



Viewing General Employee Data

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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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Welcome

Welcome to the *Viewing General Employee Data* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Users who need to look up general information about employees pertaining to their background, such as skills, education and licenses, and other employee information related to an individual's employment.

What skills will I learn?

You will develop skills, using SEMA4, to access and view general employee data. After you complete this guide, you will be able to perform the following tasks in SEMA4:

- Obtain information about an employee's education
- Find contact information to be used in the event of an employee emergency
- View information about an employee's reviews

What do I need to know before starting?

You must have completed *SEMA4 Overview*.

How much time will this take?

Actual time will vary, but plan on approximately 45 minutes and make sure you have enough time to complete this guide in one day.

What do I need to proceed?

1. Access to SEMA4
2. Training user ID and password to sign in to the User Training database

How do I obtain User Training Database information?

First you must register for the course. After you do so, you will receive an email message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing walk-throughs and exercises.

Follow-up

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

Overview

General employee data is found on the **Workforce Administration** and **Workforce Development** menus in SEMA4. Information is entered on these components during the hiring process, or as the information becomes available. Each agency can determine which information is optional, and which is required. Using this guide, you will view data in the User Training database.

The following general employee data components are on the **Workforce Administration** menu.

Component	Path
Company Property	Nav Bar: Workforce Administration > Job Information > Company Property
Create/Update Absence	Nav Bar: Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence
Credit Card	Nav Bar: Workforce Administration > Job Information > Maintain Employee Credit Card
Driver's License Data	SEMA4 > Human Resources > Personal Data > Driver's License Data
Emergency Contact	SEMA > Human Resources > Personal Data > Emergency Contact
Employee Review	SEMA4 > Human Resources > Job > Employee Review
Seniority Roster Data	SEMA4 > Human Resources > Job > Seniority Roster Data

The following general employee data components are on the **Workforce Development** menu.

Component	Path
Areas of Study	SEMA4 > Human Resources > Personal Data > Person Profiles > Education link
Competencies	SEMA4 > Human Resources > Personal Data > Person Profiles > Competencies link
Degrees	SEMA4 > Human Resources > Personal Data > Person Profiles > Education link
Honors and Awards	SEMA4 > Human Resources > Personal Data > Person Profiles > Qualifications link
Language Skills	SEMA4 > Human Resources > Personal Data > Person Profiles > Qualifications link
Licenses and Certifications	SEMA4 > Human Resources > Personal Data > Person Profiles > Qualifications link
Memberships	SEMA4 > Human Resources > Personal Data > Person Profiles > Qualifications link
School Education	SEMA4 > Human Resources > Personal Data > Person Profiles > Education link
Special Projects	SEMA4 > Human Resources > Personal Data > Person Profiles > Projects link

Continue to the next topic, *Viewing Workforce Administration Data*.

Viewing Workforce Administration Data

View SEMA4 Help

Before starting to view the pages that include general employee data, let's check SEMA4 Help. Always consult SEMA4 Help as a first resource for answering questions that arise as you work in the system.

Complete the following steps to locate a list of the general employee information pages, as well as field definitions for each page.

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. From the SEMA4 Help Contents page, select HR/Payroll Functions .	HR/Payroll Functions page displays
4. In the Human Resources column, select Employee Maintenance .	Employee Maintenance – Contents page displays
5. Select Pages and Fields .	Employee Maintenance – Pages and Fields page displays
6. Select Workforce pages and view the page titles.	A listing of Workforce pages displays
7. Select Company Property and read the page overview.	Company Property – Page Overview displays
8. Exit SEMA4 Help.	

View Workforce Administration Data – Walk-through

You will view Zelda Livingston’s general employee data in the **Workforce Administration** menu.

Employee Review

Complete the following steps to access the Employee Review component.

Action	Result
1. Select SEMA4 > Human Resources > Job > Employee Review.	Employee Review search page displays
2. In the EmplID field, enter Zelda’s ID, 00110215 and select Search .	Employee Review page displays

Sc

The screenshot shows the 'Employee Review' page for employee Livingston, Zelda L. The page includes a navigation menu on the left with 'Employee Review' highlighted. The main content area displays the following information:

- Employee Information:** Livingston, Zelda L, Employee, Empl ID 00110215, Empl Record 0
- Review Details:**
 - Eff Date: 08/15/2020
 - From/To Date: 07/01/2019 to 08/30/2020
 - Review Type: Salary
 - Next Review Date: 08/15/2021
 - Business Unit: R29MG, DNR-Managers
 - Department: R29J710, Engineering-Central Office-Adm
 - Company: SMN
 - Job Code: 008746, Project Manager
 - Position: 00000140
 - Rating Scale: PAS, Performance Appraisal System
 - Rating Model: PAS
 - Review Rating: [Search]

Action	Result
1. View the information for Zelda.	
2. Select the Reviewers and Comments page tabs to see additional information pertaining to the employee’s review.	Selected page displays

Company Property

Complete the following steps to find Company Property information.

