

Section C Contents

This is Section C of *Employee Maintenance*. Complete Section A before starting this section.

Section C

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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

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Promotion, Demotion, Transfer, Movement

Introduction

In this topic, you will practice processing promotion, demotion, transfer, and movement appointments in SEMA4.

To process these appointments for an employee who applied in Recruiting Solutions, you use the **Manage Hires** component. To process these appointments for an employee who did *not* apply in Recruiting Solutions, you use the **Job Data** component. Job Data is covered in this topic. Manage Hires will be reviewed in the next topic.

If you *don't* have security clearance to the employee's record, and the appointment *isn't* via Manage Hires, then you process a **department ID change** before entering the appointment.

Things to Consider Before You Enter Data

Promotion, Demotion, Transfer, Movement

To save time and improve accuracy, consider these items *before* entering the appointment.

- Refer to the bargaining unit contract or plan regarding language on promotion, demotion, or transfer eligibility, as they may vary.
- Verify the salary information.
- Compare the compensation of the current job with the new job. Identify whether the transaction is a promotion, demotion, transfer, or movement. Review Administrative Procedure 15.6, Transfers/Demotions/Promotions. Check the Glossary in SEMA4 Help.
- For a promotion, verify that the amount of the increase does not exceed the maximum of the range or salary limits in contracts and plans.
- For a movement, for the purpose of determining salary, apply the same formula as for a promotion, demotion or transfer.
- Check the position record to make sure all of the information is accurate.
- Check the Position Funding.
- Do you have access to the employee's record? Is the appointment via Manage Hires? If both answers are No, then you will process a **department ID change** first.
- Choose the appropriate Action and Reason. Refer to the check lists in SEMA4 Help.
- If compensation is off step, be sure the Rate Code is correct.
- Figure out the Eligible For Next Increase date.
- Add notes for unusual transaction, or if more than three steps are given on promotion.

Promotion

Use the Promotion action to appoint an employee with permanent or probationary status to a position with permanent or probationary status in a higher job class. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Some examples of promotions are:

- Competitive Open Appointment
- Agency Competitive Placement

Compare Promotion to Movement

Select Promotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a promotion.

Action	Result
1. Sign in to the User Training database, using your training user ID and password.	Main Menu displays
2. In the navigation header, select Help to access SEMA4 Help.	SEMA4 Help Contents displays
3. Select Check Lists .	HR & Payroll Check Lists display
4. Select Promotion .	Promotion – Reason Codes page displays
5. Select the lightning bolt button next to Agency Competitive Placement (ACP). <ul style="list-style-type: none">• Read the hint.	A pop-up box displays a hint
6. Select again.	The hint disappears

Action	Result
7. Select Agency Competitive Placement (ACP) . <ul style="list-style-type: none"> • Read the check list. • Notice the reason code, ACP. 	Promotion – Agency Competitive Placement – Check List displays
8. Select Hires: Unlimited Classified Positions Operating Policy and Procedures .	Operating Policy and Procedure page displays
9. Select the Back button on the browser.	Check list displays again
10. Scroll down. Select WHOA! Better Check Those Critical Fields Before Saving This Transaction . Notice the fields that have required values: <ul style="list-style-type: none"> • Regular/Temporary • Classified Indc • Empl Class 	A pop-up box displays, listing fields with required values
11. Select the Back button.	Promotion – Reason Codes page displays
12. Agency Competitive Placement is not the only reason code for the Promotion action. Look at some other lightning-quick hints, for descriptions of other reason codes.	Hints display
13. Exit SEMA4 Help.	

Process a Promotion – Walk-through

In this walk-through, you will process a promotion.

Dana Cooper, a Management Analyst 2, is being promoted to Management Analyst 3. You have security clearance to the job and position records. You have viewed the position record of Dana's new position, and it doesn't require any changes.

The action is **Promotion** because the employee is in permanent or probationary status, and is being appointed to a higher job class, in permanent or probationary status. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Action	Result
1. Sign in to the User Training database, using your training user ID and password.	Main Menu displays
2. Select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
3. In the EmplID field, enter 000667__ (substituting your two-digit code for the blanks) and select Search .	Work Location page displays information for Dana J. Cooper
4. Be sure that the current or future row you want to copy displays.	For this example, the current row is displayed
5. To insert a row of information, select the plus sign button.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

The steps for processing a promotion are similar to some of the steps for processing a hire. Abbreviated steps will be shown here. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need more detail or field definitions.

Begin with the **Work Location** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Leave /WQC](#)

Cooper, Dana J Empl ID 00066701
 Employee Empl Record 0

Work Location Details Find First 1 of 2 Last

*Effective Date Go To Row

Effective Sequence *Action Promotion

HR Status Active Reason ACP Agency Competitive Placement

Payroll Status Active *Job Indicator Primary Job

Position Number Management Analyst 3 Current

[Override Position Data](#)

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit H55MP Human Svcs-MAPE

Department H55M300 Financial Management

Department Entry Date

Location H551S Department of Human Services

Establishment ID Department of Human Services Date Created 02/25/2019

Expected Job End Date

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

Field Name	Data
1. Effective Date <ul style="list-style-type: none"> Enter the first day of the promotion. If a warning message displays, verify the effective date. 	02/03/____ this year
2. Action <ul style="list-style-type: none"> Select Promotion. 	Promotion
3. Reason <ul style="list-style-type: none"> Select the appropriate reason. 	ACP, Agency Competitive Placement
4. Position Number <ul style="list-style-type: none"> Enter or look up the new position number. Press Tab. 	00030002
5. Position Entry Date <ul style="list-style-type: none"> This is the date the position number was assigned to the employee. 	Accept the displayed date

