

Section E Contents

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

Section E

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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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Progression Increase and Increase Based on Performance

Introduction

One of the most common employee maintenance actions is Pay Rate Change. Learning how to change pay rates will help you ensure that employees are paid correctly and receive pay changes on time.

Here are some examples of why you would change an employee's rate of pay:

- To record progression steps within a salary range
- To record an increase based on performance

Entering Pay Rate Changes

Progression increases and increases based on performance can be processed in either of two SEMA4 components:

- **Pay Rate Change** component

or

- **Job Data** component

When using the Pay Rate Change component for pay rate changes, you must also use the Job Data component to enter the date the employee is next eligible for an increase.

Things to Consider Before You Enter Data

Progression Increase and Increase Based on Performance

To save time and improve accuracy, consider these items *before* entering a progression increase or increase based on performance in SEMA4.

- Check the plan or contract to make sure the progression is given at the right time, and the amount is correct.
- Most contracts and plans have pay rate changes at the beginning of a pay period. Check the calendar to make sure the increase is given at the beginning of a pay period.
- Review the employee's history to make sure all increase dates are correct.
- Look at the Anniversary/Progression Date. The anniversary or progression date is a specific date from which you calculate the Eligible for Next Increase date for all progression (also known as “step”) increases. Progression increases are granted on an annual or semi-annual basis as noted in the contract, based on *satisfactory performance*.
- Choose the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- For Managers and Commissioners Plan employees, select the Reason PRF (Increase Based on Performance).
- If compensation is off-step, choose the appropriate Reason code. See the *Off - Step Rate Codes - Reference* in SEMA4 Help.
- Use the Pay Rate Change component only if the pay rate change is not a work out of class, and is not part of another action such as promotion or demotion.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a pay rate change.

Action	Result
1. Sign in to the SEMA4 User Training database, using the User ID and Password you were assigned.	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 Pay Rate Change .	The Pay Rate Change – Reason Codes page display
5. Scroll down. Select the lightning bolt button next to Progression Step within Salary Range. <ul style="list-style-type: none"> • Read the hint. 	A pop up box with a hint displays
6. Select again.	The hint disappears
7. Select Progression Step Within a Salary Range . <ul style="list-style-type: none"> • Look at the check list. 	The Pay Rate Change - Progression Step within Salary Range – Check List displays
8. Select Pay Rate Change . <ul style="list-style-type: none"> • Read the definition. 	The definition displays
9. Select again.	The definition disappears
10. Select Change an employee’s pay rate . <ul style="list-style-type: none"> • Look at the steps. 	Change an Employee’s Pay Rate - Steps displays
11. Exit SEMA4 Help.	

Process a Progression Increase – Walk-through

In this walk-through, you will:

- Look up an employee's review
- Process a progression increase

You process a progression increase for employees represented by a bargaining unit. Progression steps are based on length of service or hours worked. Verify that the conditions in the relevant contract have been met, before entering the pay rate change.

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

Greta Girard is an employee whose pay will be changed because of a progression increase. You have verified that the conditions outlined in the relevant contract have been met.

If the pay rate change is part of another action such as promotion or demotion, or is a work out of class, then you *must* use the Job Data component. Otherwise, you can use *either* the Pay Rate Change component or Job Data component. For this example, we will use the **Job Data** component.

First, you'll look up the employee's review information, and then process the increase.

Part 1: Look Up Employee Review Information

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 > Employee Review.	The Employee Review search page displays
3. In the EmpIID field, enter 00700101 and select Search .	The Employee Review page displays
4. View the page.	

Note: SEMA4 Help and Section J of the Employee Maintenance learning guide explain how to enter employee review data.

Part 2: Process the Progression Increase

Action	Result
1. In the User Training database, select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
2. In the EmplID field, enter 007001__ __ (substituting your two-digit code for the blanks) and select Search .	Work Location page displays
3. Be sure that the current or future row you want to copy is displayed.	For this example, it is displayed
4. Select the plus sign button, to add a row.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

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

Girard, Greta J Empl ID 00700101
 Employee Empl Record 0

Work Location Details Find First 1 of 2 Last

*Effective Date Go To Row + -
 Effective Sequence *Action
 HR Status Active Reason Progress Step Within Stry Rng
 Payroll Status Active *Job Indicator Future

Position Number Management Analyst 1
Override Position Data

Position Entry Date
 Position Management Record

Regulatory Region USA United States
 Company SMN State of Minnesota
 Business Unit R29MP DNR-MAPE
 Department R29Y000 Mgmt Information Systems
 Department Entry Date

Location R2911 Management Information Service
 Establishment ID DNR Central Office Date Created 03/19/2019

Expected Job End Date Termination Date
 End Job Automatically

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

Field Name	Data
1. Effective Date <ul style="list-style-type: none"> Enter the date that the pay rate change takes effect. If the date out of range warning displays, select OK. 	04/08/____ this year
2. Action <ul style="list-style-type: none"> Select Pay Rate Change. 	Pay Rate Change

Field Name	Data
3. Reason <ul style="list-style-type: none"> Select the appropriate reason for the pay rate change. 	PRG, Progress Step Within Slry Rng

Select the **Salary Plan** page.

