Internal Memo

Date: June 25, 2020

To: HR Directors and Designees, SEMA HR and Payroll Users

From: Nancy K. Erickson, HR Systems Supervisor

RE: Processing COVID-19 Assignment Extensions

What you need to do

In the initial COVID 19 SEMA4 HR Transaction Instructions memo dated April 8, 2020, MMB advised agencies to use an Appointment End Date of 6/30/2020. If you have employees whose assignment will extend past 6/30/2020 and you do not know the Appointment End Date at this time, use 12/31/2020. The April memo is attached for reference.

Instructions for processing COVID-19 assignment extensions

If you have an employee whose reassignment or redeployment will extend past 6/30/2020 you will need to do the following:

1) Add a row effective 7/1/2020 and use the action/reason Data Change / OTH (Other) and,
2) Include the comment this is extending the COVID assignment end date to 12/31/2020 and,
3) In the Appointment End Date field enter the new end date of 12/31/2020.

Instructions for extending employees on leave during COVID-19

If you have an employee on leave, you will need to do the following:

1) Add a row effective 7/1/2020 and use the action/reason Leave of Absence / EXL (Extend Leave) and,
2) Include the comment this is extending the leave end date to 12/31/2020 and,
3) In the Expected Return Date field enter the date 1/1/2021.

Questions?

If you have questions about these transactions, please contact your SEMA4 HR Specialist at MMB.

Shantia.Hutchinson@state.mn.us or 651-201-8220
Mary.OConnor@state.mn.us or 651-259-3633