

## Office Memorandum

**Date:** 05/07/2018

**To:** SEMA4 Users, HR Directors and Designees

**From:** Kristin Batson, HR Systems Director

### RE: Recent updates to SEMA4

MMB recently updated SEMA4 and Recruiting Solutions. Beginning May 7, 2018, SEMA4 users will notice the changes listed below. All of these changes are minor and should not require you to revise your processes.

- In Emergency Contacts: The Relationship to Employee field has an additional valid value: Ward
- In Emergency Contacts: The Extension field has been added to the Other Phone Numbers page
- In the Person Profile component: There is a character count (such as “254 characters remaining”) next to some fields
- Name Prefix and Name Suffix now have dropdown lists, rather than lookup buttons
- On the Salary Plan page: Descriptions of the Sal Admin Plan and Grade display next to those fields
- On the Self Service Personal Information Summary page: The employee’s Primary Job Title is displayed
- On the Self Service Emergency Contacts page: The Relationship to Employee field has an additional valid value: Ward
- Self Service Emergency Contacts page: The Extension field has been added next to the Telephone field

#### What you need to do

- We recommend [Clearing your Browser Cache](#) first thing Monday morning, May 7.

#### Questions?

- Contact your MMB SEMA4 HR Transactions Specialist