Field Name	Data
<p>6. Establishment ID</p> <ul style="list-style-type: none"> Use the Look Up page to select a value, or accept the displayed value. 	Accept the displayed value

Select the **Job Information** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Leave /WQC](#)

Cooper, Dana J Empl ID 00066701
 Employee Empl Record 0

[Job Information Details](#) Find First 1 of 2 Last

Effective Date 02/03/2019 [Go To Row](#)
 Effective Sequence 0 Action Promotion
 HR Status Active Reason Agency Competitive Placement
 Payroll Status Active Job Indicator Primary Job

Job Code 000893 Management Analyst 3 Current
 Entry Date 02/03/2019

Supervisor ID
 Reports To 00000001 Dir Agricultural Lab 01080612 Xygster, Xavier
 Regular/Temporary Unlimited Full/Part Full-Time
 Empl Class *Officer Code
 Regular Shift Day Shift Rate
 Classified Ind Classified Shift Factor

Standard Hours

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000			

Contract Number
 Contract Number [Next Contract Number](#)
 Contract Type

USA

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#)

Field Name	Data
<p>1. Entry Date</p> <ul style="list-style-type: none"> Change the job code entry date, if necessary. This is the date the job code was assigned to the employee record. This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. <i>Be sure this date is accurate.</i> 	Accept the displayed date

Field Name	Data
<p>2. Regular/Temporary</p> <ul style="list-style-type: none"> View for accuracy. Data came from the position record. For Promotion – Agency Competitive Placement, it must be Unlimited or Seasonal. This field affects employee insurance eligibility. 	Unlimited
<p>3. Full/Part</p> <ul style="list-style-type: none"> View for accuracy. Data came from the position record. This field affects employee insurance eligibility. 	Full-Time
<p>4. Empl Class</p> <ul style="list-style-type: none"> For a promotion, you must select Probatnry or Permanent. 	Probatnry
<p>5. Officer Code</p> <ul style="list-style-type: none"> Review the employee’s benefit eligibility and select the appropriate value. This field indicates the employee’s eligibility for Manager’s Income Protection Plan (IPP) and any other insurance benefits associated with being a manager. 	Non-Manager
<p>6. Classified Indc</p> <ul style="list-style-type: none"> Check for accuracy. This data came from the position record. For Promotion – Agency Competitive Placement, it must be Classified 	Classified
<p>7. Standard Hours</p> <ul style="list-style-type: none"> Check for accuracy. This data came from the position record. A change in standard hours can affect insurance eligibility and will change the FTE. 	40.00

Select the **Job Labor** page.

Field Name	Data
1. Bargaining Unit <ul style="list-style-type: none"> View for accuracy. Data came from the position record. This field affects employee insurance eligibility. 	214
2. Union Code <ul style="list-style-type: none"> View for accuracy. Data came from the position record. This field affects employee insurance eligibility. 	MAP

Select the **Payroll** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | **Payroll** | [Salary Plan](#) | [Compensation](#) | [Leave /WQC](#)

Cooper, Dana J Empl ID 00066701
 Employee Empl Record 0

Payroll Information Find First 1 of 2 Last
Go To Row

Effective Date 02/03/2019
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Promotion
 Reason Agency Competitive Placement
 Job Indicator Primary Job Current

Payroll for North America

Pay Group P16 Human Services
 Employee Type Hourly
 Tax Location Code Minnesota
 GL Pay Type
 Combination Code

Holiday Schedule Std. Hol
 FICA Status Edit ChartFields

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#)

Field Name	Data
1. Pay Group <ul style="list-style-type: none"> This field is view-only and cannot be changed after the record was created. You can ignore the value displayed. 	Accept default
2. Holiday Schedule <ul style="list-style-type: none"> Select the appropriate value. If the employee is not eligible for holidays, select NONE – No Holiday Schedule. 	HOL

Field Name	Data
3. Employee Type <ul style="list-style-type: none"> Select hourly or salaried. 	H
4. Tax Location Code <ul style="list-style-type: none"> Accept the default MN; if the work location is outside of Minnesota, select the correct state. 	MN
5. FICA Status <ul style="list-style-type: none"> Accept the default or select a value. 	Subject

Select the **Salary Plan** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | **[Salary Plan](#)** | [Compensation](#) | [Leave /WOC](#)

Cooper, Dana J Empl ID 00066701
 Employee Empl Record 0

Salary Plan Details Find First 1 of 2 Last

Effective Date 02/03/2019 [Go To Row](#)
 Effective Sequence 0 Action Promotion
 HR Status Active Reason Agency Competitive Placement
 Payroll Status Active Job Indicator Primary Job Current

Salary Admin Plan 14G ↻ General Professionals 12 Steps
 Grade 10 ↻ 14-G Grade Entry Date 02/03/2019
 Step 2 Step Entry Date 02/03/2019
 Includes Wage Progression Rule

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#)

Field Name	Data
1. Grade Entry Date <ul style="list-style-type: none"> Accept the displayed value. 	Accept default
2. Step <ul style="list-style-type: none"> If the compensation is on step, select the appropriate step for the promotion. Press the Tab button. 	2
3. Step Entry Date <ul style="list-style-type: none"> Verify the date the employee entered this step. 	Accept the displayed date

Select the **Compensation** page.