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

Girard, Greta J Empl ID 00700101
 Employee Empl Record 0

Salary Plan Details Find First 1 of 2 Last

Effective Date 04/08/2019	Go To Row
Effective Sequence 0	Action Pay Rate Change
HR Status Active	Reason Progress Step Within Slry Rng
Payroll Status Active	Job Indicator Primary Job
Future	

Salary Admin Plan 14G General Professionals 12 Steps
 Grade 05 14-G
 Step 9

Grade Entry Date
 Step Entry Date

Includes Wage Progression Rule

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

Field Name	Data
1. Grade Entry Date	Leave unchanged
2. Step <ul style="list-style-type: none"> Select the appropriate step and press Tab. A step is an established pay rate or point within a salary grade. 	9
3. Step Entry Date <ul style="list-style-type: none"> This is the date the employee joined this step. 	Accept the displayed date

Select the **Employment Data** component link.

Select the **Additional Employment Info** page.

Employment Information	Additional Employment Info		
Girard, Greta J	Employee	Empl ID 00700101	Empl Record 0
Agency Use Date:	<input type="text"/>	Barg Unit Seniority Date:	<input type="text"/>
Agency Seniority Date:	07/10/1995	Layoff Expiration Date:	<input type="text"/>
Eligible for Next Increase:	04/08/2020	Layoff Notice Date:	<input type="text"/>
Seniority Tie Breaker:		0	
Employee Works at Home?:		<input type="checkbox"/>	
Security Clearance Type:		0	
Email Address: <input type="text"/>			
Work Phones Find View All First 1 of 1 Last			
Phone Type:	Main Business		
Telephone:	612/555-9090	Extension:	0
Job Data	Employment Data	Benefits Program Participation	

Field Name	Data
<p>1. Eligible for Next Increase</p> <ul style="list-style-type: none"> Enter the date the employee is eligible for the next pay rate increase. If you leave this field blank, the employee’s name will not appear on the HP6160 – Salary Increase Probation End Date report. For all progression (also known as “step”) increases, the Eligible for Next Increase date is determined by applying contract language to the Anniversary/Progression Date. For example, an AFSCME General Maintenance Worker at step 1 with an Anniversary/Progression Date of February 6, 2019 would have an Eligible for Next Increase date of August 7, 2019, which is the first day of the pay period in which the new step could be granted. Satisfactory performance would be necessary for the progression increase. 	04/08/____ next year
2. Check the other fields on this page, and change if necessary.	Leave unchanged

Action	Result
1. Select Save . If a warning displays, read the message and select OK .	<i>Saved</i> displays briefly in the upper-right corner
2. If the pay rate change requires a retroactive adjustment, you must process an individual retroactive pay adjustment. For this example, there is no retroactive adjustment.	

SEMA4 Tips

Progression Increase and Increase Based on Performance

When processing a progression increase or increase based on performance, use the following tips to check your work.

- ✓ Check the calendar, and make sure the increase is effective at the beginning of a pay period.
- ✓ Be sure the effective date is correct. Employees who receive progression increases too soon are considered to have been overpaid. An agency that has overpaid an employee must follow the Correction of Overpayments Operating Policy and Procedure, to recover the overpayment.
- ✓ If the compensation is off-step, make sure the Rate Code is correct. Refer to the *Off Step Rate Codes – Reference* in SEMA4 Help.
- ✓ If there is a differential, make sure the Rate Code is correct and apply the correct differential. Refer to the *Differential Rate Codes – Reference* in SEMA4 Help.
- ✓ Make sure the compensation is not both on-step and off-step at the same time.
- ✓ Verify that the Eligible for Next Increase field contains the date the employee is eligible for the next pay rate increase.

Process a Progression Increase – Exercise

In this exercise, you will process a progression increase.

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

Dustin Phelps is going to receive a progression increase.

In the **User Training** database, use the following data to process the progression increase.

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

Field Name	Data
Employee ID	003601__ __ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	05/01/____ this year
Action	Pay Rate Change
Reason	PRG, Progress Step within Slry Range
Step	10 and press Tab
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
Calculate Compensation	Select button
Compensation Rate (view-only)	Accept the displayed rate
Eligible for Next Increase	05/01/____ next year

Action	Result
1. Select Save . <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
2. For this exercise, there is no retroactive adjustment.	

Process an Increase Based on Performance – Walk-through

In this walk-through, you will process an increase based on performance.

Here are some situations in which you need to enter an increase based on performance:

- An employee in the Commissioner’s Plan receives an increase based on performance
- An employee in the Managers Plan receives an increase based on performance

George Zeller is an employee in the Commissioner’s Plan whose pay will change because of an increase based on performance. You'll see that an off-step increase is similar to a step increase.

If the pay rate change is not a work out of class and is not part of another action such as promotion or demotion, then you may use the Pay Rate Change component or the Job Data component. For this example, we will use the **Pay Rate Change** component.

