

# Section F Contents

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

## Section F

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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.

To request a reasonable accommodation and/or alternative format of this document, contact the Statewide Administrative Systems Help Line at (651) 201-8100 or [accessibility.mmb@state.mn.us](mailto:accessibility.mmb@state.mn.us).

## Introduction

After an employee is hired into a position, information about that position may change. For example, the employee's work location or job code may change, and you need to record that in SEMA4.

### What is a Position Change?

To make changes to an employee's position information, you will use the action Position Change. Position Change means changing information about a position, *not* moving an employee to a different position.

### Relationship of Position and Incumbent Information

Think back to the Position Management learning guide. Position and incumbent information are related. However, since SEMA4 does *not* automatically update the employee record after a position update, *you* must update the incumbent's job record; otherwise the employee record would be out of sync with the position record. After saving changes to a position record, you may get the following message, warning you to update the incumbent job data:

#### Message

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Incumbent data has not been updated. (23010,3)

Job Data records for incumbents must be updated manually to reflect the position changes. If the fields you changed on the Position record are also enterable fields on the Job Data record, you must update the fields on the Job Data pages. Click the Budget and Incumbents tab for a list of current incumbents.

OK

You must access each incumbent's Job Data and update the information.

Be sure to update the position record first, and then update the incumbent's job data. If there is no incumbent, you do not need to update the incumbent's job record.

This topic contains a walk-through showing Location and Department ID changes to Position Data. The topics *Reallocation* and *Unclassified Conversion* will demonstrate other kinds of changes to a filled position.

There is rarely a need to select the **Override Position Data** button, which causes the position and job records to be out of sync. If you must use the Override Position Data button, remember to deselect it when you have completed the transaction! Do not use this button to get past an error message. Contact SEMA4 HR Services for advice, before you select this button.

## Things to Consider Before You Enter Data

### Changes to a Filled Position

To save time and improve accuracy, consider these items *before* entering a change to a filled position in SEMA4.

- Refer to policies and procedures in SEMA4 Help, as well as the contract or plan, before changing an employee's position information.
- Choose the appropriate Action and Reason code. Refer to the Position Change check lists in SEMA4 Help.
- Will the employee be reporting to a different position? If so, you will need to update the employee's Reports To position number.

### Access SEMA4 Help

First, refer to SEMA4 Help to find the Position Change – Location Change check list.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> . <ul style="list-style-type: none"><li>• These check lists are used for making changes to the data in a position record. They are not used for assigning an employee to a position.</li></ul>	Position Change – Reason Codes page displays
4. Scroll down and select the lightning bolt button next to Location Change. Read the hint.	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Location Change (LOC)</b> . Read the check list.	Position Change – Location Change – Check List displays
7. Select the <b>Update position information</b> link.	The Update Position Information – Steps display
8. Select the Back button.	The check list displays
9. Select the <b>Update the position fields in job data</b> link. Review the steps.	The Update Position Fields in Job Data – Steps display
10. Exit SEMA4 Help.	

## Process a Location Change – Walk-through

In this walk-through, you will enter a change to a position record. Morgan Zahn, an employee in the Department of Health, will be working on research requiring him to move to the Duluth office. Same position, different location.

You will need to make a change to the Location in the position record. You will also enter the corresponding change in Job Data.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.	The Add/Update Position Info search page displays
3. Position Number <ul style="list-style-type: none"><li>• Enter 010400__ __ (substituting your two-digit code for the blanks) and select <b>Search</b>.</li></ul>	The <b>Description</b> page displays information about the position

Begin on the **Description** page.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Barg Unit/Cost Projection](#)

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**Position Information** Find | View All First 1 of 2 Last

Position Number 01040001 Laboratory Attendant 1 + -  
 Headcount Status Filled Current Head Count 1 out of 1  
 \*Effective Date 03/09/2019 \*  
 Reason LOC Location Change Action Date 01/23/2019  
 \*Position Status Approved Status Date 08/15/2003  Key Position

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**Job Information**

\*Business Unit H12AF Health Dept-AFSCME Manager Level None  
 Job Code 001507 Laboratory Attendant 1 \*Full/Part Time Full-Time  
 \*Reg/Temp Unlimited \*Regular Shift Day Union Code AFS AFSCME Minnesota Council 5  
 Title Laboratory Attendant 1 Short Title LABYATTD1 Detailed Position Description

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**Work Location**

\*Reg Region USA United States  
 Department H123200 F&PC-Information & Analysis \*Company SMN State of Minnesota  
 Location H12D2 MN Dept of Health-Duluth  
 Reports To 01010001 Asst To Commr Dot-Line  
 Supervisor Lvl

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**Salary Plan Information**

Salary Admin Plan 3 Grade 54  
 Standard Hours 40.00 Work Period SMN MN Weekly

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"> <li>Enter the date that this change is effective.</li> </ul>	03/09/____ this year
3. Reason <ul style="list-style-type: none"> <li>Enter or select the reason for the action.</li> <li>Avoid selecting the reason Other – Position Change. For advice on selecting a reason code, refer to the Check Lists, lightning bolt hints, or call a SEMA4 HR Specialist.</li> </ul>	LOC, Location Change

Field Name	Data
4. Location <ul style="list-style-type: none"> <li>Enter or select the new location and press <b>Tab</b>.</li> <li>This code identifies the physical site of a work location or group of employees. The first three characters are the agency code.</li> <li>Several contracts and plans require the state to supply accurate work addresses for members. It's important to enter changes in a timely fashion.</li> </ul>	H12D2, MN Dept of Health-Duluth

Action	Result
1. Select <b>Save</b> to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, select <b>OK</b> and continue.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message displays
2. Select the <b>Budget and Incumbents</b> page.	<b>Budget and Incumbents</b> page displays

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Barg Unit/Cost Projection](#)

Position Number 01040001      Laboratory Attendant 1  
 Headcount Status Filled      Current Head Count 1 out of 1

Current Budget				
Head Count	0	Current Budget FTE	0.00	Amount 0.000
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents									
Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
00600701	0	Full-Time	40.00	Zahn, Morgan G	12/15/2007	Position Change	Location Change	N	<a href="#">Job Data</a>

Action	Result
3. On the Budget and Incumbents page, select the <b>Job Data</b> link. <ul style="list-style-type: none"> <li>SEMA4 does <i>not</i> automatically update the employee record after a position update, so you will update the incumbent's job record.</li> </ul>	<b>Work Location</b> page displays for Morgan Zahn

Continue on the **Work Location** page.