Field Name	Data
<p>1. Rate Code</p> <ul style="list-style-type: none"> • If you entered a step on the Salary Plan page, you will see rate code ONSTEP. • If you did not enter a step on the Salary Plan page, select the appropriate rate code. Off step rate codes are defined in the <i>Off Step Rate Codes – Reference</i>. • Commissioners Plan and Managers Plan employees are always off-step; their promotional increases are based on a percent, not steps. 	ONSTEP
<p>2. Comp Rate</p> <ul style="list-style-type: none"> • Verify the amount is correct. Rate code and comp rate filled in based on the step on the Salary Plan page. 	For this example, accept the displayed rate
<p>3. Select Calculate Compensation.</p>	The employee's total compensation rate displays
<p>4. Compensation Rate (displayed below the Payroll Status field)</p> <ul style="list-style-type: none"> • Verify the employee's total compensation rate. 	For this example, accept the displayed rate

Select the **Leave/WOC** page.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | **[Leave /WOC](#)**

Cooper, Dana J Employee Empl ID 00066701 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last [Go To Row](#)

Effective Date 02/03/2019 Action Promotion
 Effective Sequence 0 Reason Code Agency Competitive Placement
 HR Status Active Job Indicator Primary Job
 Payroll Status Active Current

Option Code: Salary Authority: MAPE
 Special Program: Leave Authority: MAPE - FT/PT Leave Eligible

Work Out of Class -- Requires WOC Rate Code on Compensation

WOC Job Code SetID:	Salary Admin Plan:
Jobcode:	Grade:
Appointment End Date:	Step:

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

Field Name	Data
1. Special Program <ul style="list-style-type: none"> • Leave it blank or select a value. • If the employee is appointed as a workers' compensation-related placement, select Workers' Compensation. If the employee is filling an essential position, select Essential. Do not select Not Available; this is for historical rows only. 	None
2. Salary Authority <ul style="list-style-type: none"> • Select the appropriate value. • Data does <i>not</i> fill in from the position record. You have to review this field whenever you enter a position number, and change it if necessary. 	MAP
3. Leave Authority <ul style="list-style-type: none"> • Use the Lookup page to select the appropriate value. • This is the set of rules governing an employee's eligibility for leave calculation, accrual, and usage. 	MAPE - FT/PT Leave Eligible

Select the **Employment Data** component link.

The Employment Information page displays.

Employment Information Additional Employment Info

Cooper,Dana J Empl ID 00066701
 Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0	Original Start Date 02/07/1996	<input type="checkbox"/> Override
Last Start Date 02/07/1996	First Start Date 02/07/1996	
Termination Date		

Organizational Assignment Data ?

Instance Record

Home/Host Classification Home	Years 23	Months 9	Days 25
Company Seniority Date 02/07/1996 BT <input checked="" type="checkbox"/> Override			
Service Date 02/07/1996 BT <input checked="" type="checkbox"/> Override			
Probation Date 08/03/2019 BT			
Anniversary/Progression Date 02/03/2019 BT	Last Verification Date <input type="text" value=""/>		
Business Title Management Analyst 3	Position Phone		

USA

Owns 5% (or More) of Company
 Appointment End Date BT

Accrue Tenure Services
 Service Calculation Group Q

Contract Length Not Applicable ▼
 FTE for Tenure Accrual ↻
 FTE for Flex Service Accrual ↻

Job Data Employment Data Benefits Program Participation

Field Name	Data
1. Probation Date <ul style="list-style-type: none"> If the Empl Class is Probationary, enter the date the probation ends. 	08/03/____ this year
2. Anniversary/Progression Date <ul style="list-style-type: none"> If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction. The anniversary or progression date is a <i>specific date</i> from which the Eligible for Next Increase date is calculated for all progression (also known as “step”) increases. 	02/03/____ this year
3. Last Verification Date <ul style="list-style-type: none"> Complete this field if your agency tracks this data. This is the most recent date the employee verified personal data. 	Leave blank

Field Name	Data
<p>4. Appointment End Date</p> <ul style="list-style-type: none"> If applicable, enter the date that corresponds to the last day the employee will be on the job. The appointment end date, which pertains to the employee's job, must be the same as, or prior to, the Not To Exceed Date on the position record. 	Leave blank

Select the **Additional Employment Info** page.

Employment Information

Additional Employment Info

Cooper, Dana J Employee Empl ID 00066701 Empl Record 0

Agency Use Date: B1 Barg Unit Seniority Date: B1 Seniority Tie Breaker:

Agency Seniority Date: B1 Layoff Expiration Date: B1 Employee Works at Home?:

Eligible for Next Increase: B1 Layoff Notice Date: B1 Security Clearance Type: Q

Email Address:

Work Phones Find | View All First ◀ 1 of 1 ▶ Last

Phone Type: ▼ + -

Telephone: Extension:

Job Data
Employment Data
Benefits Program Participation

Field Name	Data
<p>1. Agency Use Date</p> <ul style="list-style-type: none"> Enter a date if it applies to the specific purpose set forth by your agency's policy. 	Leave blank
<p>2. Barg Unit Seniority Date</p> <ul style="list-style-type: none"> Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank. 	Leave blank