On the Pay Rate Change component, the view-only Action field defaults to Pay Rate Change.

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 > Pay Rate Change.	The Pay Rate Change search page displays
3. In the EmplID field, enter 007002__ (substituting your two-digit code for the blanks) and select Search .	Employee Profile page displays
4. Be sure that the current or future row you want to copy is displayed.	For this example, it is displayed
5. Select the plus sign button to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

Begin on the **Employee Profile** page.

Employee Profile | Salary Plan | Compensation

Zeller, George L
Employee

Empl ID 00700201
Empl Record 0

Last Increase Date 10/19/2002

Work Location		Find	First	1 of 2	Last
*Effective Date	06/08/2019				
Effective Sequence	0				
HR Status	Active	Action	Pay Rate Change		
Payroll Status	Active	Reason	PRF	Increase Based on Performance	
Business Unit	H12MA Health Dept-Med Spec A	Job Indicator	Primary Job		
					Future
Company	SMN State of Minnesota				
Pay Group	P06 Health & Health Boards				
Employee Type	Hourly				
Full/Part Time	Full-Time	FTE	1.000000		
Standard Hours	40.00				
Work Period	SMN State of Minnesota - Weekly				

Field Name	Data
1. Effective Date	06/08/____ this year
<ul style="list-style-type: none"> Enter the date that the pay rate takes effect. If a warning message displays, read it and select OK. 	
2. Reason	PRF, Increase Based on Performance
<ul style="list-style-type: none"> Select the appropriate code. 	

Select the **Compensation** page.

Employee Profile | Salary Plan | **Compensation**

Zeller, George L Empl ID 00700201
Employee Empl Record 0

Last Increase Date 06/08/2019

Compensation Find First 1 of 2 Last

Effective Date 06/08/2019 Action Pay Rate Change
 Effective Sequence 0 Reason Increase Based on Performance
 HR Status Active Job Indicator Primary Job
 Payroll Status Active
 Business Unit H12MA Health Dept-Med Spec A

Future

Compensation Rate 43.260000 Frequency H Hourly Annual Rate 90326.880

Pay Components Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 OFFRNG	0	43.260000	USD	H	

Calculate Compensation

Field Name	Data
1. Rate Code <ul style="list-style-type: none"> Select the lookup button to access the Look Up Rate Code page. In the Rate Code Class field, enter OFF (for off-step) and select Look Up. Choose a rate code from the list. Refer to the <i>Off Step Rate Codes – Reference</i> in SEMA4 Help. 	Accept OFFRNG, which is displayed already
2. Comp Rate <ul style="list-style-type: none"> Enter the new rate. 	43.26
3. Select Calculate Compensation .	
4. Compensation Rate (located below the Payroll Status) <ul style="list-style-type: none"> Verify the rate is accurate. 	43.26

Action	Result
1. Select Save . <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
2. Under the Job Information menu, select Job Data .	Work Location page displays
3. Select the Employment Data component link.	Employment Information page displays
4. Select the Additional Employment Info page.	Additional Employment Info page displays

[Employment Information](#) | [Additional Employment Info](#)

Zeller, George L Employee Empl ID 00700201 Empl Record 0

Agency Use Date: ^{BT} Barg Unit Seniority Date: ^{BT} Seniority Tie Breaker: 0
Agency Seniority Date: 08/15/1995 ^{BT} Layoff Expiration Date: ^{BT} Employee Works at Home?:
Eligible for Next Increase: 06/08/2020 ^{BT} Layoff Notice Date: ^{BT} Security Clearance Type: 0

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
1. Eligible for Next Increase <ul style="list-style-type: none"> Enter the date the employee is eligible for the next pay rate increase. If you leave this field blank, the employee's name will not appear on the HP6160 – Salary Increase Probation End Date report. 	06/08/____ next year
2. Check the other fields on this page, and change if necessary.	Leave unchanged

Action	Result
1. Select Save . <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
2. If the pay rate change requires a retroactive adjustment, you must process an individual retroactive pay adjustment. For this example, there is no retroactive adjustment.	

Review Questions

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

1. You can enter a pay rate change on either of two components. What are they?
 - a. Job Data or Position Data
 - b. Pay Rate Change or Position Data
 - c. Pay Rate Change or Job Data
 - d. Position Data or Position Funding

2. On which SEMA4 Help page will you find a list of off-step rate codes?
 - a. Off Step Rate Codes - Reference
 - b. Salary Plan - Page Overview
 - c. Pay Rate Change - Reference
 - d. Add/Update HR/Payroll Information

3. On which page do you enter the Eligible for Next Increase date?
 - a. Work Location
 - b. Salary Plan
 - c. Compensation
 - d. Additional Employment Info

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. You can enter a pay rate change on either of two components. What are they?
 - c. Pay Rate Change or Job Data

2. On which SEMA4 Help page will you find a list of off-step rate codes?
 - a. Off Step Rate Codes - Reference

3. On which page do you enter the Eligible for Next Increase date?
 - d. Additional Employment Info

Pull out these pieces from the Progression Increase and Increase Based on Performance topic:

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

Whenever you need to process a progression increase or increase based on performance, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Sequencing Transactions*.

