfully converted from the IA Warehouse to the Data Warehouse. Converting the RAPS audit reports was the last task that needed to be completed for MMB to stop updating the IA Warehouse.

What are RAPS reports?

RAPS audit reports help agencies verify the HR data they entered into SEMA4 during a selected range of action dates. The reports show the transactions entered and identify those that contain errors or need further review.

What's improved?

The new platform generates the RAPS audit reports much faster and users are no longer limited to a three month date range!

What you need to do prior to June 14, 2019

Current RAPS users will need to submit the updated Request for Access to SWIFT Statewide Systems form, request access to RAPS, and get the M_RAPS_LINK role. The security role will **not** be automatically granted to those who currently use RAPS. To request access, complete pages 1, 2, 8 and 11, of the Request for Access to SWIFT Statewide Systems form at <https://mn.gov/mmb/accounting/swift/security/security-forms.jsp> and

include the required signatures. Once the form is submitted to SEMA4 security, it may take up to two days for the new access to become active.

RAPS Sign in and Resources

- Effective June 14, 2019, RAPS users can access the audit reports from the [Administrative Portal](#). [User instructions](#) and [FAQs](#) are available the Reporting Planning Systems (RAPS) page in the HR Toolbox.
- **NEW! The user ID is your employee ID number and the password is your Self Service password.** This is different from the IA Warehouse version of RAPS.

Non-audit reports in RAPS

The following non-audit RAPS reports are available on the Human Resource Dashboard in the Data Warehouse OBIEE reporting tool.

- Current Job & Position Information
- Personnel Transaction History
- The Active Full-Time/Part-Time Employees report replaces the Employee Roster report

For position funding information use the payroll on-demand report FIHU4618. In addition, OBIEE has a number of payroll subject areas that agencies can use to create agency specific reports.

Questions

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

Important Timelines

Date	Event
Prior to 06/14/2019	Request access. Current users will need to request access to the RAPS audit reports. Complete pages 1, 2, 8 and 11, of the Request for Access to SWIFT Statewide Systems form at https://mn.gov/mmb/accounting/swift/security/security-forms.jsp and include the required signatures.
Friday, 06/14/2019	RAPS users will access the audit reports using the Admin Portal link on the Reporting and Planning Systems (RAPS) Reports page in the HR Toolbox.
Friday, 06/14/2019	MMB will no longer update the IA Warehouse with new data. The IA Warehouse will still be available for historic data, but will not be updated with new SEMA4 (human resources, payroll and Recruiting Solutions) or warrant data after June 14, 2019.

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