

## 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.

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