Introduction

It is possible to enter more than one transaction using the same effective date. To do that, you need to enter a sequence number in the **Effective Sequence** field on the **Work Location** page. This is a unique number (0 through 999) assigned to an effective date. The sequence number enables you to create multiple rows of job data with the same effective date. Use the **Effective Sequence** field when you enter multiple transactions for the same employee, with the same effective date.

Here are examples of how to sequence transactions. For each example below, the first transaction has sequence 0, and the next transaction has sequence 1.

- Process a Rehire/Reinstatement, and then a Transfer/Agency Transfer.
- Process a Data Change/Probationary to Permanent Employee Status, and then a Pay Rate Change/Progression Steps within Salary Range.
- Process a Pay Rate Change/Progression Steps within Salary Range, and then a Pay Rate Change/Achievement Award.

For an unclassified conversion where the job code is changing to a higher, lower, or lateral job classification: process a Recompare with Unclassified Conversion. This three-part process uses the same effective date in each part, and has its own check list in SEMA4 Help.

It's important to sequence transactions in the correct order, because an employee's pay may be affected. If you do not know the sequence in which the transactions should be entered, consult the HR operating policies and procedures or contact your SEMA4 HR Specialist.

Things to Consider Before You Enter Data

Sequencing Transactions

To save time, consider these items *before* sequencing transactions in SEMA4.

- You must sequence transactions if more than one event is happening on the same effective date for the same employee.
- Sequence the transactions in logical order.

Example: A general adjustment and a promotion are effective on the same date, 07/01/2019. You enter the general adjustment first (sequence 0), followed by the promotion (sequence 1).

- Refer to the appropriate check lists in SEMA4 Help.

Sequence Transactions – Walk-through

In this walk-through, you will learn how to sequence transactions.

Brad Swift, a Management Analyst 2 for the Department of Health, is changing from probationary to permanent employment status and going on a leave of absence on the same effective date.

The first transaction, Data Change/Probationary to Permanent Employment Status, has been entered, with sequence number 0. Using the same effective date, you will enter the leave of absence, with sequence number 1. Assume that the leave of absence has been approved by the supervisor.

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 008487 __ __ (substituting your two-digit code for the blanks) and select Search .	Work Location page displays
4. Make sure the current or future row you want to copy is displayed.	For this example, it is displayed
5. For this example, write down the Effective Date of the displayed Data Change/Probationary to Permanent Employment Status row. You will refer to this date later.	Effective Date: _____
6. 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

Begin on the **Work Location** page.

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

Swift,Brad Empl ID 00848701
 Employee Empl Record 0

Work Location Details Find First 1 of 2 Last

*Effective Date
 Effective Sequence *Action
 HR Status Active Reason Personal Leave
 Payroll Status Leave of Absence *Job Indicator

Position Number Management Analyst 2

Position Entry Date Position Management Record

Regulatory Region USA United States
 Company SMN State of Minnesota
 Business Unit H12MP Health Dept-MAPE
 Department H127000 Community Health Services
 Department Entry Date

Location H12M3 MN Dept of Health-Metro Square
 Establishment ID MN Dept of Health-Metro Square Date Created 10/24/2019

Expected Job End Date
 Expected Return Date Override Last Date Worked
 Last Date Worked 08/17/2019

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

Field Name	Data
1. Effective Date <ul style="list-style-type: none"> For this example, enter the same Effective Date as the Data Change/Probationary to Permanent Employment Status row. The leave of absence takes effect on the date you enter. If a warning message displays, verify the date and select OK. 	Enter the Effective Date you wrote down
2. Effective Sequence <ul style="list-style-type: none"> Increase the sequence number by one. 	1
3. Action <ul style="list-style-type: none"> Select the action. 	Leave of Absence

Field Name	Data
4. Reason <ul style="list-style-type: none"> Select the reason for the action. When you refer to the Check Lists in SEMA4 Help, notice the effect the reason codes have on employee insurance eligibility. 	PRS, Personal Leave
5. Expected Return Date <ul style="list-style-type: none"> Enter the date the employee is expected to return. Expected Return Date is required for leave of absence transactions. 	For this example, one month after the Effective Date

Action	Result
1. Select the Compensation page.	Compensation page displays
2. Select Calculate Compensation . <ul style="list-style-type: none"> Select the button, although compensation isn't changing. 	
3. To save the row you added, select Save . <ul style="list-style-type: none"> If a warning message displays, select OK. 	<i>Saved</i> displays briefly in the upper-right corner
4. Select the Work Location page.	Work Location page displays
5. To view the previous row, select the right arrow button. To return to the row you added, select the left arrow button. Notice that the Effective Dates are the same, and the Effective Sequence numbers are different.	Previous row shows Effective Sequence 0. The row you added shows Effective Sequence 1.
6. If you need to enter notes regarding the transaction, use Job Data Notepad (button looks like a notebook).	Leave blank

SEMA4 Tips for Sequencing Transactions

When sequencing transactions, use the following tips to check your work.