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

**Zahn, Morgan G** Empl ID 00600701  
 Employee Empl Record 0

Work Location Details ?
Find First 1 of 2 Last

\*Effective Date

Effective Sequence  \*Action

HR Status Active Reason  Location Change

Payroll Status Active \*Job Indicator  Future

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Position Number   Laboratory Attendant 1

Position Entry Date

Position Management Record

Regulatory Region USA United States  
 Company SMN State of Minnesota  
 Business Unit H12AF Health Dept-AFSCME  
 Department H123200 F&PC-Information & Analysis  
 Department Entry Date

Location H12D2 MN Dept of Health-Duluth  
 Establishment ID   Date Created 01/23/2019

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Expected Job End Date

[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	03/09/____ this year
<ul style="list-style-type: none"> <li>Enter the same effective date used in the position record. If a date out of range warning displays, select <b>OK</b>.</li> </ul>	
3. Action	Position Change
4. Reason	LOC, Location Change
<ul style="list-style-type: none"> <li>Enter the same reason used on the position record.</li> </ul>	

Field Name	Data
5. Position Number <ul style="list-style-type: none"> <li>Highlight the number, and press the <b>Delete</b> key. The field is blank.</li> <li>Press <b>Tab</b>. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>Re-enter the same position number. Press <b>Tab</b> again.</li> </ul>	010400__ __ (substituting your two-digit code for the blanks)  The updated position data fills in
6. Location <ul style="list-style-type: none"> <li>Verify the view-only code that filled in.</li> </ul>	H12D2
7. Establishment ID <ul style="list-style-type: none"> <li>Verify or select the establishment ID.</li> </ul>	For this example, accept the displayed value

Select the **Salary Plan** page.

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

**Zahn, Morgan G** Empl ID 00600701  
 Employee Empl Record 0

**Salary Plan Details** Find First 1 of 2 Last

Effective Date 03/09/2019 Go To Row  
 Effective Sequence 0 Action Position Change  
 HR Status Active Reason Location Change  
 Payroll Status Active Job Indicator Primary Job

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Salary Admin Plan 3 Service  
 Grade 54 3  
 Step 6 Grade Entry Date 08/15/2003  
Step Entry Date 08/11/2007  
 Includes Wage Progression Rule

Future

Action	Result
1. If the employee is on step, and the <b>Step</b> is blank, do the following: <ul style="list-style-type: none"> <li>Select the right arrow button to look at the previous row, and write down the <b>Step</b> and <b>Step Entry Date</b>.</li> <li>Select the left arrow button to return to the row you're processing.</li> <li>Enter the step, which you wrote down, and press <b>Tab</b>.</li> <li>Verify the step entry date.</li> </ul> <p>Some reason codes cause this field to become blank. If the employee is off step, enter nothing on this page.</p>	Previous row displays.  Step:  Step Entry Date:

Action	Result
2. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
3. Select <b>Calculate Compensation</b> , even though the compensation hasn't changed.	

Select the **Employment Data** component link.

Select the **Additional Employment Info** page.

Field Name	Data
1. Telephone <ul style="list-style-type: none"> <li>Enter the employee's work telephone number at the new location.</li> </ul>	218/555-7788
2. Enter other changes on this page, as needed. <ul style="list-style-type: none"> <li>For this example, no further changes are needed.</li> </ul>	

Action	Result
1. Select <b>OK</b> . <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If there are more incumbent records, continue by updating their records. For this example, there are no more incumbents.	

## ELM needs the Reports To data on Job

The Enterprise Learning Management (ELM) system uses the **Reports To** position number from the Job record in SEMA4 to notify the supervisor when an employee enrolls in training, and to allow the supervisor to plan, approve and assign staff training. ELM cannot do this if:

- the position indicated in the Reports To field is vacant, or
- the Reports To field is blank, or
- the Reports To field is updated on the employee's Position record but not on the Job record.

To ensure that ELM receives Reports To data from SEMA4, keep the Reports To data up to date. When you update the Reports To field on a Position record, the Job record also needs to be updated with the same effective date.

For transactions where the main change is the Reports To value, you enter action/reason Position Change/RTP (Reports to Position Change) on both the Position and Job records.

For other transactions entered on both Position and Job, such as Position Change/DID (Department ID Change), any change in the Reports To field will appear on Job when you enter the Position Change row there.

### Access SEMA4 Help

Follow the **Reports to Position Change check list** if:

- the Reports To field is blank, or
- the main change is that the employee reports to a different position.

To access this check list, complete the following steps.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Select <b>Reports to Position Change (RTP)</b> . <ul style="list-style-type: none"><li>• Read the check list. Notice that both the Position record and the Job record need to be updated.</li></ul>	The Position Change – Reports to Position Change – Check List displays
5. Exit SEMA4 Help.	

## Use the Mismatch Attributes Report to fix inconsistent data

Every two weeks, agencies should use the *Mismatch Attributes Report* (HP8015) on DocumentDirect to review and fix inconsistencies between position and employee job records. The report shows discrepancies between the job-related fields on the position record and the incumbent's job data record. If a discrepancy exists, the employee is listed on the report, and an asterisk displays next to the fields that are inconsistent.

In general, there should *not* be inconsistencies between the position and job records for the fields listed on this report. Sometimes inconsistencies are caused by the inappropriate use of the Override Position Data button, located on the Work Location page. The report shows whether or not the Position Data override was activated.

## SEMA4 Tips

### Changes to a Filled Position

When entering changes to a filled position, use these tips to check your work.

- ✓ The position data does *not* roll down to the incumbent's job record; you need to update the job data.
- ✓ To update the incumbent's job record, add a row with action Position Change and the same effective date and reason code from the position record. Delete the position number, press **Tab**, re-enter the position number, and press **Tab** again. The updated position information will fill in.
- ✓ Be sure you have re-entered the same position number.
- ✓ If the employee is on step, enter the appropriate Step and verify the Step Entry Date.
- ✓ Select the **Calculate Compensation** button even if the compensation is not changing.
- ✓ Remember to enter other changes, such as Telephone number.
- ✓ Every two weeks, check the Mismatch Attributes Report (HP8015) on DocumentDirect, to review and fix inconsistencies between position and employee job records.
- ✓ Keep the Reports To data up-to-date on both Position and Job. ELM needs this data.

