

Internal Memo

Date: April 8, 2020

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

From: Nancy K. Erickson, HR Systems Supervisor

RE: Processing SEMA4 HR Transactions for the COVID-19 pandemic

What you need to do

SEMA4 transactions **must** be entered for any employee who is reassigned within their agency for at least 10 days, or redeployed to a different agency due to the COVID-19 pandemic (**including** those employees who have already been reassigned or redeployed).

Definitions

- **Reassignment:** An employee is reassigned to a position *within their own agency*.
- **Redeployment:** An employee is redeployed to a position *outside their own agency*.

Note that a Reassignment or Redeployment as described in these instructions is different from a Work out of Class assignment; employees on reassignment or redeployment do not necessarily need to meet the minimum qualifications of the position they are reassigned or redeployed to.

New Reason Codes

MMB has created new Reason Codes for agencies to use when processing SEMA4 HR transactions for the following scenarios related to the COVID-19 pandemic:

Employee is reassigned to a different assignment within their own agency:

- **Leave of Absence / COV** (Description = COVID-19 Reassign/Redeployment)
- **Data Change / CVH** (Description = COVID-19 Reassign In Home Agcy)

Employee is redeployed to a different assignment outside of their agency:

- **Leave of Absence / COV** (Description = COVID-19 Reassign/Redeployment)
- **Data Change / CVX** (Description = COVID-19 Redeply Across Agcies)

A former employee (separated or retired on all records) accepts an assignment in order to help with the COVID-19 pandemic:

- **Rehire / COV** (Description = Covid-19-Related Rehire)

Instructions for processing COVID transactions in SEMA4

Scenario 1: Employee is reassigned within their own agency for a time period anticipated to last for at least 10 days and will be working *both* their permanent assignment *and* a COVID assignment.

1. **Current record:** No transaction is needed on the employee's current record, as he/she will continue to work in that position. This record remains the primary record.
2. **COVID Assignment:** Use the "Add Concurrent Job" component to add a concurrent record.
 - Use the date the person starts the COVID assignment as the effective date.
 - Use **Data Change** for the Action Code.
 - Use **CVH** (COVID-19 Reassign Within Home Agency) for the Reason Code.
 - Select **Secondary Job** in the Job Indicator field.
 - Enter the position number for the COVID assignment that the employee is moving to. This position's job class will be the actual classification for this assignment. Note: For the time being, this position may appear to be double-filled.
 - Enter the employee's pay rate from the permanent position. Use Comp Rate Code **OTHHR**.
 - Enter the Appointment End Date. If you do not know when that will be, use 06/30/2020. This field is located on the Employment Information page.
 - The Special Elig code and Retirement code must match the employee's permanent record.
 - If the employee will now work less than full time in their permanent job and in self-service time entry are an exception time reporter, switch their permanent job to a time only reporter.

Note: If this employee is eventually reassigned to a subsequent COVID assignment, do not add additional concurrent records, but add a new effective dated row on this record for each subsequent COVID assignment, following the instructions listed above.

When the COVID assignment ends, add a row effective the day after the COVID job ends to separate the COVID record. Use Action **Separation** and Reason **ERN** (End Record Number Only).

Scenario 2: Employee reassigned within their own agency and will be working only the COVID assignment for a time period anticipated to last for at least 10 days.

1. **Current record:** On the employee's current record, add a row.
 - Use the date the person starts the COVID assignment as the effective date.
 - Use **Leave of Absence** for the Action Code.
 - Use **COV** (COVID-19 Reassign/Redeployment) for the Reason Code.
 - Enter the Expected Return Date. If you do not know when that is, use 06/30/2020. This field will appear on the Work Location page when you enter the Leave of Absence.
2. **COVID Assignment:** Use the "Add Concurrent Job" component to add a concurrent record.
 - Use the date the person starts the COVID assignment as the effective date.
 - Use **Data Change** for the Action Code.
 - Use **CVH** (COVID-19 Reassign Within Home Agency) for the Reason Code.
 - Select **Primary Job** in the Job Indicator field.
 - Enter the position number for the COVID assignment that the employee is moving to. This position's job class will be the actual classification for this assignment. Note: For the time being, this position may appear to be double-filled.

- Enter the employee's pay rate from the permanent position. Use Comp Rate Code **OTHHR**.
- Enter the Appointment End Date. If you do not know when that will be, use 06/30/2020. This field is located on the Employment Information page.
- The Special Elig code and Retirement code must match the employee's permanent record.

Note: If this employee is eventually reassigned to a subsequent COVID assignment, do not add additional concurrent records, but add a new effective dated row on this record for each subsequent COVID assignment, following the instructions listed above.

When the COVID assignment ends, add a row effective the day after the COVID job ends to separate the COVID record. Use Action **Separation** and Reason **ERN** (End Record Number Only).

On the employee's permanent record, add a row effective the day after the COVID job ends to return the employee from leave. Use Action **Return from Leave** and Reason **RFL** (Return from Leave of Absence). Select **Primary Job** in the Job Indicator field.

Scenario 3: Employee is redeployed to another agency and will be working both their permanent assignment and the COVID assignment.