- ✓ Check the Effective Date on the rows you added.
- ✓ Check the Effective Sequence number on the rows you added. Are they in the correct order?
- ✓ After you save, add Job Data Notes if it's an unusual situation, and save again.

Sequence Transactions – Exercise

In this exercise, you will sequence transactions.

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

Tim Gomez, a Customer Services Specialist, is changing status from probationary to permanent. He is also receiving a progression increase on the same effective date. The first effective-dated transaction has been entered using sequence number 0. Enter the progression increase, effective the same date, using sequence number 1.

In the **User Training** database, use the following information to sequence the transaction.

Field Name	Data
EmplID	000889 __ __ (substituting your two-digit code for the blanks)
For this example, write down the Effective Date of the displayed Data Change/Probationary to Permanent Employment Status row. You will refer to this date later.	Effective Date: _____
Plus sign button	Select button to add a row
Effective Date	Same as the Effective Date you wrote, above
Effective Sequence	1
Action	Pay Rate Change
Reason	PRG, Progress Step Within Stry Rng
Step	11 and press Tab
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
Calculate Compensation	Select button
Compensation Rate (view-only)	Accept the displayed rate
Eligible for Next Increase	Enter an appropriate date

Action	Result
1. To save the row you added, select Save .	<i>Saved</i> displays briefly in the upper-right corner
2. Select the Job Data component link.	Work Location page displays
3. To view the previous row, select the right arrow button. To return to the row you added, select the left arrow button. Notice the Effective Dates are the same, and the Effective Sequence numbers are different.	Rows display

Review Questions

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

1. When do you enter the Effective Sequence number: before or after you press the plus sign button?
 - a. Before
 - b. After
 - c. Either before or after
 - d. Neither before nor after

2. Would you have to enter an Effective Sequence number when entering transactions for the same employee on different effective dates?
 - a. Yes
 - b. No
 - c. Yes, if the reason codes are the same
 - d. Yes, if the actions are the same

3. If you do not know the sequence in which the transactions should be entered, what should you do?
 - a. Enter the actions in alphabetical order
 - b. Ask the employee
 - c. Consult Human Resources operating policy and procedures or contact your SEMA4 HR Specialist
 - d. Check the Internet

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. When do you enter the Effective Sequence number: before or after you press the plus sign button?
 - b. After

2. Would you have to enter an Effective Sequence number when entering transactions for the same employee on different effective dates?
 - b. No

3. If you do not know the sequence in which the transactions should be entered, what should you do?
 - c. Consult Human Resources operating policy and procedures or contact your SEMA4 HR Specialist

Pull out these pieces from the Sequencing Transactions topic:

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

Whenever you need to sequence transactions, refer to *Things to Consider Before You Enter Data*. After entering the transactions, check your work using *SEMA4 Tips*.

Continue to the next topic, *Work Out of Class*.

Introduction

When processing a Work Out of Class, use the Pay Rate Change action.

Work out of class assignments are entered when an employee is assigned the duties of a different classification for a limited period of time. For example, an employee may accept a temporary work assignment because of a special project or as a result of a co-worker being on leave.

While on a work out of class assignment, an employee typically receives a higher rate of pay. For example, an Information Technology Specialist 1 assigned the duties of an Information Technologist 2 for a limited time, qualifies for a work out of class pay rate adjustment.

Occasionally, a work out of class assignment does not involve a change in pay. For example, an employee who is currently working as a Management Analyst 1, on a work out of class assignment as a Health Educator 1, does not qualify for a rate adjustment. These classes are transferable, so the pay remains the same.

Types of work out of class assignments are:

- Work Out of Class Rate Adjustment
- Work Out of Class - No Pay Change

When processing a work out of class, you must use the **Job Data** component. You cannot use the Pay Rate Change component.

Things to Consider Before You Enter Data

Work Out of Class

Consider these items *before* processing a work out of class in SEMA4.

- Read the contract or plan and determine if the employee meets eligibility criteria to be paid on a work out of class.
- Determine whether the work out of class is a promotion, demotion, or transfer from the employee' permanent class, for salary purposes.
- Make sure that the work out of class is a year or less in length. For exceptions to this rule, see Administrative Procedure 17.1, Work Out of Class.
- The duration of the assignment for MAPE employees working out of class in MAPE positions is determined by the contract; MAPE work out of class assignments must not extend beyond twelve (12) months.
- Choose the appropriate Reason code. Refer to the check lists in SEMA4 Help: **PNO** if pay rate is unchanged; **WOC** if the work-out-of-class assignment is in a higher job class.
- Calculate the *difference* between the base step pay and the work-out-of-class pay rate. On the Compensation page, in an additional pay component row, you will enter the difference.
- Review the HP6151 - Appointment/Leave End Date report, to keep track of the work out of class end date. Employees may not be paid for a work out of class past the end date of their work out of class assignment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a work out of class.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Pay Rate Change .	Pay Rate Change – Reason Codes page display
4. Scroll down. Select the lightning bolt button next to Work Out of Class Rate Adjustment (WOC), and read the hint.	A pop up box with a hint displays

Action	Result
5. Select again.	The hint disappears
6. Select Work Out of Class Rate Adjustment (WOC) . <ul style="list-style-type: none"> • Read the check list. 	Pay Rate Change - Work Out of Class Rate Adjustment – Check List displays
7. Exit SEMA4 Help.	

