



Internal Memo

Date: October 1, 2019

To: HR Directors and Designees; SEMA4 HR Users

From: Nancy K. Erickson, HR Systems Supervisor

RE: Employee Business Email Address report in OBIEE

A new OBIEE report, *Employee Business Email Address*, is available on the Human Resources dashboard in the Data Warehouse. This report will help agencies identify employees who are missing Business email addresses in SEMA4.

The report displays the Business email addresses of employees with HR status Active. It shows the Business email addresses from both the SEMA4 Contact Information page and the Additional Employment Info page. Any missing Business email addresses are highlighted in yellow.

We encourage agency HR staff to run this report periodically, to help ensure Business email addresses are entered in SEMA4 in both places. To find the report, sign in to the [Administrative Portal](#), access the Data Warehouse, and select Warehouse Reporting. Under the Dashboards menu, choose Statewide, and Human Resources, and then select **Employee Business Email Address**.

If you wish to enter employee Business email addresses, sign in to SEMA4 and follow these paths:

- **Contact Information** page: Select Workforce Administration > Personal Information > Modify a Person. Select the employee. Select the Contact Information page.
- **Additional Employment Info** page: Select Workforce Administration > Job Information > Job Data. Select the employee. Choose the Employment Data component link. Select the Additional Employment Info page.

OBIEE access

For information about obtaining access to OBIEE, visit the [HR Toolbox](#).

Questions

If you have questions, please contact your [SEMA4 HR Specialist](#) in MMB.