## Process a Department ID Change – Exercise

In this exercise, you will change the department ID in a position record. Assume that you have security clearance to both the existing department ID and the new department ID.

### 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

The position held by Athena Kramarczuk is being assigned to a different department: Planning. At the same time, the location is changing to Field Services. There is no change to position funding. Which reason code should you select: Department ID Change or Location Change?

To choose the appropriate reason code, you must decide which change is the *cause*, or which change is the *most* important. Because a department reorganization is causing the changes, select reason code **Department ID Change**. You will make two changes on the same row, so you'll enter a comment in Job Data Notepad.

In the **User Training** database, use the following data to enter the changes to the position record and the incumbent's job record.

*Hint:* Select Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.

### Part 1: Position Data

Field Name	Data
Position Number	010600__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	01/05/____ this year
Reason	DID, Department ID Change
Department	R29P000, Planning
Location	R2916, Field Services
Seniority Unit	Leave unchanged
Unclassified Authorization	TUNC

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, select <b>OK</b> and continue.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message displays
2. Select the <b>Budget and Incumbents</b> page.	<b>Budget and Incumbents</b> page displays
3. On the <b>Budget and Incumbents</b> page, select the <b>Job Data</b> link.	<b>Work Location</b> page displays for Athena Kramarczuk

## Part 2: Job Data

Field Name	Data
plus sign button	Select button to add a row
Effective Date (same as position record)	01/05/____ this year
Action	Position Change
Reason (same as position record)	DID, Department ID Change
Position Number <ul style="list-style-type: none"> <li>Highlight the position number and press <b>Delete</b> key.</li> <li>Press the <b>Tab</b> key. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>Re-enter the position number, and press <b>Tab</b> again.</li> </ul>	010600__ __ (substituting your two-digit code for the blanks)
Department	Verify the department ID and description that filled in
Location	Verify the location code and description that filled in
Establishment ID	For this example, accept the displayed value
Step	If the employee is on step, and the Step is blank, enter the step found on the previous row, and press <b>Tab</b>

Field Name	Data
Step Entry Date	If the employee is on step, verify that the step entry date equals the previous row's step entry date
<b>Calculate Compensation</b>	Select button

Action	Result
<p>1. Select <b>OK</b>.</p> <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p> <p><b>Budget and Incumbents</b> page displays again</p>
<p>2. To enter a comment, select the <b>Job Data</b> link again.</p>	<p><b>Work Location</b> page displays for Athena Kramarczuk</p>
<p>3. Select the button that looks like a notebook. Select the <b>Add a New Note</b> button. Enter a comment.</p>	<p><b>Subject:</b> Department and Location change</p> <p><b>Note Text:</b> Because of a reorganization, changed the department to Planning and changed the location to Field Services.</p>
<p>4. To save the comment, select the <b>Save</b> button.</p>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>5. Select the <b>Job Data Page</b> link.</p>	<p><b>Work Location</b> page displays again</p>
<p>6. Select <b>OK</b>.</p>	<p><b>Budget and Incumbents</b> page displays again</p>
<p>7. If there are more incumbent records, update their records. For this exercise, there are no more incumbents.</p>	
<p>8. Because the department has changed, a standard work schedule needs to be set up for the employee. For this exercise, you will not set up a standard work schedule.</p>	

## Review Questions

To review what you have learned, write the answers to the following questions. If you have trouble answering the questions, review the topic.

1. Position Change occurs when \_\_\_\_\_.
  - a. the employee moved to a different position
  - b. the position number changed
  - c. the position changed incumbents
  - d. information about the position changed
  
2. When you make changes to a filled position, you must \_\_\_\_\_.
  - a. change the Pay Group.
  - b. make sure that all of the information entered in the Position Data component rolled down to the Job Data pages automatically.
  - c. make changes to the Job Data pages for the incumbent, to ensure that the position data and job data are in sync.
  - d. notify SEMA4 HR Services of the changes to Position Data.
  
3. When making changes to Position Data, you must use a reason code. When entering these changes to Job Data, you \_\_\_\_\_.
  - a. use the action Position Change and the same reason code you used when changing the position data.
  - b. use the action Position Change and the Reason Code NPD, New Position Data.
  - c. use the action Movement and the same reason code you used when changing position data.
  - d. use the action Reallocation and the Reason Code PCH, Position Change.
  
4. On the incumbent's job record, how do you get the updated position data to fill in?
  - a. Delete position number and enter a different number.
  - b. Delete position number and delete the effective-dated row.
  - c. Position data fills in automatically.
  - d. Delete position number, Tab, re-enter the number, Tab.
  
5. If the employee reports to a different position, you need to:
  - a. Delete the Reports To data.
  - b. Update the Reports To data on the employee's Position and Job records.
  - c. Wait until the next fiscal year to correct the Reports To data.
  - d. Update the Reports To data on the employee's Position record only.

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. Position Change occurs when \_\_\_\_\_.
  - d. information about the position changed
  
2. When you make changes to a filled position, you must \_\_\_\_\_.
  - c. make changes to the Job Data pages for the incumbent, to ensure that the position data and job data are in sync.
  
3. When making changes to Position Data, you must use a reason code. When entering these changes to Job Data, you \_\_\_\_\_.
  - a. use the Action Position Change and the same reason code you used when changing the position data.
  
4. On the incumbent's job record, how do you get the updated position data to fill in?
  - d. Delete position number, Tab, re-enter the number, Tab.
  
5. If the employee reports to a different position, you need to:
  - b. Update the Reports To data on the employee's Position and Job records.

Pull out these pieces from the Changes to a Filled Position 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 enter changes to a filled position, refer to *Things to Consider Before You Enter Data*. After entering the changes, check your work using *SEMA4 Tips*.

Continue to the next topic, *Reallocation*.

## Introduction

A reallocation is reclassification resulting from significant changes, over a period of time, in the duties and responsibilities of a position.

Examples of reason codes for a reallocation are:

- Reallocation - Demotion
- Reallocation - Promotion
- Reallocation - Transfer

Remember to refer to policies and procedures, in SEMA4 Help, before processing a reallocation. Also, refer to the contract or compensation plan.