Process a Work Out of Class – Walk-through

In this walk-through, you will process a work out of class. When processing a work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

This walk-through requires that you have completed the exercise in the first topic, *Progression Increase and Increase Based on Performance*.

Dustin Phelps, a Research Analyst, has accepted a work out of class assignment to work on a special project as an Accounting Officer Intermediate. He will receive a pay increase as a part of the work out of class assignment. You have reviewed the contract.

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 003601__ (substituting your two-digit code for the blanks) and select Search .	Work Location page displays

Begin on the **Work Location** page.

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

Phelps,Dustin N Empl ID 00360101
 Employee Empl Record 0

Work Location Details Find First 1 of 3 Last

*Effective Date
 Effective Sequence *Action
 HR Status Active Reason Work Out of Class Rate Adjust
 Payroll Status Active *Job Indicator
 Future

Position Number Research Analyst

Position Entry Date
 Position Management Record

Regulatory Region USA United States
 Company SMN State of Minnesota
 Business Unit B21MP Econ Security-MAPE
 Department B210000 Economic Security
 Department Entry Date
 Location B21AA CO/PSS Admin Offices
 Establishment ID Econ-Sec - Central Office Date Created 03/20/2019

Expected Job End Date Termination Date
 End Job Automatically
 Expected Return Date Termination Date
 Override Last Date Worked
 Last Date Worked

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

Field Name	Data
1. Select the plus sign button to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. Effective Date <ul style="list-style-type: none"> Enter the date that the work out of class takes effect. If the date out of range warning displays, select OK and continue. 	07/01/____ this year
3. Action <ul style="list-style-type: none"> Select Pay Rate Change. 	Pay Rate Change
4. Reason <ul style="list-style-type: none"> Select the appropriate code. 	WOC, Work Out of Class Rate Adjust

Select the **Compensation** page. You will enter the difference, not the total. SEMA4 calculates the total when you select the **Calculate Compensation** button.

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

Phelps,Dustin N Employee | Empl ID 00360101 | Empl Record 0

Compensation Details 1 of 2 | Find | First | 1 of 2 | Last | Go To Row

Effective Date 07/01/2019 | Action Pay Rate Change | Reason Work Out of Class Rate Adjust | Job Indicator Primary Job

HR Status Active | Payroll Status Active

Compensation Rate 23.740000 | Frequency H Hourly | Annual Rate 49,569.120

Pay Components 1-2 of 2 | Personalize | Find | First | 1-2 of 2 | Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	22.180000	USD	H	
2 WOCMAP	0	1.560000	USD	H	

Calculate Compensation

Field Name	Data
1. Comp Rate <ul style="list-style-type: none"> This is the employee’s in class compensation rate. 	Accept the ONSTEP displayed rate
2. Select the plus sign button to add a pay component row. <ul style="list-style-type: none"> You must add a pay component row, <i>even if there is no change in salary</i> for the work out of class. 	A second row displays
3. Rate Code of new row <ul style="list-style-type: none"> Select the lookup button to access the Look Up page. In the Rate Code Class field, enter WOC and select Look Up. Choose a rate code from the list. Refer to the <i>Work Out of Class Rate Codes – Reference</i> in SEMA4 Help. 	WOCMAP
4. Comp Rate of new row <ul style="list-style-type: none"> Calculate the difference between the work-out-of-class pay rate and the regular pay rate. In the new pay component row, enter that amount (the difference). 	1.56
5. Select Calculate Compensation .	
6. Compensation Rate (located below the Payroll Status) <ul style="list-style-type: none"> Verify the total compensation rate displayed. This is the total of the two comp rates. 	Accept the displayed rate

Select the **Leave/WOC** page.

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

Phelps,Dustin N Employee Empl ID 00360101 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

Effective Date 07/01/2019 Go To Row
 Effective Sequence 0 Action Pay Rate Change
 HR Status Active Reason Code Work Out of Class Rate Adjust
 Payroll Status Active Job Indicator Primary Job

Option Code: Salary Authority: MAPE
 Special Program: Leave Authority: MAPE Emp Eligible For Leave

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

WOC Job Code SetID: MAP MAPE	Salary Admin Plan: 14G
Jobcode: <input type="text" value="000979"/> Accounting Officer Inter	Grade: 07
Appointment End Date: <input type="text" value="10/30/2019"/>	Step: <input type="text" value="10"/> \$23.740000