Field Name	Data
<p>3. Agency Seniority Date</p> <ul style="list-style-type: none"> • Enter the date the employee started continuous employment with the current agency (example: Department of Human Services). • Use this field to track agency length of service as defined in collective bargaining agreements and salary plans. This field displays on the Seniority Roster Report (HP6370). 	Accept displayed date
<p>4. Eligible for Next Increase</p> <ul style="list-style-type: none"> • Enter the date the employee is eligible for an increase. • Check the contract or plan. • If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150). 	02/03/____ next year
<p>5. Security Clearance Type</p> <ul style="list-style-type: none"> • For most employee's, select 0 (Not Required). • Select 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view. Use this value when the employee's employment with the state must be excluded from public knowledge. 	0
<p>6. Email Address</p> <ul style="list-style-type: none"> • Enter or verify the employee's email address at work. The insurance unit uses email to contact employees. 	dana.cooper@state.mn.us
<p>7. Phone Type</p> <ul style="list-style-type: none"> • Select the phone type. 	Main Business
<p>8. Telephone</p> <ul style="list-style-type: none"> • Check the telephone number and change it if necessary. 	651/555-9901

Select the **Benefits Program Participation** link.

The Benefit Program Participation page displays.

Benefit Program Participation

Cooper, Dana J
Employee

Empl ID 00066701
Empl Record 0

Benefit Status ?
Find First 1 of 2 Last

Benefit Record Number 0 Go To Row

Effective Date 02/03/2019

Effective Sequence 0 Action Promotion

HR Status Active Reason Agency Competitive Placement

Payroll Status Active Job Indicator Primary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate USD

Benefits Administration Eligibility ?

BAS Group ID Spec Elig State 12/12-Full ER Contrbtn

Salary Authority MN Assoc of Professional Empl Barg Unit 214 Elig Fid 8

Retirement Code MSRS SEGIP

Benefits STATE Suppl Ret

Benefit Program Participation Details ?
Find | View All First 1 of 1 Last

Effective Date 02/07/1996 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

Job Data
Employment Data
Benefits Program Participation

Field Name	Data
<p>1. Annual Benefits Base Rate</p> <ul style="list-style-type: none"> Accept the default. SEMA4 automatically updates this field for all agencies except Minnesota State. Minnesota State users should review the field, and change the value in SCUPPS if it is incorrect. This field affects employee insurance eligibility. 	<p>Leave unchanged</p>
<p>2. Salary Authority</p> <ul style="list-style-type: none"> Check for accuracy. This field affects employee insurance eligibility. 	<p>Leave unchanged</p>
<p>3. Retirement Code</p> <ul style="list-style-type: none"> Select the appropriate retirement plan code. This field affects employee insurance eligibility. 	<p>AA</p>

Field Name	Data
<p>4. Benefits</p> <ul style="list-style-type: none"> Accept STATE, or most employees. COUNTY applies to certain employees participating in their county benefits program. This field affects employee insurance eligibility. 	STATE
<p>5. Special Elig</p> <ul style="list-style-type: none"> Select the appropriate code. Refer to the <i>Special Eligibility Codes – Reference</i> in SEMA4 Help. This field affects employee insurance eligibility. 	MF12
<p>6. Effective Date and Benefit Program in the Benefits Program Participation group box</p> <ul style="list-style-type: none"> The information in these fields is maintained by central benefits staff and is updated nightly by a batch job. 	Leave unchanged

Action	Result
<p>1. Select Save.</p> <ul style="list-style-type: none"> If a warning displays, read the message and select OK. 	<i>Saved</i> displays briefly in the upper-right corner
<p>2. Job Data Notepad (button that looks like a notebook)</p> <ul style="list-style-type: none"> For this walk-through, no notes are needed. Use Job Data Notepad to enter special notes when entering an unusual transaction, or when the reason code Other is used. 	Leave blank
<p>3. Create or modify a work schedule for the new appointment.</p> <ul style="list-style-type: none"> For this walk-through, do not create or modify a work schedule. 	

SEMA4 Tips

Promotion, Demotion, Transfer, Movement

When processing a promotion, demotion, transfer, or movement, use the following tips to check your work.

- ✓ Be sure the Reason is correct.
- ✓ Make sure the row you added has a Position Number different from the previous row.
- ✓ Make sure the Empl Class is probationary or permanent.
- ✓ Commissioners Plan and Managers Plan employees must be off-step; their promotional increases are based on a percent, not steps.
- ✓ Be sure the salary information is entered correctly.
- ✓ Be sure the proper Probation Date is entered.
- ✓ If the transaction is a promotion for salary purposes, enter the effective date in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Check that the Eligible for Next Increase date is accurate.
- ✓ Be sure the work Email Address and Telephone are up-to-date.
- ✓ Check the Special Elig code.
- ✓ After you save, enter notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.
- ✓ If necessary, check the Leave Accrual Date.

Process a Promotion – Exercise

In this exercise, you will process a promotion, using Reason code COM.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

Directions

You are filling an Information Technology Spec 1 position by promoting Mary Gardner, an Accounting Technician in permanent status. You have security clearance to the job record and position record. You have viewed the position record of Mary’s new position, and it doesn’t require any changes.

In the **User Training** database, use the following information to process the promotion.

Hint: Select Workforce Administration > Job Information > Job Data.