## Things to Consider Before You Enter Data

### Reallocation

To save time and improve accuracy, consider these items *before* processing a reallocation in SEMA4.

- Refer to the appropriate contract or plans for information about wages.
- Determine if it's a transfer, demotion, or promotion.
- Choose the appropriate Action and Reason code. Refer to the Position Change – Reallocation check lists in SEMA4 Help.
- If this is a reallocation promotion, you will need to update the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- If the reallocation results in a demotion for the employee, the transaction becomes more complex; you must also enter a layoff record, in addition to a concurrent appointment. For assistance, see the Position Change - Reallocation - Demotion - Check List in SEMA4 Help.

## Access SEMA4 Help

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

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Scroll down and select the lightning bolt button next to Reallocation – Demotion (RED). <ul style="list-style-type: none"> <li>Read the hint.</li> </ul>	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Scroll down and select the lightning bolt button next to Reallocation – Promotion (REP). <ul style="list-style-type: none"> <li>Read the hint.</li> </ul>	A pop-up box displays a hint
7. Select again.	The hint disappears
8. Scroll down and select the lightning bolt button next to Reallocation – Transfer (REX). <ul style="list-style-type: none"> <li>Read the hint.</li> </ul>	A pop-up box displays a hint
9. Select again.	The hint disappears
10. Select <b>Reallocation – Transfer (REX)</b> . <ul style="list-style-type: none"> <li>Read the check list.</li> </ul>	The Position Change - Reallocation – Transfer – Check List displays
11. Scroll down and select the first <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> . <ul style="list-style-type: none"> <li>These Position Data fields require specific values.</li> </ul>	A list of required Position Data field values displays
12. Scroll down further and select the second <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> . <ul style="list-style-type: none"> <li>These Job Data fields require specific values.</li> </ul>	A list of required Job Data field values displays
13. Exit SEMA4 Help.	

## Processing a Reallocation - Transfer

In this walk-through, you will process a reallocation - transfer.

A reallocation – transfer occurs when you are reallocating a position and an employee to a lateral job class. The change in classification may require the incumbent to serve a new probationary period. You start this process on the incumbent's position record.

The responsibilities of the classified Management Analyst 2 position held by Cliff Jefferson have evolved significantly over time. The job classification will change to Planner Intermediate, which is at the same level.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.	The Add/Update Position Info search page displays
3. In the <b>Position Number</b> field, enter 002039__ __ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Description</b> page displays information about the position

Begin on the **Description** page.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Barg Unit/Cost Projection](#)

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**Position Information** Find | View All    First 1 of 2 Last

Position Number 00203901      Management Analyst 2 + -  
 Headcount Status Filled      Current Head Count 1 out of 1  
 \*Effective Date 06/10/2018 \*Status Active    Initialize From Existing Position  
 Reason REX Reallocation - Transfer    Action Date 01/31/2019  
 \*Position Status Approved Status Date 07/20/1995     Key Position

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**Job Information**

\*Business Unit T79MP Transportation-MAPE    Manager Level None  
 Job Code 002376 Planner Intermediate  
 \*Reg/Temp Unlimited \*Full/Part Time Full-Time  
 \*Regular Shift Day Union Code MAP    MN Assoc of Professional Emplo  
 Title Planner Intermediate Short Title PLANINT    Detailed Position Description

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**Work Location**

\*Reg Region USA United States  
 Department T797236 Research/Devlp    \*Company SMN    State of Minnesota  
 Location T795F Roseville  
 Reports To 00000017 Administrative Mgt Director 1    Dot-Line  
 Supervisor Lvl

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**Salary Plan Information**

Salary Admin Plan 14G Grade 07  
 Standard Hours 40.00 Work Period SMN    MN Weekly

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"> <li>Enter the date this change is effective.</li> </ul>	06/10/____ last year
3. Reason <ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	REX, Reallocation - Transfer
4. Title and Short Title <ul style="list-style-type: none"> <li>Skip these fields. The new title will fill in automatically after you enter the new job code.</li> </ul>	Leave unchanged

Field Name	Data
5. Business Unit <ul style="list-style-type: none"> <li>• If necessary, change the value.</li> <li>• The business unit value is agency code + two characters representing a bargaining agreement or compensation plan. Example: T79MP for Department of Transportation-MAPE.</li> </ul>	Leave unchanged
6. Job Code <ul style="list-style-type: none"> <li>• Select or enter the new job code and press <b>Tab</b>.</li> <li>• When a message displays, select <b>OK</b>.</li> </ul>	002376, Planner Intermediate
7. Reg/Temp <ul style="list-style-type: none"> <li>• Select either Unlimited or Seasonal, and press <b>Tab</b>.</li> </ul>	Unlimited

Select the **Specific Information** page.

Field Name	Data
<ul style="list-style-type: none"> <li>• Classified Indicator</li> </ul> <p>Make sure this value is Classified.</p>	Classified

Select the **Barg Unit/Cost Projection** page.

Field Name	Data
1. Option Code <ul style="list-style-type: none"> <li>• If appropriate, change the code.</li> <li>• Identifies a group of jobs within a job classification that require specialized knowledge, skills, and abilities.</li> </ul>	Leave unchanged, blank
2. Seniority Unit <ul style="list-style-type: none"> <li>• Select a value, based on the job code change.</li> <li>• A seniority unit is an agency, or part of an agency, for which seniority rights are specified in a collective bargaining agreement or plan.</li> </ul>	014

Action	Result
1. Select <b>Save</b> to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, select <b>OK</b> and continue.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message displays
2. Select the <b>Budget and Incumbents</b> page.	<b>Budget and Incumbents</b> page displays

[Description](#) | [Specific Information](#) | **Budget and Incumbents** | [Barg Unit/Cost Projection](#)

Position Number 00203901      Planner Intermediate  
 Headcount Status Filled      Current Head Count 1 out of 1

**Current Budget**

Head Count	0	Current Budget FTE	0.00	Amount	0.000
------------	---	--------------------	------	--------	-------

**Current Incumbents** Personalize | Find | 1 of 1

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
00804701	0	Full-Time	40.00	Jefferson,Cliff G	09/24/2003	Pay Rate Change	Progress Step Within Stry Rng	N	Job Data

Action	Result
3. On the <b>Budget and Incumbents</b> page, select the <b>Job Data</b> link. <ul style="list-style-type: none"> <li>SEMA4 does <i>not</i> automatically update the employee record after a position update, so you must update the incumbent's job record.</li> </ul>	<b>Work Location</b> page displays for Cliff Jefferson

Continue on the **Work Location** page.