Field Name	Data
1. Jobcode <ul style="list-style-type: none"> Select the job code of the work out of class assignment. 	000979, Accounting Officer Inter
2. Appointment End Date <ul style="list-style-type: none"> Enter the last day the employee will be on the work-out-of-class assignment and can receive the work-out-of-class compensation rate. This date is needed for report HP6151 - Appointment/Leave End Date. 	10/30/____ this year
3. Step <ul style="list-style-type: none"> If the employee is working out of class <i>on-step</i>, select the appropriate step of the work-out-of-class assignment, and press Tab. Entering a step value here does not affect the compensation rate on the Compensation page. If the employee is working out of class <i>off-step</i>, leave the field blank. 	10

Action	Result
1. Notice the rate that displays next to the work out of class Step you entered. This rate should equal the total compensation rate that displays on the Compensation page (the total of the ONSTEP and the WOCMAP comp rates).	Rate displayed next to the Step on the Leave/WOC page equals the total compensation rate on the Compensation page
2. Select Save . • If a warning displays, read the message and select OK .	<i>Saved</i> displays briefly in the upper-right corner
3. Select the Work Location page.	Work Location page displays
4. To add a job data note: Select the button that looks like a notebook, select the Add a New Note button, enter a Subject and Note Text, and select Save .	Subject: Work Out of Class Note Text: Special project assignment. Approved by Jayna Xiong.
5. Select the Job Data Page link to return to the Work Location page.	Work Location page displays. When a note exists, the button that looks like a notebook will have lines on it.
6. If the employee is due back pay due to the work out of class, process an individual retroactive pay adjustment. For this example, there is no back pay.	
7. If the result of the pay rate change affects the Eligible for Next Increase date, modify the date located on the Additional Employment Info page. For this example, there is no change.	

Return from Work Out of Class

Do not return an employee from a work out of class if the appointment end date is past, without reviewing the contract or plan to determine if the employee has been overpaid. If the work out of class can be extended, enter the extension before returning the employee. If the appointment cannot be extended and the employee has been overpaid, a negative retroactive adjustment should be processed.

To keep track of work out of class assignments, view the standard report HP6151 – Appointment/Leave End Date. The report lists all employees in Active, Leave, or Leave with Pay status who have an appointment end date, a work out of class end date (Appointment End Date field on Leave/WOC page), or expected return date.

When processing a return from work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

Access SEMA4 Help

Refer to SEMA4 Help to find out how to process a return from work out of class.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	A list of actions displays
3. Select Pay Rate Change .	The Pay Rate Change – Reason Codes page display
4. Scroll down; select Return from Work Out of Class (RWO) . <ul style="list-style-type: none">• Read the check list.	The Pay Rate Change - Return from Work Out of Class - Check List displays
5. Exit SEMA4 Help.	

Process a Return from Work Out of Class – Walk-through

In this walk-through, you will process a return from work out of class.

Dustin Phelps is on a work out of class assignment which is ending. You will process a return from work out of class.

When processing a return from work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

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 003601__ (substituting your two-digit code for the blanks) and select Search .	Work Location page displays

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

Phelps,Dustin N Empl ID 00360101
Employee Empl Record 0

Work Location Details ? Find First 1 of 4 Last

*Effective Date 10/30/2019

Effective Sequence 0 *Action Pay Rate Change

HR Status Active Reason RWO Return From Work Out of Class

Payroll Status Active *Job Indicator Primary Job

Future

Position Number 00000025 Research Analyst

Position Entry Date 12/22/1994 Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit B21MP Econ Security-MAPE
Department B210000 Economic Security
Department Entry Date 12/22/1994

Location B21AA CO/PSS Admin Offices
Establishment ID E1150 Econ-Sec - Central Office Date Created 03/20/2019

Expected Job End Date Termination Date
 End Job Automatically
Expected Return Date Override Last Date Worked
Last Date Worked

Job Data Employment Data Benefits Program Participation

Begin on the **Work Location** page.

Field Name	Data
1. Select the plus sign button, to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. Effective Date <ul style="list-style-type: none"> • Enter the date that the return from work out of class takes effect. • If the date out of range warning displays, select OK and continue. 	10/30/____ this year
3. Action <ul style="list-style-type: none"> • Select Pay Rate Change. 	Pay Rate Change
4. Reason <ul style="list-style-type: none"> • Select the appropriate code. 	RWO, Return From Work Out of Class

Select the **Compensation** page.

Field Name	Data
1. Rate Code <ul style="list-style-type: none"> • Find the WOCMAP row and select the minus sign button to <i>delete</i> the row. Select OK. • The WOCMAP row is deleted. The ONSTEP row continues to display. 	
2. Comp Rate <ul style="list-style-type: none"> • This is the in class compensation rate. 	Accept the displayed rate
3. Select Calculate Compensation .	
4. Compensation Rate (located below the Payroll Status) <ul style="list-style-type: none"> • Verify the compensation rate displayed. 	Accept the displayed rate

Select the **Leave/WOC** page.