The screenshot displays the 'Work Location Details' form for employee Gardner, Mary. The form is organized into several sections:

- Employee Information:** Gardner, Mary (Employee), Empl ID 00631101, Empl Record 0.
- Work Location Details:**
 - *Effective Date: 01/03/2019
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - *Action: Promotion
 - Reason: COM (Competitive Open Appt)
 - *Job Indicator: Primary Job
- Position Information:**
 - Position Number: 00000333 (Information Technology Spec 1)
 - Position Entry Date: 01/03/2019
 - Regulatory Region: USA (United States)
 - Company: SMN (State of Minnesota)
 - Business Unit: G24MP (DOER-MAPE)
 - Department: G241000 (H/R Administration)
 - Department Entry Date: 01/03/2019
 - Location: G24SP (Employee Relations)
 - Establishment ID: G24SP (Employee Relations)
 - Date Created: 02/25/2019
- Other Fields:**
 - Expected Job End Date: (blank)

Navigation tabs at the bottom include Job Data, Employment Data, and Benefits Program Participation.

Field Name	Data
Employee ID	006311__ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row

Field Name	Data
Effective Date	01/03/____ this year
Action	Promotion
Reason	COM, Competitive Open Appt
Position Number	00000333 and press the Tab button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatry
Officer Code	Non-Manager
Classified Indc (view only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view only)	214
Union Code (view only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6 and press the Tab button
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate

Field Name	Data
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	MAP
Leave Authority	MAPE Emp Eligible for Leave
Probation Date	07/03/____ this year
Anniversary/Progression Date	01/03/____ this year
Last Verification Date	Leave blank
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	Accept displayed date
Eligible for Next Increase	01/03/____ next year
Security Clearance Type	0
Email Address	mary.gardner@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9876
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select Save.</p> <ul style="list-style-type: none"> • If warning messages display, select OK. • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

Demotion

Select the Demotion action when an employee with permanent or probationary status is appointed to a lower job class, with permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

Compare Demotion to Movement

Select Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a demotion.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Demotion .	Demotion – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Voluntary Demotion (VOL). <ul style="list-style-type: none">• Read the hint.	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select Voluntary Demotion (VOL) . <ul style="list-style-type: none">• Read the check list.• Notice the reason code, VOL.	Demotion – Voluntary Demotion – Check List displays
7. Scroll down to the bottom.	

Action	Result
<p>8. Select WHOA! Better Check Those Critical Fields Before This Transaction. Notice the fields that have required values:</p> <ul style="list-style-type: none"> • Regular/Temporary • Classified Indc • Empl Class 	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

Process a Demotion – Exercise

In this exercise, you will process a demotion.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the Promotion walk-through
- SEMA4 Help

Directions

Andrea Jones, hired as a Management Analyst 2, is being voluntarily demoted to Management Analyst 1 at another location. The position is classified and unlimited. You have security clearance to the job and position records. You have viewed the position record of the new position, and it doesn't require any changes.

The action is **Demotion** because an employee with permanent or probationary status is being appointed to a lower job class, in permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

In the **User Training** database, use the following information to process the demotion.
Hint: Select Workforce Administration > Job Information > Job Data.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

Jones, Andrea C Empl ID 00066601
 Employee Empl Record 0

Work Location Details ? Find First 1 of 2 Last

*Effective Date 03/04/2019 Go To Row + -

Effective Sequence 0 *Action Demotion

HR Status Active Reason VOL Voluntary Demotion

Payroll Status Active *Job Indicator Primary Job

Calculate Status and Dates Future

Position Number 00030004 Management Analyst 1
 Override Position Data

Position Entry Date 03/04/2019 Position Management Record

Regulatory Region USA United States
 Company SMN State of Minnesota
 Business Unit H55MP Human Svcs-MAPE
 Department H554201 Support Services

Department Entry Date 03/04/2019

Location H55TC 8th Ave Owatonna
 Establishment ID H5542 Department of Human Services Date Created 02/25/2019

Expected Job End Date

Job Data Employment Data Benefits Program Participation

Field Name	Data
Employee ID	000666__ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	03/04/____ this year
Action	Demotion
Reason	VOL, Voluntary Demotion
Position Number	00030004 and press the Tab button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probationary

Field Name	Data
Officer Code	Non-Manager
Classified Indc (view-only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	214
Union Code (view-only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3 and press the Tab button
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	MAP
Leave Authority	MAPE FT/PT Leave Eligible
Probation Date	09/04/___ this year
Last Verification Date	Leave blank
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave blank

Field Name	Data
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	03/04/____ next year
Security Clearance Type	0
Email Address	andrea.jones@state.mn.us
Work Phone Type	Main Business
Telephone	507/444-1111
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select Save.</p> <ul style="list-style-type: none"> • If warning messages display, select OK. • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

Transfer

Use the Transfer action when an employee in permanent or probationary status is laterally appointed, in permanent or probationary status, to another position in one of the following circumstances:

- The same job class in a different agency or organizational unit; or
- A different job class assigned to the same salary range; or
- A different job class assigned to a salary range which differs by less than two steps at the minimum and maximum; or
- A different job class with a salary range which differs by less than two steps at the maximum but differs by more than two steps at the minimum, if less than a two-step increase is required to pay the employee at the minimum of the new range

A transfer may occur within an agency or organizational unit or between two agencies or organizational units. Reassignment of an employee does not constitute a transfer.