Action	Result
1. On the Nav Bar, select Workforce Administration > Job Information > Company Property .	Company Property search page displays
2. In the Name field, enter Livingston and select Search .	Company Property page displays
3. View the information for Zelda.	
4. Select Home .	Main Menu displays

< Personal Data
Company Property

Company Property

Livingston, Zelda L Person ID 00110215

Property Assignment

	*Property Code	Description	*Issue Date	Date Returned	Serial Number		
1	CELLPHONE	Cellular Phone	10/09/2020			+	-
2	LAPTOP	Laptop Computer	05/21/2019	08/10/2019	0193857561-L27	+	-

Emergency Contact and Driver's License Data

Complete the following steps to find Emergency Contact and Driver's License Data.

Action	Result
1. Select SEMA4 > Human Resources > Personal Data > Emergency Contact.	Search page displays
2. In the EmplID field, enter 00110215 and select Search .	Contact Address/Phone page displays with Zelda Livingston's emergency contacts information
3. View the information.	
4. Select the right arrow button, to view the next row of information.	Another emergency contact displays
5. Select the Other Phone Numbers page.	Other Phone Numbers page displays

The screenshot displays the 'Personal Data' interface for 'Livingston, Zelda L' (Person ID: 00110215). The 'Emergency Contact' section shows a table with one entry: Contact Name 'Livingston, Stanislaw', Relationship to Employee 'Spouse', and 'Primary Contact' checked. Below this is the 'Other Phone Numbers for Emergency Contact' section, which has one entry with Phone Type 'Other', Phone '812/321-4321', and an empty Extension field. The page includes navigation tabs for 'Contact Address/Phone' and 'Other Phone Numbers', and buttons for 'Save', 'Return to Search', and 'Notify'.

Action	Result
1. On the Personal Data menu, select Driver's License Data . For empl ID 00110215, select Search .	Drivers License page displays.
2. View the information for Zelda.	
3. You have finished viewing information for Zelda. Select Home .	Main Menu displays

The screenshot shows the 'Personal Data' section of an administrative portal. The user is logged in as 'UQ Welcome to the Administrative Portal, Self Study Training User 1'. The 'Personal Data' menu is open, and the 'Driver's License Data' option is selected. The page displays the following information for Livingston, Zelda L. (Person ID 00110215):

- Driver's License Information:**
 - *Driver's License Nbr: M8928550283
 - Country: USA (United States)
 - State: MN (Minnesota)
 - Issue Location: ROCHESTER
 - Issuing Authority: Public Safety
 - Valid from: 01/05/2020
 - Valid To: 01/05/2026
 - Number of Violations: 0
 - Number of Points: 0
 - License Suspended:
 - Comment: (empty text area)
- License Type:**
 - License Type: D (Class D Vehicle < 26,000 lbs.)

Continue to the next topic, *Viewing Workforce Development Data*.

Viewing Workforce Development Data

View Workforce Development Data – Walk-through

Some general employee data is on the **Workforce Development** menu. You will use that menu to view Zelda Livingston’s competencies, education, qualifications, and projects.

Competencies

Complete the following steps to find Competencies information for Zelda Livingston.

Action	Result
1. On the Personal Data page, select Person Profiles.	A search page displays
2. In the EmplId field, enter 00110215, and select Search .	Person Profile page displays
3. On the Person Profile page, look at the Competencies.	
4. Select one of the links under the Competency heading. View Zelda’s competency information.	Update Competencies page displays

The screenshot displays the 'Update Competencies' interface. At the top, it shows 'Person Profile' information for Empl ID 00110215, Livingston, Zelda L. Below this, the 'Update Competencies' section is active, showing details for a specific competency. The 'Details' section includes a search bar and navigation controls. The main form contains the following fields and values:

- *Effective Date: 10/20/2017
- Competency: TECCOMP1 (Computer Assisted Training 1)
- Evaluation Type: Supervisor/Manager
- Reviewer ID: 00340101 (Baker, Lee H)
- *Status: Active
- *Rating Model: PSCM (Competency Management Scale)
- *Proficiency: 5-Expert
- Verified By: [Dropdown]
- Interest Level: [Dropdown]
- EmplID: [Searchable field]
- Year Last Used: 2017
- Year Acquired: 2005
- Years Of Experience: 7.00
- Review Date: [Calendar icon]
- Description: [Text area, 254 characters remaining]
- Reviewer: [Text area, 254 characters remaining]
- Long Description: Computer Assisted Training 1

Education, Qualifications, and Projects

Continue viewing the Person Profile information for Zelda Livingston.

