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## Viewing General Employee Data

09/20/2019

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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.

<b>Component</b>	<b>Path</b>
Company Property	Workforce Administration > Job Information > Company Property
Create/Update Absence	Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence
Credit Card	Workforce Administration > Job Information > Maintain Employee Credit Card
Driver's License Data	Workforce Administration > Personal Information > Biographical > Driver's License Data
Emergency Contact	Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
Employee Review	Workforce Administration > Job Information > Employee Review
General Comments	Workforce Administration > Personal Information > Biographical > General Comments
Seniority Roster Data	Workforce Administration > Job Information > Seniority Roster Data

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

<b>Component</b>	<b>Path</b>
Areas of Study	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Competencies	Workforce Development > Profile Management > Profiles > Person Profiles > Competencies link
Degrees	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Honors and Awards	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Language Skills	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Licenses and Certifications	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Memberships	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
School Education	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Special Projects	Workforce Development > Profile Management > Profiles > Person Profiles > Projects link

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

## Viewing Workforce Administration Data

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### 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 <b>Help</b> to access SEMA4 Help.	SEMA4 Help Contents displays
3. From the SEMA4 Help Contents page, select <b>HR/Payroll Functions</b> .	HR/Payroll Functions page displays
4. In the Human Resources column, select <b>Employee Maintenance</b> .	Employee Maintenance – Contents page displays
5. Select <b>Pages and Fields</b> .	Employee Maintenance – Pages and Fields page displays
6. Select <b>Workforce pages</b> and view the page titles.	A listing of Workforce pages displays
7. Select <b>Company Property</b> 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 Workforce Administration > Job Information > Employee Review.	Employee Review search page displays
2. In the <b>EmplID</b> field, enter Zelda’s ID, 00110215 and select <b>Search</b> .	<b>Employee Review</b> page displays

Employee Review
Reviewers
Comments
Goals

**Livingston, Zelda L**
Employee
Empl ID 00110215
Empl Record 0

Review Details
Find | View All
First 1 of 3 Last

\*Eff Date:

From/To Date:

Business Unit: R29MG DNR-Managers

Department: R29J710 Engineering-Central Office-Adm

Job Code: 008746 Project Manager

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Rating Scale:  Performance Appraisal System

Rating Model: PAS

Review Rating:

Review Type:

Next Review Date:

Company: SMN

Position: 00000140

Scale Type:

Action	Result
1. View the information for Zelda.	
2. Select the <b>Reviewers</b> and <b>Comments</b> 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 Job Information menu, select <b>Company Property</b> .	Company Property search page displays
2. In the <b>Name</b> field, enter Livingston and select <b>Search</b> .	<b>Company Property</b> page displays
3. View the information for Zelda.	
4. Select <b>Home</b> .	Main Menu displays

## Company Property

Livingston,Zelda L

Person ID 00110215

Property Assignment					Personalize	Find	First	1-2 of 2	Last
	*Property Code	Description	*Issue Date	Date Returned	Serial Number				
1	CELLPHONE	Cellular Phone	10/09/2020						
2	LAPTOP	Laptop Computer	05/21/2019	06/10/2019	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 Workforce Administration > Personal Information > Personal Relationships > Emergency Contact.	Search page displays
2. In the <b>EmplID</b> field, enter 00110215 and select <b>Search</b> .	<b>Contact Address/Phone</b> 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 <b>Other Phone Numbers</b> page.	<b>Other Phone Numbers</b> page displays

Contact Address/Phone
Other Phone Numbers

**Livingston,Zelda L**
Person ID 00110215

Emergency Contact
Find | View All
First 1 of 2 Last

\*Contact Name 
+ -

Primary Contact  
 Same Address as Employee  
 Same Phone as Employee

\*Relationship to Employee

Contact Address

Country  United States

Address 1000 Flagstaff Lane  
 Waconia, MN 55118  
 019 Carver

Contact Phone

Phone

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

Driver's License Data | Drivers Authorization

### Driver's License Data

Livingston,Zelda L Person ID 00110215

**Driver's License Information** Find | View All First 1 of 1 Last

\*Driver's License Nbr   License Suspended + -

Country  United States

State  Minnesota

Issue Location  Issuing Authority

Valid from  Valid To

Number of Violations  Number of Points

Comment

**License Type** Find | View All First 1 of 1 Last

License Type  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. Select Workforce Development > Profile Management > Profiles > Person Profiles.	A search page displays
2. In the <b>EmplId</b> field, enter 00110215, and select <b>Search</b> .	<b>Person Profile</b> 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.	<b>Update Competencies</b> page displays

**Person Profile**

**Update Competencies**

Empl ID 00110215      Livingston,Zelda L  
 Profile Type PERSON      Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

**Details** Find | View All

\*Effective Date 11/15/2020

Competency HE2MIXER      Mixing Machine (Computerized)

Evaluation Type Peer

Reviewer ID 00340101      Baker, Lee H

\*Status Active

\*Rating Model PSCM       Competency Management Scale

\*Proficiency 4-Very Good

Verified By

Interest Level

EmplID

Year Last Used

Reviewer Is Approved

Year Acquired

Years Of Experience

Review Active

Review Date

Description

254 characters remaining

Reviewer

254 characters remaining

Long Description

Mixing Machine (Computerized)

## Education, Qualifications, and Projects

Continue viewing the Person Profile information for Zelda Livingston.

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

Action	Result
16. Select <b>Cancel</b> .	<b>Person Profile</b> page displays
17. Select <b>Home</b> .	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?

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2. From which school did she earn this degree?

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

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4. What languages does she know?

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

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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!