Some examples of reasons for the Transfer action are:

- Agency Transfer – Transferring an employee to a different agency, in the same job class
- Class Transfer – Transferring an employee to a different job class, in the same agency or a different department or agency

When an employee is transferred from one agency to another, the *receiving* agency processes the transfer.

Compare Transfer to Data Change

If the appointment has the same job code *and* the same agency, process a Data Change rather than a Transfer. Use one of the following Data Change reason codes:

- Position Number Change (PSN)
- Position Number Change - Bid (BID)
- Position Number Change - Reassignment (RAS)
- Position Number Change - Expression of Interest (EOI)

Compare Transfer to Movement

Select the Transfer action if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a transfer.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Transfer .	Transfer – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Agency Transfer (ATF). <ul style="list-style-type: none"> • Read the hint. 	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select Agency Transfer (ATF) . <ul style="list-style-type: none"> • Read the check list. • Notice the reason code, ATF. • Use this reason code when an employee is transferring to a position in the same class in another agency. 	Transfer – Agency Transfer – Check List displays
7. Scroll down to the bottom.	
8. Select WHOA! Better Check Those Critical Fields Before This Transaction . Notice the fields that have required values: <ul style="list-style-type: none"> • Regular/Temporary • Classified Indc • Empl Class 	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

Process a Transfer – Exercise

In this exercise, you will process a transfer.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the Promotion walk-through
- SEMA4 Help

Directions

Keith Forest was hired as a Registered Nurse, and has permanent status. He has accepted another Registered Nurse position at a different agency.

You have security clearance to the job and position records. You have viewed the position record for the new position, and it doesn't require any changes.

The action is **Transfer** because the employee has permanent or probationary status, and is being laterally appointed, in permanent or probationary status, to a position which is in the same job class, in a different agency or organizational unit.

In the **User Training** database, use the following information to process the transfer.
Hint: Select Workforce Administration > Job Information > Job Data.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

Forest,Keith Empl ID 00087101
 Employee Empl Record 0

Work Location Details ? Find First 1 of 2 Last

*Effective Date 05/06/2019 Go To Row + -

Effective Sequence 0 *Action Transfer

HR Status Active Reason ATF Agency Transfer

Payroll Status Active *Job Indicator Primary Job Future

Position Number 00000704 Registered Nurse
 Override Position Data

Position Entry Date 05/06/2019
 Position Management Record

Regulatory Region USA United States
 Company SMN State of Minnesota
 Business Unit H55NA Human Svcs-Nurses
 Department H554130 Health Source Clinic

Department Entry Date 05/06/2019
 Location H55C1 Cambridge Regional Center
 Establishment ID H5542 Department of Human Services Date Created 02/25/2019

Expected Job End Date

Job Data Employment Data Benefits Program Participation

Field Name	Data
Employee ID	000871__ (substituting your two digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	05/06/____ this year
Action	Transfer
Reason	ATF, Agency Transfer
Position Number	00000704 and press the Tab button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry

Field Name	Data
Officer Code	Non-Manager
Classified Indc (view-only)	Classified
Standard Hours (view only)	40.00
Bargaining Unit (view-only)	205
Union Code	MNA
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6 and press the Tab button
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	MNA
Leave Authority	NA1
Probation Date	11/06/____ this year
Last Verification Date	Leave blank
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave unchanged

Field Name	Data
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	05/06/ ____ next year
Security Clearance Type	0
Email Address	keith.forest@state.mn.us
Work Phone Type	Main Business
Telephone	763/555-2222
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select Save.</p> <ul style="list-style-type: none"> • If warning messages display, select OK. • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	Saved displays briefly in the upper-right corner
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

Movement

Use the Movement action in SEMA4, when an employee is moving:

- From a *non-status* (examples: emergency, temporary, limited) appointment to a *status* (permanent or probationary) appointment; or
- From a *status* appointment to a *non-status* appointment; or
- From a *non-status* appointment to another *non-status* appointment.

If the employee is moving from a status appointment to another status appointment, it is *not* a movement.

Sometimes a transaction has the SEMA4 action Movement, even though it is a promotion for *salary* purposes. If the Movement is a promotion for salary purposes, then you update the Anniversary/Progression Date, which is the field that holds the date of the last hire, rehire, or promotion for salary purposes.

Compare Movement to Transfer, Promotion, and Demotion

Select action Movement if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Select action Transfer, Promotion, or Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a movement.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Movement .	Movement – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Temporary Unclassified Appointment (TUN). <ul style="list-style-type: none">• Read the hint.	A pop-up box displays a hint
5. Select again.	The hint disappears

Action	Result
6. Select Temporary Unclassified Appointment (TUN) . <ul style="list-style-type: none"> • Read the check list. • Notice the reason code, TUN. 	Movement – Temporary Unclassified Appointment – Check List displays
7. Scroll down, and notice the additional steps to follow (add a row with action Data Change, reason BJC) if the employee was hired or rehired to an insurance- <i>ineligible</i> appointment within the 35 days preceding this action, <i>and</i> the insurance eligibility is changing.	
8. Scroll down to the bottom.	
9. Select WHOA! Better Check Those Critical Fields Before This Transaction . Notice the fields that have required values: <ul style="list-style-type: none"> • Regular/Temporary • Classified Indc • Empl Class • Appointment End Date 	A pop-up box displays, listing fields with required values
10. Exit SEMA4 Help.	