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

**Jefferson,Cliff G** Empl ID 00804701  
 Employee Empl Record 0

**Work Location Details** Find First 1 of 2 Last

\*Effective Date       
 Effective Sequence  \*Action   
 HR Status Active Reason  Reallocation - Transfer  
 Payroll Status Active \*Job Indicator  Current

---

Position Number   Planner Intermediate

Position Entry Date    Position Management Record

Regulatory Region USA United States  
 Company SMN State of Minnesota  
 Business Unit T79MP Transportation-MAPE  
 Department T797236 Research/Devlp  
 Department Entry Date

Location T795F Roseville  
 Establishment ID   Roseville Date Created 01/31/2019

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Expected Job End Date

[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"> <li>Enter the same effective date that you entered on the position record.</li> <li>If the date out of range warning displays, select <b>OK</b>.</li> </ul>	06/10/____ last year
3. Action	Position Change
4. Reason <ul style="list-style-type: none"> <li>Select the same reason used in the position record.</li> </ul>	REX, Reallocation - Transfer

Field Name	Data
5. Position Number <ul style="list-style-type: none"> <li>Highlight the number, and press the <b>Delete</b> key. The field is blank.</li> <li>Press <b>Tab</b>. <i>Be sure to press Tab after deleting the position number!</i></li> <li>Re-enter the same position number, and press <b>Tab</b> again.</li> </ul>	002039__ (substituting your two-digit code for the blanks)  The updated position data fills in
6. Establishment ID <ul style="list-style-type: none"> <li>Verify the establishment ID.</li> </ul>	For this example, accept the displayed value

Select the **Job Information** page.

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

**Jefferson,Cliff G**      Empl ID 00804701  
 Employee      Empl Record 0

**Job Information Details** Find    First 1 of 2 Last

Effective Date 06/10/2018      Go To Row  
 Effective Sequence 0      Action Position Change  
 HR Status Active      Reason Reallocation - Transfer  
 Payroll Status Active      Job Indicator Primary Job      Current

---

Job Code 002376      Planner Intermediate  
 Entry Date 06/10/2018

Supervisor ID  
 Reports To 00000017      Administrative Mgt Director 1 00500001 Rowe,Vera C  
 Regular/Temporary Unlimited      Full/Part Full-Time  
 Empl Class Permanent      \*Officer Code Non-Manager  
 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

IUSA

Field Name	Data
1. Job Code <ul style="list-style-type: none"> <li>Verify the view-only job code that filled in.</li> </ul>	002376, Planner Intermediate

Field Name	Data
2. Empl Class <ul style="list-style-type: none"> <li>Review the value and change it if necessary.</li> <li>Must be Permanent or Probatory.</li> <li>If the Appointing Authority requires that the employee serve a probationary period, select Probatory.</li> </ul>	Permanent
3. Officer Code <ul style="list-style-type: none"> <li>Review the value and change it if necessary.</li> <li>Indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.</li> </ul>	Non-Manager

Select the **Salary Plan** page.

Field Name	Data
1. Step <ul style="list-style-type: none"> <li>If the compensation is on step, enter the appropriate step. For this lateral example, compensation remains the same, so enter the same step found on the previous row. Press <b>Tab</b>.</li> <li>If the compensation is off step, nothing is entered on this page.</li> </ul>	8
2. Step Entry Date <ul style="list-style-type: none"> <li>Verify or enter the date the employee was placed on the salary step.</li> </ul>	For this example, verify the step entry date equals the previous row's step entry date

Select the **Compensation** page.

Field Name	Data
1. Rate Code <ul style="list-style-type: none"> <li>In this example, the employee is on step.</li> <li>If the compensation is off step, select the appropriate off step rate code, referring to the <i>Off Step Rate Codes – Reference</i> in SEMA4 Help.</li> </ul>	ONSTEP
2. Comp Rate <ul style="list-style-type: none"> <li>The compensation is on step, so the amount displays automatically, based on the step you selected.</li> <li>If the compensation is off step, enter the rate.</li> </ul>	For this example, accept the displayed rate
3. Select <b>Calculate Compensation</b> . <ul style="list-style-type: none"> <li>You have to select this button even if the compensation is not changing.</li> </ul>	The employee's total compensation rate displays
4. Compensation Rate (located below the Payroll Status) <ul style="list-style-type: none"> <li>Verify that the correct amount displays.</li> </ul>	For this example, accept the displayed rate

Select the **Employment Data** component link.

Field Name	Data
1. Probation Date <ul style="list-style-type: none"> <li>If the Appointing Authority requires that the employee serve a probationary period, enter the date the probation ends. In this example, the employee is not required to serve a probationary period.</li> </ul>	Blank date
2. Business Title <ul style="list-style-type: none"> <li>If the effective date is in the future, then the old title displays until that date is reached.</li> </ul>	Accept displayed value

Select the **Benefits Program Participation** component link.

Field Name	Data
<ul style="list-style-type: none"> <li>Special Elig</li> </ul> <p>Select the appropriate code. Check the <i>Special Eligibility Codes – Reference</i> in SEMA4 Help. This field affects employee insurance eligibility.</p>	Leave unchanged, MF12

Action	Result
<ol style="list-style-type: none"> <li>Select <b>OK</b>. <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul> </li> </ol>	<i>Saved</i> displays briefly in the upper-right corner
<ol style="list-style-type: none"> <li>If there are more incumbent records, continue by updating them. For this example, there are no more incumbents.</li> </ol>	
<ol style="list-style-type: none"> <li>If a retroactive pay adjustment is required, you must calculate the amount of retroactive pay and then enter the adjustment through the Mass Time Entry process. For this example, there is no retroactive pay.</li> </ol>	

## SEMA4 Tips

### Reallocation

When processing a reallocation, use the following tips to check your work.

