

Office Memorandum

Date: May 25, 2023
To: Agency SEMA4 HR, Transactions
From: Nancy Erickson, Minnesota Management and Budget
Subject: **New Field in SEMA4 - Preferred First Name**

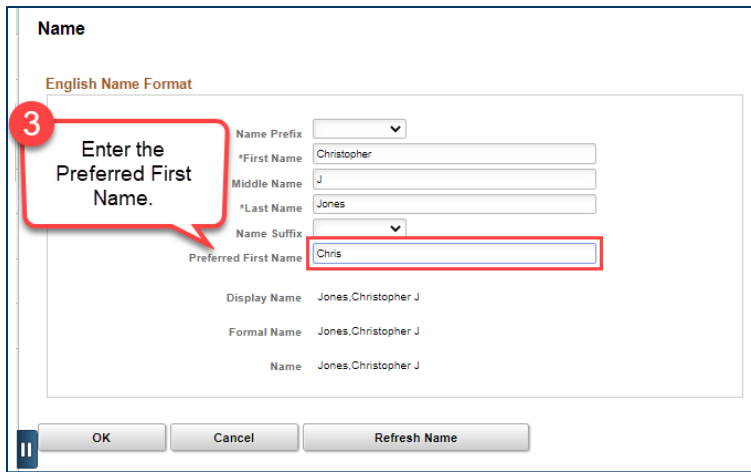
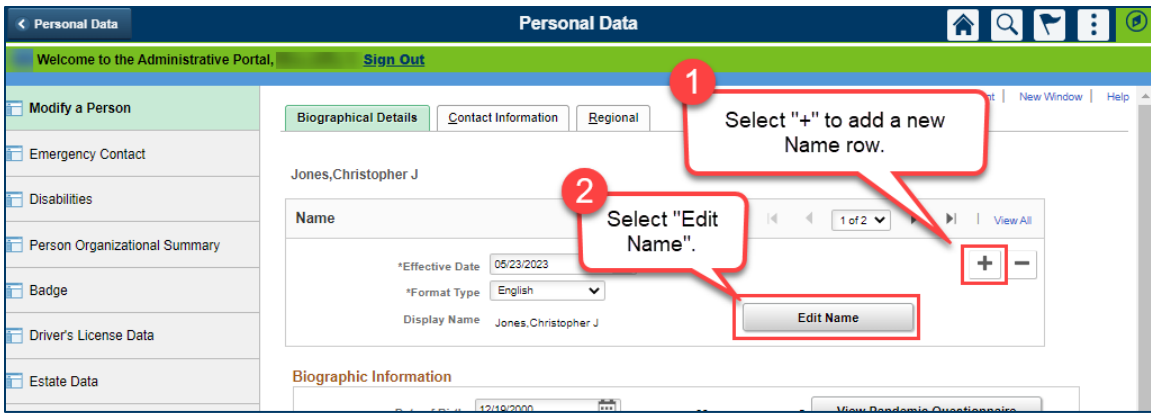
Minnesota Management and Budget (MMB) will add a new field in SEMA4 - Preferred First Name on Friday, May 26th, 2023. This memo provides processing instructions for agency Human Resources.

How will Preferred First Name work?

For **New Hires and Rehires** onboarding through Recruiting Solutions, the Preferred First Name field will be available on the Accept Job Offer page, where the New Hire or Rehire will have the option to enter the Preferred First Name directly. The Preferred First Name will then come into SEMA4 via Manage Hires, just like First, Middle, and Last Name. When completing the Hire or Rehire transaction in SEMA4, review the Preferred First Name by selecting View Name (Update/Display Mode) or Edit Name (Correction Mode) on Biographical Details page in Modify a Person. Please check the following in your review of the Preferred First Name:

- It meets the standards for appropriateness.
 - A shortened version of a name (e.g., Christopher to Chris)
 - First and middle initials (e.g., Michael John to M.J.)
 - A middle name instead of a first name
 - A name that honors an employee's identity
 - A preferred first name that is not vulgar, obscene, offensive, or otherwise in violation of workplace policies (such as the Respectful Workplace, Sexual Harassment Prohibited, or Harassment and Discrimination Prohibited policies) or that are used for the purposes of fraud or misrepresentation
- It is the correct format (not all caps or no caps).
- It does not contain numbers or special characters such as @, !, or \$ (apostrophe, hyphen and period are allowed).

Current Employees can add a Preferred First Name by submitting a written request to their Human Resources representative. Before you enter the Preferred First Name in SEMA4, check that it meets the standards noted above for appropriateness and correct format. To add the Preferred First Name, navigate to the Biographical Details page and add a new effective dated Name row. Access the field by selecting the Edit Name button.



Questions?

If you have any questions regarding the new Preferred First Name field, please contact your MMB SEMA4 HR Specialist:

- Shantia (Tia) Hutchinson at Shantia.Hutchinson@state.mn.us
- Kaeley Cazin at Kaeley.Cazin@state.mn.us