Process a Movement – Exercise

This exercise lets you practice processing an employee department ID change, before you process a movement. You would need an employee department ID change if the appointment *isn't* processed through Manage Hires, and you *don't* have security clearance to the employee's department.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the Promotion walk-through
- SEMA4 Help

Directions

Gary Ellis, a temporary unclassified Management Analyst 2, is being appointed to a temporary unclassified Management Analyst 3 position in the Commissioner’s Plan, at a different agency. The compensation is off-step. You have reviewed the new position record, and it doesn’t require any changes.

The action is **Movement** because the employee is moving from a *non-status* appointment to another *non-status* appointment.

The employee currently works for a department to which you *don’t* have security clearance, and this appointment *isn’t* via Manage Hires. Therefore, you need to process an **employee department ID change** before you process the movement.

In the **User Training** database, complete the following steps to process the employee department ID change.

Department ID Change

Ellis, Gary Employee Empl ID 00041101 Empl Record 0

Employment Data Find First 1 of 1 Last

Effective Date	10/19/2002	Effective Sequence	0	Job Indicator	Primary Job	Maintain/View Notes
Action	Data Chg	Reason	Insurance Conversion			Current
Employee Dept ID change:	<input checked="" type="checkbox"/>	Action Date:	10/20/2002	Compensation Rate:	18.050000	
Dept ID:	G620000	Mn St Retirement System		Unit:	G62MP MSRS-MAPE	
Job Title:	Management Analyst 2	Job Code:	001528	Barg Unit:	214	
Address 1:	175 West Lafayette Frontage Rd					
Address 2:						
City:	St Paul	State:	MN	Zip:	55107-1425	

Work Phone Find | View All First 1 of 1 Last

Type:	Main Business	Telephone:	612/555-1313	Extension:	0
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Personal Data

Original Start Date: 01/21/1998

Action	Result
1. Sign in to the User Training database, using your training user ID and password.	Main Menu displays
2. Select Workforce Administration > Job Information > Department ID Change.	The Department ID Change search page displays

Action	Result
3. In the EmplID field, enter the employee's ID. For this example, enter 000411__ (substituting your two-digit code for the blanks) and select Search .	Department ID Change page displays
4. Select the Employee Dept ID change check box.	Check box is selected
5. Select Save . <ul style="list-style-type: none"> If a warning message displays, select OK. 	Work Location page displays, and you now have access to the record

In the **User Training** database, use the following information to process the movement.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WQC

Ellis, Gary Employee Empl ID 00041101 Empl Record 0

Work Location Details ? Find First 1 of 2 Last

*Effective Date 06/07/2019

Effective Sequence 0 *Action Movement

HR Status Active Reason TUN Temporary Unclassified Appt

Payroll Status Active *Job Indicator Primary Job

Position Number 01080003 Management Analyst 3

Position Entry Date 06/07/2019 Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit E77NU Mn Zoo-Non-Mgr Unrep

Department E771100 Human Resources

Department Entry Date 06/07/2019

Location E7700 Minnesota Zoo

Establishment ID E7700 Minnesota Zoo Date Created 02/25/2019

Expected Job End Date Termination Date

Job Data Employment Data Benefits Program Participation

Field Name	Data
Plus sign button	Select button to add a row
Effective Date	06/07/____ this year
Action	Movement
Reason	TUN, Temporary Unclassified Appt
Position Number	01080003 and press the Tab button

Field Name	Data
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Unclassified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	Blank because compensation is off-step
Step Entry Date	Blank because compensation is off-step
Rate Code	OFFRNG Refer to <i>Off Step Rate Codes – Reference</i>
Comp Rate	20.56
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	NUE
Leave Authority	NM1

Field Name	Data
Probation Date	Leave blank because not probationary
Last Verification Date	Leave blank
Appointment End Date	12/31/____ next year
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	06/07/____ this year
Eligible for Next Increase	06/07/____ next year
Security Clearance Type	0
Email Address	gary.ellis@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-1313
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 See the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select Save.</p> <ul style="list-style-type: none"> • If warning messages display, select OK. • If a system-required field has been left empty or entered incorrectly, complete or fix it and save again. 	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this example, the employee was <i>not</i> hired or rehired to an insurance-ineligible appointment within the 35 days preceding this action, so you do not need to do any additional steps.</p>	
<p>3. If the Leave Accrual date needs to be updated, enter it on the Biographical Details page in the Modify a Person component. For this exercise, there are no changes.</p>	
<p>4. For this exercise, you will not create or modify a work schedule.</p>	

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. Movement is an appropriate action when:
 - a. An employee is moving from an appointment with permanent or probationary status, to an appointment with permanent or probationary status.
 - b. An employee is moving from an appointment with permanent or probationary status, to a non-status appointment.
 - c. An employee is moving from a non-status appointment, to an appointment with permanent or probationary status.
 - d. An employee is moving from a non-status appointment, to a non-status appointment.
 - e. b, c, or d

2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add another row with action Data Change, reason _____.
 - a. BJC
 - b. OTH
 - c. NON
 - d. INS

3. On which page would you enter the date the employee's probation ends?
 - a. Work Location
 - b. Employment Information
 - c. Salary Plan
 - d. Identity/Diversity

4. Only employees with _____ status are eligible for demotion.
 - a. permanent or probationary
 - b. permanent or classified
 - c. classified or unlimited
 - d. trainee or temporary