- ✓ Position number must be the same; not a different number.
- ✓ If the employee will serve a probationary period, select the Empl Class Probatory and enter a Probation Date.
- ✓ If the employee is on step, enter the appropriate Step and the Step Entry Date.
- ✓ Select the Calculate Compensation button even if the compensation is not changing.

## Process a Reallocation – Promotion – Exercise

In this exercise, you will process a reallocation - promotion.

### 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

Time has passed. Cliff Jefferson has assumed greater responsibilities and he has shown initiative. The supervisor requested a reallocation to Planner Senior State. The request has been approved. The position is both classified and occupied.

In the **User Training** database, use the following data to process the reallocation – promotion.

#### Part 1: Position Data

Field Name	Data
Position Number	002039__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	08/15/____ this year
Reason	REP, Reallocation - Promotion
Job Code	000837, Planner Senior State
Business Unit	Leave unchanged
Reg/Temp	Unlimited
Classified Indicator	Classified
Option Code	Leave unchanged, blank
Seniority Unit	014

Action	Result
1. Select <b>Save</b> to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, select <b>OK</b> and continue.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message displays
2. Select the <b>Budget and Incumbents</b> page.	<b>Budget and Incumbents</b> page displays
3. Select the <b>Job Data</b> link on this page.	<b>Work Location</b> page displays for Cliff Jefferson

## Part 2: Job Data

Field Name	Data
plus sign button	Select button to add a row
Effective Date (same as position record)	08/15/____ this year
Action	Position Change
Reason (same as position record)	REP, Reallocation - Promotion
Position Number <ul style="list-style-type: none"> <li>Highlight the position number and press the <b>Delete</b> key.</li> <li>Press the <b>Tab</b> key. <i>Be sure to press Tab after deleting the position number!</i></li> <li>Re-enter the position number, and press <b>Tab</b> again.</li> </ul>	002039__ __ (substituting your two-digit code for the blanks)
Establishment ID	For this example, accept the displayed value
Job Code	Notice the job code that filled in: 000837, Planner Senior State
Empl Class	Probatnry
Officer Code	Non-Manager
Step	6 and press <b>Tab</b>
Step Entry Date	For this example, accept the displayed date
Comp Rate	For this example, accept the displayed comp rate

Field Name	Data
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Probation Date	02/15/____ next year
Anniversary/Progression Date	08/15/____ this year
Special Elig	MF12

Action	Result
<p>1. Select <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
<p>2. If there are more incumbents, continue by updating their records. For this exercise, there are no more incumbents.</p>	
<p>3. If a retroactive pay adjustment is required, you must calculate the amount of retroactive pay and then enter the adjustment through the Mass Time Entry process. For this exercise, there is no adjustment.</p>	

## Review Questions

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

1. In a reallocation, the job duties have \_\_\_\_\_.
  - a. Changed abruptly
  - b. Evolved over time
  - c. Not changed
  - d. Changed slightly, on a temporary basis
  
2. When processing a reallocation, with which component do you begin?
  - a. Job Data
  - b. Plan Careers
  - c. Personal Data
  - d. Position Data
  
3. When processing a reallocation, you start at which page?
  - a. Salary Plan
  - b. Name History
  - c. Description
  - d. Budget and Incumbents
  
4. If you're entering a reallocation promotion, you need to update the Anniversary/Progression Date on which page?
  - a. Work Location
  - b. Employment Information
  - c. Biographical Details
  - d. Modify a Person

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. In a reallocation, the job duties have \_\_\_\_\_.
  - b. Evolved over time
  
2. When processing a reallocation, with which component do you begin?
  - d. Position Data
  
3. When processing a reallocation, you start at which page?
  - c. Description
  
4. If you're entering a reallocation promotion, you need to update the Anniversary/Progression Date on which page?
  - b. Employment Information

Pull out these pieces from the Reallocation 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 reallocation, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Unclassified Conversion*.

## Introduction

An unclassified conversion occurs when an incumbent's employee classification changes from unclassified to classified and the employment status changes from not applicable to probationary. You start this process on the position record.

The incumbent must have met the following criteria:

- Meets the minimum qualifications for the position and
- Served at least one year in the unclassified position, which has been placed in the classified service

If an employee is in a *classified* position (for example, Temporary or Emergency), do *not* process an unclassified conversion. Instead, process a Movement to appoint the employee to an unlimited position.

## Things to Consider Before You Enter Data

### Unclassified Conversion

To save time and improve accuracy, consider these items *before* processing an unclassified conversion in SEMA4.

- Make sure the employee served in the same class for at least one year.
- If 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. In SEMA4 Help, select Check Lists, and then Position Change, and then Recompare with Unclassified Conversion.
- Choose the appropriate Action and Reason code. Refer to the Position Change – Unclassified to Probationary Conversion check list in SEMA4 Help.

## Access SEMA4 Help

First, find the Position Change - Unclassified to Probationary Conversion check list.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Scroll down and select the lightning bolt button next to Unclassified to Probationary Conversion (UNC).	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Unclassified to Probationary Conversion (UNC)</b> . <ul style="list-style-type: none"> <li>• Read the check list.</li> </ul>	The Position Change – Unclassified to Probationary Conversion – Check List displays
7. Scroll down and select the first <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> .	A list of required Position Data field values displays
8. Scroll and select the second <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> .	A list of required Job Data field values displays
9. Exit SEMA4 Help.	

## Processing an Unclassified Conversion – Walk-through

Irene Lewis is in a temporary unclassified project position. After a year, there is an ongoing need for the position, so the position and the incumbent will be converted to permanent status. As part of that conversion, the employee will serve a probationary period.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.	The Add/Update Position Info search page displays

Action	Result
3. In the <b>Position Number</b> field, enter 010500__ __ (substituting your two-digit code for the blanks), and select <b>Search</b> .	The <b>Description</b> page displays information about the position

Begin on the **Description** page.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Barg Unit/Cost Projection](#)

---

**Position Information** Find | View All First 1 of 2 Last

Position Number 01050001 Management Analyst 1 + -  
 Headcount Status Filled Current Head Count 1 out of 1  
 \*Effective Date 07/21/2019 \*Status Active Initialize From Existing Position  
 Reason UNC Unclass to Prob Conversion Action Date 01/25/2019  
 \*Position Status Approved Status Date 07/10/2003  Key Position