Phelps, Dustin N Employee Empl ID 00360101 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

Effective Date 10/30/2019 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Code Return From Work Out of Class

Payroll Status Active Job Indicator Primary Job

Option Code: Salary Authority: MAP MAPE

Special Program: None Leave Authority: PE1 MAPE Emp Eligible For Leave

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

Action	Result
1. Notice that the work out of class fields are blank on this row.	
2. Select Save . <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
3. If the employee is due back pay, process an individual retroactive pay adjustment. In this example, there's no back pay.	
4. If the pay rate change affects the Eligible for Next Increase date, modify the date located on the Additional Employment Info page. For this example, there is no change.	

SEMA4 Tips

Work Out of Class

When processing a work out of class, use the following tips to check your work.

- ✓ Use the Job Data component, not Pay Rate Change.
- ✓ Enter the Appointment End Date on the Leave/WOC page.
- ✓ Review the report HP6151 – Appointment/Leave End Date, to find out when you need to process a return from work out of class.
- ✓ Process a return from work out of class on the end date, to prevent overpayment.
- ✓ Enter a job data note to explain the work out of class.

Process a Work Out of Class – Exercise

In this exercise, you will process a work out of class. This exercise requires that you have completed the walk-through in the first topic, *Progression Increase and Increase Based on Performance*.

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

Greta Girard is assigned to work out of class as a Management Analyst 2.

In the **User Training** database, use the following data to process the work out of class.

Field Name	Data
EmplID	007001 __ (substituting your two-digit code for the blanks)
Plus sign button	Select button
Effective Date	11/09/____ this year
Action	Pay Rate Change
Reason	WOC, Work Out of Class Rate Adjust
Comp Rate (the “in class” comp rate)	Accept the displayed rate
Plus sign button	Select button in Pay Components box, to add a new row
Rate Code of new row Select the lookup button to access the Look Up page. In the Rate Code Class, enter WOC and select Look Up . Choose a rate code from the list.	WOCMAP Refer to the <i>Work Out of Class Rate Codes – Reference</i>
Comp Rate of new row (this is the additional amount)	2.34
Calculate Compensation	Select button
Compensation Rate (this is the total of the comp rates)	Accept the displayed rate
Work Out of Class: Jobcode	001528, Management Analyst 2
Appointment End Date	03/31/____ next year
Step	10

Action	Result
1. Notice the rate that displays next to the work out of class Step you entered. This rate should equal the total compensation rate that displays on the Compensation page (the total of the ONSTEP and the WOCMAP comp rates).	Rate displayed next to the Step on the Leave/WOC page equals the total compensation rate on the Compensation page
2. Select Save . • If warnings display, read the messages and select OK .	<i>Saved</i> displays briefly in the upper-right corner
3. Select the Work Location page.	Work Location page displays
4. To add a job data note: Select the button that looks like a notebook, and enter and save a job data note.	Subject: Work out of Class Note Text: Salary approved by Satish Smith
5. Select the Job Data Page link to return to the Work Location page.	Work Location page displays. When a note exists, the button that looks like a notebook will have lines on it.
6. If the employee is due back pay due to the work out of class, process an individual retroactive pay adjustment. For this exercise, there is no back pay.	
7. If the result of the pay rate change affects the Eligible for Next Increase date, modify the date located on the Additional Employment Info page. For this exercise, there is no change.	

Review Questions

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

1. From the following, what is the definition of Work Out of Class? (Hint: Use the Glossary in SEMA4 Help.)
 - a. A situation in which an employee performs the duties of another employee who is on leave.
 - b. A situation in which an employee performs substantially all of the duties of another job class.
 - c. A situation in which a person is being assigned to a different position to receive formal on-the-job training as described in an approved Trainee Plan.
 - d. A situation in which work is done outside of the classroom.
2. Which page has the work out of class job code?
 - a. Work Location
 - b. Compensation
 - c. Salary Plan
 - d. Leave/WOC
3. Which report tells you when an employee's work out of class assignment ends?
 - a. HP6151 - Appointment/Leave End Date
 - b. HR7041 - Mass Update Before and After Values for Salary
 - c. HP6150 - Salary Increase/Probation End Date Report
 - d. HP6194 - Vacant/Occupied Positions by Agency and HR Processing Unit
4. True or False: A work out of class assignment usually involves a compensation increase.
 - a. True
 - b. False
5. On the Compensation page, you add a row and enter which amount in the new row?
 - a. The sum of the regular pay rate and the additional pay for the higher class
 - b. The pay rate of the higher class
 - c. The difference between the work out of class pay rate and the regular pay rate
 - d. The regular pay rate

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. From the following, what is the definition of Work Out of Class? (Hint: Use the Glossary in SEMA4 Help)
 - b. A situation in which an employee performs substantially all of the duties of another job class.

2. Which page has the work out of class job code?
 - d. Leave/WOC

3. Which report tells you when an employee's work out of class assignment ends?
 - a. HP6151 - Appointment/Leave End Date

4. True or False: A work out of class assignment usually involves a compensation increase.
 - a. True

5. On the Compensation page, you add a row and enter which amount in the new row?
 - c. The difference between the work out of class pay rate and the regular pay rate

Pull out these pieces from the Work Out of Class topic:

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

Whenever you need to process a work out of class, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

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