



Memo

Date: September 23, 2024

From: Teresa Pivec, Enterprise Director, HRM Enterprise Employee Resources Division

To: Agency HR Directors/Designees, SEMA4 HR Users

Subject: Manage Hires Issue

We are experiencing an issue with some Rehires and Transfers in the SEMA4 Manage Hires component.

Normally, when you select the Add Job or Add Person button on the Manage Hires Details page, the employee's Personal Data or Job record opens, so you can complete the Rehire or Transfer transaction. This is working as expected if the employee's prior Job row is in your own agency. However, if the employee's prior Job row is in a different agency, Manage Hires brings you to the Personal Data or Job Data Search page, and does not allow you to access the employee's record.

The work-around for this is to use the SEMA4 Department ID Change component to complete the Rehire or Transfer transaction.

Path: SEMA4 < Human Resources < Onboarding < Department ID Change

If you complete the Rehire or Transfer transaction the Department ID Change component, please contact your agency Recruiter to close the Job Posting appropriately. Also, please contact your MMB HR Transactions Specialist so the name can be removed from the Manage Hires queue.

We are working to resolve this issue as soon as possible and will let you know when it is resolved.

If you have questions, please contact your MMB HR Transactions Specialist:

- Kaeley Cazin – Kaeley.Cazin@state.mn.us
- Diane Clemens – Diane.Clemens@state.mn.us
- Tia Chester - Tia.Chester@state.mn.us