---

**Job Information**

\*Business Unit P78MP Corrections-MAPE Manager Level None  
 Job Code 000006 Management Analyst 1 \*Full/Part Time Full-Time  
 \*Reg/Temp Unlimited \*Regular Shift Day Union Code MAP MN Assoc of Professional Emplo  
 Title Management Analyst 1 Short Title MgtAnlyst1 [Detailed Position Description](#)

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**Work Location**

\*Reg Region USA United States \*Company SMN State of Minnesota  
 Department P780000 Corrections, Department Of  
 Location P78CO Minnesota Dept of Corrections  
 Reports To 00000017 Administrative Mgt Director 1 Dot-Line  
 Supervisor Lvl

---

**Salary Plan Information**

Salary Admin Plan 14G Grade 05  
 Standard Hours 40.00 Work Period SMN MN Weekly

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"> <li>Enter the date this change is effective.</li> </ul>	07/21/____ this year
3. Reason <ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	UNC, Unclass to Prob Conversion

Field Name	Data
4. Reg/Temp <ul style="list-style-type: none"> <li>Select the appropriate value (Unlimited or Seasonal) and press <b>Tab</b>.</li> </ul>	Unlimited

Select the **Specific Information** page.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Barg Unit/Cost Projection](#)

Position Number 01050001 Management Analyst 1  
 Headcount Status Filled Current Head Count 1 out of 1

**Specific Information** Find | View All First 1 of 2 Last  
 Effective Date 07/21/2019 Status Active

Max Head Count

Mail Drop ID

**Incumbents**  
 Include Salary Plan/Grade  
 Force Update for Title Changes

**Education and Government**  
 Position Pool ID

\*Pre-Encumbrance Indicator  Calc Group (Flex Service)

\*Encumber Salary Option  Academic Rank

\*Classified Indicator  FTE   Adds to FTE Actual Count

Field Name	Data
<ul style="list-style-type: none"> <li>Classified Indicator</li> </ul> <p>Change the value to Classified.</p>	Classified

Select the **Barg Unit/Cost Projection** page.

Field Name	Data
<ul style="list-style-type: none"> <li>Not To Exceed Date</li> </ul> <p>Delete the date.</p>	Delete date; leave blank

Action	Result
1. Select <b>Save</b> to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, select <b>OK</b> and continue to the next step.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message displays
2. Select the <b>Budgets and Incumbents</b> page.	<b>Budget and Incumbents</b> page displays
3. Select the <b>Job Data</b> link on this page. <ul style="list-style-type: none"> <li>SEMA4 does <i>not</i> automatically update the employee record after a position update, so you must update the incumbent's job record.</li> </ul>	<b>Work Location</b> page displays for Irene Lewis

Continue on the **Work Location** page.

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

**Lewis,Irene H** Empl ID 00100401  
 Employee Empl Record 0

**Work Location Details** Find First 1 of 2 Last

\*Effective Date

Effective Sequence  \*Action

HR Status Active Reason   Unclass to Prob Conversion

Payroll Status Active \*Job Indicator

Future

Position Number   Management Analyst 1

Position Entry Date

Position Management Record

Regulatory Region USA United States  
 Company SMN State of Minnesota  
 Business Unit P78MP Corrections-MAPE  
 Department P780000 Corrections, Department Of  
 Department Entry Date

Location P78CO Minnesota Dept of Corrections  
 Establishment ID   Minnesota Dept of Corrections Date Created 01/25/2019

Expected Job End Date

[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

Field Name	Data
<p>2. Effective Date</p> <ul style="list-style-type: none"> <li>• Enter the same effective date that you entered in the position record.</li> <li>• If the date out of range warning displays, select <b>OK</b>.</li> </ul>	<p>07/21/____ this year</p>
<p>3. Action</p> <ul style="list-style-type: none"> <li>• Select the appropriate action.</li> </ul>	<p>Position Change</p>
<p>4. Reason</p> <ul style="list-style-type: none"> <li>• Select the appropriate code.</li> </ul>	<p>UNC, Unclass to Prob Conversion</p>
<p>5. Position Number</p> <ul style="list-style-type: none"> <li>• Highlight the number, and press the <b>Delete</b> key. The field is blank.</li> <li>• Press <b>Tab</b>. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>• Re-enter the same position number, and press <b>Tab</b> again.</li> </ul>	<p>010500__ __ (substituting your two-digit code for the blanks)</p> <p>The updated position data fills in</p>
<p>6. Establishment ID</p> <ul style="list-style-type: none"> <li>• Verify the establishment ID.</li> </ul>	<p>For this example, accept the displayed value</p>

Select the **Job Information** page.

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

**Lewis,Irene H** Empl ID 00100401  
 Employee Empl Record 0

**Job Information Details** Find First 1 of 2 Last

Effective Date 07/21/2019 [Go To Row](#)  
 Effective Sequence 0 Action Position Change  
 HR Status Active Reason Unclass to Prob Conversion  
 Payroll Status Active Job Indicator Primary Job

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Job Code 000006 Management Analyst 1 Future  
 Entry Date 07/10/2003

Supervisor ID  
 Reports To 00000017 Administrative Mgt Director 1 00500001 Rowe,Vera C  
 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
1. Regular/Temporary  <ul style="list-style-type: none"> <li>Notice the view-only data that filled in.</li> </ul>	Unlimited
2. Empl Class  <ul style="list-style-type: none"> <li>Change the value to Probatry.</li> </ul>	Probatry
3. Classified Indc  <ul style="list-style-type: none"> <li>Notice the view-only data that filled in.</li> </ul>	Classified

Select the **Salary Plan** page.

Action	Result
<p>1. If the employee is on step, and the <b>Step</b> is blank, do the following:</p> <ul style="list-style-type: none"> <li>• Select the right arrow button to look at the previous row, and write down the <b>Step</b> and <b>Step Entry Date</b>.</li> <li>• Select the left arrow button to return to the row you're processing.</li> <li>• Enter the step, which you wrote down, and press <b>Tab</b>.</li> <li>• Verify the step entry date.</li> </ul> <p>Some reason codes cause this field to become blank. If the employee is off step, enter nothing on this page.</p>	<p>Previous row displays. Step: Step Entry Date:</p>
<p>2. Select the <b>Compensation</b> page.</p>	<p><b>Compensation</b> page displays</p>
<p>3. Select <b>Calculate Compensation</b>, even though the compensation is not changing.</p>	

Select the **Employment Data** component link.

