

Internal Memo

Date: October 14, 2019

To: SEMA4 HR Users

From: Nancy K. Erickson, HR Systems Supervisor

RE: SEMA4 maintenance for HR data accuracy

As part of our ongoing efforts to ensure HR data accuracy in SEMA4, we wish to remind agencies about the following reports. We encourage agency HR staff to run these reports each pay period.

OBIEE reports

The following two OBIEE reports are on the Human Resources dashboard in the Data Warehouse. To find them, sign in to the [Administrative Portal](#), access the Data Warehouse, and select Warehouse Reporting. Under the Dashboards menu, choose Statewide, and Human Resources.

- **Employee Business Email Address** - This report helps agencies identify missing employee Business email addresses, so that they may be entered in SEMA4. Any missing Business email addresses are highlighted in yellow. Please confirm the employee has a business email address, and enter it accurately in SEMA4.
- **Employees by Supervisor** - This report helps agencies audit the Reports To fields in SEMA4. It is critical that agency HR staff accurately maintain Reports To information, because it determines which employees the manager or supervisor will see on the Supervisor Report. In the [HR Toolbox](#), please scroll to the **Data Monitoring** section for guidance on how to use this report, and how to request access to the Data Warehouse.

RAPS audit reports

The **Reporting and Planning System (RAPS)** has several audit reports to help agencies verify HR data entered in SEMA4 during a selected range of action dates. The reports show the HR transactions, and identify those that contain errors or need further review. Run the Transaction Audit report first, and then run a report for each type of transaction listed.

Please refer to the [HR Toolbox](#) for information on how to get access to RAPS, user instructions, and FAQs.

Questions

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