1. **Home Agency (Current record):** No transaction is needed on the employee's current record, as he/she will continue to work in that position. This record remains the primary record.
2. **Receiving Agency (COVID Assignment):** Use the "Add Concurrent Job" component to add a concurrent record.
 - Use the date the person starts the COVID assignment as the effective date.
 - Use **Data Change** for the Action Code.
 - Use **CVX** (COVID-19 Redeployment Across Agencies) for the Reason Code.
 - Select **Secondary Job** in the Job Indicator field.
 - Enter the position number for the COVID assignment that the employee is moving to. This position's job class will be the actual classification for this assignment. Note: For the time being, this position may appear to be double-filled.
 - Enter the employee's pay rate from the permanent position. Use Comp Rate Code **OTHHR**.
 - Enter the Appointment End Date. If you do not know when that will be, use 06/30/2020. This field is located on the Employment Information page.
 - The Special Elig code and Retirement code must match the employee's permanent record.
 - If the employee will now work less than full time in their permanent job and in self-service time entry are an exception time reporter, switch their permanent job to a time only reporter.

Note: If this employee is eventually redeployed to a subsequent COVID assignment, do not add additional concurrent records, but add a new effective dated row on this record for each subsequent COVID assignment, following the instructions listed above.

When the COVID assignment ends, add a row effective the day after the COVID job ends to separate the COVID record. Use Action **Separation** and Reason **ERN** (End Record Number Only).

Scenario 4: Employee is redeployed to another agency and will be working only the COVID assignment.

1. **Home Agency (Current Record):** On the employee's current record, add a row.
 - Use the date the person starts the COVID assignment as the effective date.
 - Use **Leave of Absence** for the Action Code

- Use **COV** (COVID-19 Reassign/Redeployment) for the Reason Code.
 - Enter the Expected Return Date. If you do not know when that is, use 06/30/2020. This field will appear on the Work Location page when you enter the Leave of Absence.
2. **Receiving Agency (COVID Assignment):** Use the “Add Concurrent Job” component to add a concurrent record.
- Use the date the person starts the COVID assignment as the effective date.
 - Use Data Change for the Action Code
 - Use CVX (COVID-19 Redeployment Across Agencies) for the Reason Code.
 - Select Primary Job in the Job Indicator field.
 - Enter the position number for the COVID assignment that the employee is moving to. This position’s job class will be the actual classification for this assignment. Note: For the time being, this position may appear to be double-filled.
 - Enter the employee’s pay rate from the permanent position. Use Comp Rate Code OTHHR.
 - Enter the Appointment End Date. If you do not know when that will be, use 06/30/2020. This field is located on the Employment Information page.
 - The Special Elig code and Retirement code must match the employee’s permanent record.

Note: If this employee is eventually redeployed to a subsequent COVID assignment, do not add additional concurrent records, but add a new effective dated row on this record for each subsequent COVID assignment, following the instructions listed above.

When the COVID assignment ends, add a row effective the day after the COVID job ends to separate the COVID record. Use Action **Separation** and Reason **ERN** (End Record Number Only).

On the employee’s permanent record, add a row effective the day after the COVID job ends to return the employee from leave. Use Action **Return from Leave** and Reason **RFL** (Return from Leave of Absence). Select **Primary Job** in the Job Indicator field.

Scenario 5: A former employee (separated or retired on all records) accepts an assignment in order to help with the COVID-19 pandemic.

These Rehire transactions will not be processed through Recruiting Solutions/Manage Hires.

1. **If the separated employee is being rehired at the same agency they separated/retired from:**
 - Add a new effective dated Job Data row.
 - Select **Rehire** for the Action code.
 - Select **COV** (COVID-19 – Related Rehire) for the Reason code.
 - Enter the position number for the COVID assignment.
 - Complete the remaining necessary fields as usual for processing a Rehire.
 - Note about the Special Eligibility Code:
 - Insurance Eligibility should be reviewed based on first the contract language and then under Employer Shared Responsibility. This guide is a helpful tool: https://mn.gov/mmb/assets/appointment-at-hire-flowchart-6-14_tcm1059-126413.pdf
 - Note about the Retirement Code:
 - If the employee had separated due to Retirement, contact the MSRS Eligibility Team to confirm whether the record should be coded for retirement. 651-284-7752 or Eligibility.Team@msrs.us

- If the employee had separated / resigned (not a Retirement), select the appropriate Retirement code:
 - If the COVID assignment is Emergency or Temporary, select **AN**.
 - If the COVID assignment is Unlimited or Seasonal, select **AA**.
2. **If the separated employee is being rehired at a different agency from where they separated/retired:**
- Navigate to the Department ID Change component: Workforce Administration \ Job Information \ Department ID Change.
 - Enter the Employee Id and click on Search.
 - If the employee has multiple separated job records, select the most recently separated record for this assignment.
 - Click the check box next to *Employee Dept ID Change* and click Save. The Work Location page will open.
 - Add a new effective dated row.
 - Select **Rehire** for the Action code.
 - Select **COV** for the Reason code.
 - Enter the position number for the COVID assignment.
 - Complete the remaining necessary fields as usual for processing a Rehire.
 - Note about the Special Eligibility Code:

Insurance Eligibility should be reviewed based on first the contract language and then under Employer Shared Responsibility. This guide is a helpful tool:
https://mn.gov/mmb/assets/appointment-at-hire-flowchart-6-14_tcm1059-126413.pdf
 - Note about the Retirement Code:
 - If the employee had separated due to Retirement, contact the MSRS Eligibility Team to confirm whether the record should be coded for retirement: 651-284-7752 or Eligibility.Team@msrs.us
 - If the employee had separated / resigned (not a Retirement), select the appropriate Retirement code:
 - If the COVID assignment is Emergency or Temporary, select **AN**.
 - If the COVID assignment is Unlimited or Seasonal, select **AA**.

Questions

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

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