Field Name	Data
<p>1. Probation Date</p> <ul style="list-style-type: none"> <li>• Enter the date the probation ends.</li> </ul>	<p>01/21/____ next year</p>
<p>2. Appointment End Date</p> <ul style="list-style-type: none"> <li>• Delete the date.</li> </ul>	<p>Blank date</p>

Action	Result
<p>1. Select <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. If there are more incumbent records, continue by updating them. For this example, there are no more incumbents.</p>	

## SEMA4 Tips

### Unclassified Conversion

Use the following tips to check your work.

- ✓ Make sure the correct probationary period is given.
- ✓ If the conversion is to the same job code, the employee's pay shouldn't change.
- ✓ Select **Calculate Compensation** even if the compensation is not changing.

### Process an Unclassified Conversion – Exercise

In this exercise, you will process an unclassified conversion.

#### 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

The position held by Kenji Austin is converting from unclassified to classified. Kenji has the minimum qualifications, and has served at least one year in the unclassified position.

In the **User Training** database, use the following data to process the unclassified conversion.

#### Part 1: Position Data

Field Name	Data
Position Number	002125__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	04/15/____ this year
Reason	UNC, Unclass to Prob Conversion
Reg/Temp	Unlimited
Classified Indicator	Classified
Not To Exceed Date	Blank date

Action	Result
1. Select <b>Save</b> to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, select <b>OK</b> and continue to the next step.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message displays
2. Select the <b>Budget and Incumbents</b> page.	<b>Budget and Incumbents</b> page displays
3. Select the <b>Job Data</b> link on this page.	<b>Work Location</b> page displays for Kenji Austin

## Part 2: Job Data

Field Name	Data
plus sign button	Select button to add a row
Effective Date (same as position record)	04/15/____ this year
Action	Position Change
Reason (same as position record)	UNC, Unclass to Prob Conversion
Position Number <ul style="list-style-type: none"> <li>Highlight the position number and press <b>Delete</b> key.</li> <li>Press the <b>Tab</b> key. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>Re-enter the position number, and press <b>Tab</b> again.</li> </ul>	002125 __ __ (substituting your two-digit code for the blanks)
Establishment ID	For this example, accept the displayed value
Regular/Temporary	Notice that Unlimited filled in
Empl Class	Probatnry
Classified Indc	Notice that Classified filled in
Step	If the employee is on step, and the Step is blank, enter the step found on the previous row, and press <b>Tab</b> .

Field Name	Data
Step Entry Date	If the employee is on step, verify that the step entry date equals the previous row's step entry date
<b>Calculate Compensation</b>	Select button
Probation Date	10/15/____ this year
Appointment End Date	Blank date

Action	Result
1. Select <b>OK</b> . <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If there are more incumbents, continue by updating their records. For this exercise, there are no more incumbents.	

## Recompare with Unclassified Conversion

If an unclassified position is being reclassified to a higher, lower, or lateral job classification, and on the same date, the incumbent's employment status is changing from unclassified to probationary, enter a Recompare followed by an Unclassified Conversion. This is a *three-part* process in which you update Job Data (saved as Unclassified, with the 'Use Position Data' button displayed), and then Position Data, and finally Job Data again. The **Recompare with Unclassified Conversion** check list explains the process.

## Access SEMA4 Help

Refer to SEMA4 Help to find the Position Change - Recompare with Unclassified Conversion check list.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display

Action	Result
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Scroll down and select the lightning bolt button next to Recompare with Unclassified Conversion (RCP & UNC).  • Read the hint.	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Recompare with Unclassified Conversion (RCP &amp; UNC)</b> .  • Notice that this is a three-part process.	The Position Change – Recompare with Unclassified Conversion – Check List displays
7. Scroll down to <b>Part 1</b> .  • First, the recompare information is entered on the employee’s Job Data. The record is saved with the ‘Use Position Data’ button displayed.	
8. Scroll down to <b>Part 2</b> .  • Next, both the unclassified to probationary conversion and the recompare information are entered on the position record.	
9. Scroll down to <b>Part 3</b> .  • Finally, the unclassified to probationary conversion information is entered on the employee’s Job Data.	
10. Exit SEMA4 Help.	

## Review Questions

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

1. Which reason code do you select, when an incumbent's employment status is changing from unclassified to probationary?
  - a. UNA
  - b. OTH
  - c. ETT
  - d. UNC
  
2. An employee, in a classified Emergency position, is to be appointed to a position of Unlimited appointment status. What should you do?
  - a. Process a Transfer to appoint the employee.
  - b. Process a Movement to appoint the employee.
  - c. Process a Reallocation to appoint the employee.
  - d. Process a Concurrent Job to appoint the employee.
  
3. An employee, in an unclassified position, is to be appointed to a position of Unlimited appointment status. You should:
  - a. Process a Position Change, Unclassified to Probationary Status.
  - b. Process a Movement to appoint the employee.
  - c. Change the appointment status in the position record from Emergency to Unlimited, using Correction.
  - d. Process a Reallocation to appoint the employee.
  
4. An unclassified position is being reclassified to a different job classification, and on the same date, the incumbent's employment status is changing from unclassified to probationary. For instructions, refer to the \_\_\_\_\_ check list.
  - a. Unclassified Conversion
  - b. Reallocation
  - c. Recompare
  - d. Recompare with Unclassified Conversion
  - e. Other

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. Which reason code do you select, when an incumbent's employment status is changing from unclassified to probationary?
  - d. UNC
  
2. An employee, in a classified Emergency position, is to be appointed to a position of Unlimited appointment status. You should:
  - b. Process a Movement to appoint the employee.
  
3. An employee, in an unclassified position, is to be appointed to a position of Unlimited appointment status. You should:
  - a. Process a Position Change, Unclassified to Probationary Status.
  
4. An unclassified position is being reclassified to a different job classification, and on the same date, the incumbent's employment status is changing from unclassified to probationary. For instructions, refer to the \_\_\_\_\_ check list.
  - d. Recompare with Unclassified Conversion

Pull out these pieces from the Unclassified Conversion 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 an unclassified conversion, refer to *Things to Consider Before You Enter Data*. After entering the record, check your work using *SEMA4 Tips*.

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