

## Office Memorandum

**Date:** June 13, 2018  
**To:** SEMA4 HR Users  
**From:** Kristin Batson, HR Systems Director  
**Subject:** Updating the “Reports To” data in SEMA4 - Reminder

### Issue

Effective July 1, MMB will deliver Supervisory and Emergency Contact reports via Employee Self Service in a “Manager Reports” folder. The creation and delivery of these reports will be based on the Reports To field in SEMA4. For this to work effectively, it is critical that:

- the position indicated in the Reports To field is complete and correct, and
- the Reports To field is updated on both the employee’s Position and Job records.

We have made significant progress concerning the use of the Reports To field due to increased enterprise use of ELM, which also uses Reports To data. Thank you for your efforts to improve the accuracy of this data.


### What do you have to do?

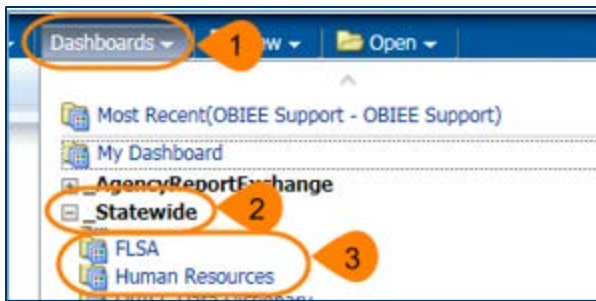
To ensure correct Reports To data from SEMA4, follow this procedure if the Reports To field is blank or when the main change is that the employee reports to a different position:

1. Add a row on the employee’s Position record. Enter the effective date, reason RTP (Reports to Position Change), and the Reports To position number. Select **Save** and **OK**.
2. Select the Budget and Incumbents page. Select the Job Data link. Add a row on the Work Location page. Enter the same effective date, action Position Change, and reason RTP.
3. Select the Compensation page. Select **Calculate Compensation** and **OK**.

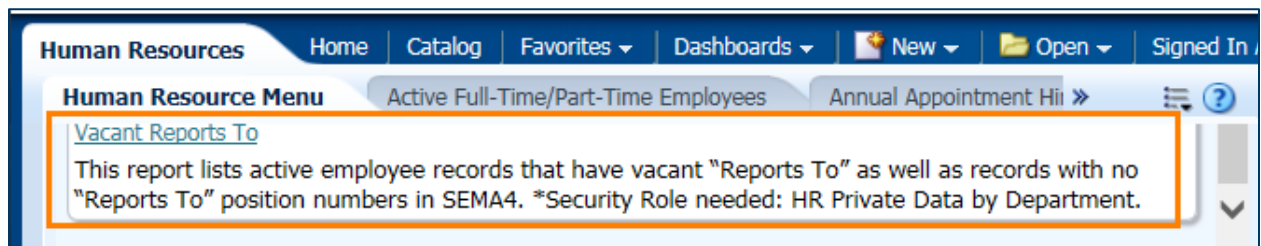
### Report

There is a **Vacant Reports To** report on the Human Resources Statewide Dashboard in OBIEE that will highlight employee records that have a vacant Reports To field as well as records without a Reports To position number in SEMA4. To find the report, follow this navigation:

1. Select the **Dashboards** link in the OBIEE menu to display the dashboards dropdown list.
2. Select the  button (or select the folder name) to expand the **\_Statewide** folder.
3. Select **Human Resources** to open the dashboard and display the list of reports.



4. Scroll to the end of the Human Resource Menu to the **Vacant Reports To** report. The report is based on your security permissions for your agency.



Please keep in mind that this report will only highlight incomplete records. Agencies will need to review each record to ensure that the Reports To field is accurate in SEMA4.

## OBIEE Access

To run the **Vacant Reports To** report, you will need the HR Private Data by Department role and security clearance to access the SWIFT Data Warehouse. To obtain access, complete the [Request for Access to SWIFT Statewide Systems](#) form. The Data Warehouse roles are on page 10 of the form.

There is more information about OBIEE Reporting on the [HR Toolbox](#).

## Questions

If you have questions about updating Reports To data in SEMA4, please contact:

- Judi Kaper at 651-259-3649 or [Judi.Kaper@state.mn.us](mailto:Judi.Kaper@state.mn.us)
- Mary O'Connor at 651-259-3633 or [Mary.OConnor@state.mn.us](mailto:Mary.OConnor@state.mn.us)