5. When an employee is transferred from one agency to another, which agency processes the transfer?
- The current agency
 - Department of Administration
 - The receiving agency
 - Department of Management & Budget (MMB)
6. When using the Transfer action, the employee must be moving from a _____ appointment to _____ appointment.
- status, a non-status
 - status, another status
 - non-status, another non-status
 - unclassified, a classified
7. On a promotion, which value must the Classified Indc field display?
- Classified
 - Unclassified
 - Any valid value
 - Non-Status
8. Only employees in _____ status can be promoted.
- unlimited or limited
 - unclassified or classified
 - permanent or probationary
 - permanent or intern
9. If a Movement transaction is a *promotion for salary purposes*, then you update the _____ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
- Appointment End Date
 - Anniversary/Progression Date
 - Probation Date
 - Expected Return Date

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Movement is an appropriate action when:
 - e. b, c, or d
2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add a row with action Data Change, reason _____.
 - a. BJC
3. On which page would you enter the date the employee's probation ends?
 - b. Employment Information
4. Only employees with _____ status are eligible for demotion.
 - a. permanent or probationary
5. When an employee is transferred from one agency to another, which agency processes the transfer?
 - c. The receiving agency
6. When using the Transfer action, the employee must be moving from a _____ position to _____ position.
 - b. status, another status
7. On a promotion, which value must the Classified Indc field display?
 - a. Classified
8. Only employees in _____ status can be promoted.
 - c. permanent or probationary
9. If a Movement transaction is a *promotion for salary purposes*, then you update the _____ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
 - b. Anniversary/Progression Date

Pull out these pieces from the Promotion, Demotion, Transfer, Movement topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the Exercises in this topic

Whenever you need to process a promotion, demotion, transfer, or movement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Manage Hires*.

To process an appointment from Recruiting Solutions, you use **Manage Hires** in SEMA4.



Manage Hires is the “bridge” that brings information from Recruiting Solutions to Personal Information and Job Data in SEMA4. Manage Hires brings the selected candidate’s data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer.

For example, if you need to process a promotion, demotion, transfer, or movement, the Manage Hires type of hire is **Transfer**. Once you have accessed Manage Hires and selected the record to process, the rest of the pages are the same pages you used in the learning guide.

The path to Manage Hires is Workforce Administration > Personal Information > Manage Hires. The following example shows a transaction with type of hire “Transfer.”

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires							
Select Transactions Where		Source					
Equals		Recruiting Solutions				Refresh	
Hire Transactions							
Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By	
02/05/2016	Requested	Doe, John Q	01998877	Transfer	Recruiting Solutions	Hirington, Renee Z	▲

Manage Hires Resources

In Section A of the learning guide, you found Manage Hires information in the HR Toolbox.

To review how to use Manage Hires to process a promotion, demotion, transfer, or movement, visit <https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp> and refer to this topic:

- Manage Hires Instructions – see the *Transfer* chapter
or
- Manage Hires - Quick Start – see the *Transfer* chapter

Access SEMA4 Help

Find the Manage Hires step-by-step instructions in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Select Index and type “manage hires”	Index displays
3. Select Manage Hires .	
4. Select Manage Hires – Steps .	Manage Hires – Steps displays
5. Notice that based on the Type of Hire field, there are four sets of instructions: <ul style="list-style-type: none">• Hire• Rehire• Add Concurrent Job• Transfer	
6. Select Transfer . <ul style="list-style-type: none">• Read the instructions.• Notice that In Recruiting Solutions and Manage Hires, type of hire “Transfer” refers to any appointment of a current employee (examples: promotion, demotion, transfer, movement).	Transfer using Manage Hires displays
7. Exit SEMA4 Help.	

Review Questions

To review, answer the following questions. If you have trouble answering the questions, refer to the Manage Hires resources in the HR Toolbox, or SEMA4 Help.

1. To process a promotion from Recruiting Solutions, you use _____ in SEMA4.
 - a. Manage Hires
 - b. Job Data
 - c. Modify a Person
 - d. Add Employment Instance
2. To access Manage Hires, select Workforce Administration > _____ > Manage Hires.
 - a. Recruiting Solutions
 - b. Person Profile
 - c. Position Management
 - d. Personal Information
3. To process a demotion from Recruiting Solutions, the type of hire is _____.
 - a. Manage Hires
 - b. Demotion
 - c. Transfer
 - d. Data Change
4. To process a movement from Recruiting Solutions, the type of hire is _____.
 - a. Job Data
 - b. Movement
 - c. Add Concurrent Job
 - d. Transfer
5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose _____.
 - a. a position number
 - b. an employment record number
 - c. an effective date sequence number
 - d. a business unit
6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name _____.
 - a. is still on the list
 - b. is no longer on the list
 - c. is moved to the bottom of the list
 - d. is grayed out on the list

Review Answers

Check your answers to the review questions.

1. To process a promotion from Recruiting Solutions, you use _____ in SEMA4.
 - a. Manage Hires

2. To access Manage Hires, select Workforce Administration > _____ > Manage Hires.
 - d. Personal Information

3. To process a demotion from Recruiting Solutions, the type of hire is _____.
 - c. Transfer

4. To process a movement from Recruiting Solutions, the type of hire is _____.
 - d. Transfer

5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose _____.
 - b. an employment record number

6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name _____.
 - b. is no longer on the list

You have completed Section C of Employee Maintenance!
Continue on to additional section(s) of the learning guide.