



## Internal Memo

**Date:** June 24, 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 Reporting and Planning System (RAPS) audit reports in the Administrative Portal and the Employee by Supervisor report in OBIEE.

#### RAPS audit reports

The **Reporting and Planning System (RAPS)** has several audit reports to help agencies verify HR data entered into SEMA4 during a selected range of action dates. The reports show the HR transactions entered, and identify those that contain errors or need further review.

We encourage agency HR staff to run the reports each pay period. You may want to 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, FAQs which include the list of reports, and memos.

#### Employees by Supervisor report in OBIEE

In addition, we recommend that you run the **Employees by Supervisor** report regularly. This OBIEE report, which is on the HR Dashboard in the Data Warehouse, 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.

#### Questions

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