Action	Result
1. Scroll down and select Cancel .	Person Profile page displays
2. On the Person Profile page, select Education .	
3. Under Degrees, select the Masters Degree link. <ul style="list-style-type: none"> View Zelda's information. 	Update Degrees page displays
4. Select Cancel .	Person Profile page displays
5. On the Person Profile page, select Qualifications .	
6. In the Licenses and Certifications group, select the Notary Public link. <ul style="list-style-type: none"> View Zelda's information. 	Update Licenses and Certifications page displays
7. Select Cancel .	Person Profile page displays
8. In the Licenses and Certifications group, select the Records Administrator, Registrd link. <ul style="list-style-type: none"> View Zelda's information. 	Update Licenses and Certifications page displays
9. Select Cancel .	Person Profile page displays
10. In the Languages group, select the American Sign Language link. <ul style="list-style-type: none"> View Zelda's information. 	Update Languages page displays
11. Select Cancel .	Person Profile page displays
12. In the Honors and Awards group, select the Achievement Award link. <ul style="list-style-type: none"> View Zelda's information. 	Update Honors and Awards page displays
13. Select Cancel .	Person Profile page displays
14. On the Person Profile page, select Projects .	
15. In the Special Projects group, select the State of Minnesota link. View Zelda's information.	Update Special Projects page displays

Action	Result
16. Select Cancel .	Person Profile page displays
17. Select Home .	Main Menu displays

Which pages will you use? - Exercise

Write a check mark next to the components you think you will use most on the job. Many of these are optional; find out which ones your agency is using.

Workforce Administration menu:

	Company Property
	Create/Update Absence
	Maintain Employee Credit Card
	Driver's License Data
	Emergency Contact
	Employee Review
	General Comments
	Seniority Roster Data

Workforce Development menu:

	Areas of Study
	Competencies
	Degrees
	Honors and Awards
	Language Skills
	Licenses and Certifications
	Memberships
	School Education
	Special Projects

View Workforce Development Data – Exercise

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in this self-study guide
- SEMA4 Help

Directions

A colleague at work has entered general employee information about Zelda Livingston, and has asked you to check the data entered. Find the appropriate pages in SEMA4, and answer the following questions.

1. For Zelda’s Bachelor of Science Degree, what is the Major?

2. From which school did she earn this degree?

3. Select the Qualifications tab. What certificate did she earn on August 2?

4. What languages does she know?

5. Which organization issued Zelda’s First Aide Certificate?

The answers to the exercise questions are on the next page.

Solution

Check your answers to the exercise questions.

1. For Zelda's Bachelor of Science Degree, what is the Major?

Answer: Botany

2. From which school did she earn this degree?

Answer: University of Georgia

3. Select the Qualifications tab. What certificate did she earn on August 2?

Answer: Notary Public

4. What languages does she know?

Answer: American Sign Language, Swahili

5. Which organization issued Zelda's First Aide Certificate?

Answer: Fairview Community College

Review Questions

Review what you have learned, by answering the following questions.

1. Which menus contain the general employee data pages?
 - a. Workforce Development
 - b. Workforce Administration
 - c. Benefits
 - d. Workforce Monitoring
 - e. a and b

2. If an employee is competent in speaking fluent Spanish, where can that information be recorded?
 - a. Competencies
 - b. Languages
 - c. Memberships
 - d. Honors and Awards

3. Information on all the general employee data pages is required.
 - a. True
 - b. False

4. Which component has information to view in the event an employee has a medical crisis at work?
 - a. Employee Review
 - b. General Comments
 - c. Emergency Contact
 - d. Special Projects

5. Where can agencies track state equipment assigned to employees?
 - a. General Comments
 - b. Company Property
 - c. Competencies
 - d. Languages

6. What path do you follow to view the Drivers License page?
 - a. Workforce Administration > Job Information > Driver's License Data
 - b. Workforce Enterprise > Personal Administration > Driver's License Data
 - c. Workforce Development > Manage Competencies > Profiles > Driver's License
 - d. Workforce Administration > Personal Information > Biographical > Driver's License Data

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Which menus contain the general employee data pages?
 - e. a and b

2. If an employee is competent in speaking fluent Spanish, where can that information be recorded?
 - b. Languages

3. Information on all the general employee data pages is required.
 - b. False

4. Which component has information to view in the event an employee has a medical crisis at work?
 - c. Emergency Contact

5. Where can agencies track state equipment assigned to employees?
 - b. Company Property

6. What path do you follow to view the Drivers License page?
 - d. Workforce Administration > Personal Information > Biographical > Driver's License Data

Please continue to the *Conclusion*.

Summary

In this guide, you learned how to access and view general employee data in SEMA4. You learned by reading, accessing the pages, and looking up general employee information.

Evaluation Form

Please complete the Evaluation form in the back of this guide and return it to SEMA4 HR Services.

Viewing General Employee Data

Your Name (Optional) _____ Date _____

Agency _____

Check the box which best describes what you learned.

Concepts	I fully understand	I am slightly confused	I do not understand	Was not addressed
General employee data on the Workforce Administration menu				
General employee data on the Workforce Development menu				
Processes				
Completing a search page				
Viewing general employee data				
Finding information on a page				
Navigating to the next page				
Navigating to the next row of information				
Accessing SEMA4 Help online				

In what three ways will you apply what you have learned in this guide?

- 1.
- 2.
- 3.

Write any other comments below. Thank you!