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## Viewing Employee Job 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.

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).

## Welcome

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

### Who should complete this guide?

Employees who need to view employee records and job summary information.

### What skills will I learn?

You will develop skills, using SEMA4, to view information about an employee's job. After you complete this guide, you will be able to perform the following tasks in SEMA4:

- View an employee's job data
- View summary information about an employee's job
- Look up an employee's ID number by a National ID search

### 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 one hour 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

In this guide, you will learn to view employee job information in SEMA4.

The following topics are included in this guide:

- Viewing Job Data
- Viewing Workforce Job Summary
- Searching by National ID

Continue to the first topic, *Viewing Job Data*.

### Introduction

To look up information about an employee's job, you will use the Job Data component. In this component, you view employee job data, such as job code, position entry date, grid ID and range.

### View SEMA4 Help

Before starting to view the job data pages, let's find descriptions of these pages in SEMA4 Help. Always consult SEMA4 Help as a first resource for answering questions that arise as you work in the system.

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>Viewing HR Information</b> .	Viewing HR Information – Contents displays
5. Select <b>Processes, Tasks, &amp; Steps</b> .	Viewing HR Information – Processes displays
6. Select <b>Viewing an Employee Record</b> .	View an Employee Record – Steps displays
7. Review the information on how to access the Job Data component.	
8. Exit SEMA4 Help.	

## Viewing Job Data – Walk-through

The Job Data component contains a variety of job information about employees in the department IDs to which your user ID has access.

### Access the Job Data component

In this walk-through, you will view Zelda Livingston’s job data.

Action	Result
1. Select Workforce Administration > Job Information > Job Data.	Job Data search page displays
2. Select the <b>Include History</b> check box, to display all effective-dated rows, including current, future and historical information. In the <b>Name</b> field, enter <b>Living</b> and select <b>Search</b> . If a list displays, select the record you want to display.	Job Data component opens, displaying the <b>Work Location</b> page
3. View the <b>Work Location</b> page, which displays effective-dated information about the employee’s job.	

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

Livingston,Zelda L  
Employee
Empl ID 00110215  
Empl Record 0

Work Location Details ?
Find
First
1 of 10
Last

\*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row

\*Action

Reason  Increase Based on Performance

\*Job Indicator

Future

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Position Number  Project Manager

Override Position Data

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit R29MG DNR-Managers

Department R29J710 Engineering-Central Office-Adm

Department Entry Date

Location R2929 Engineering

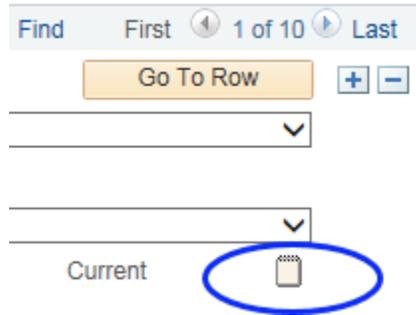
Establishment ID  DNR Central Office

Date Created 05/21/2019

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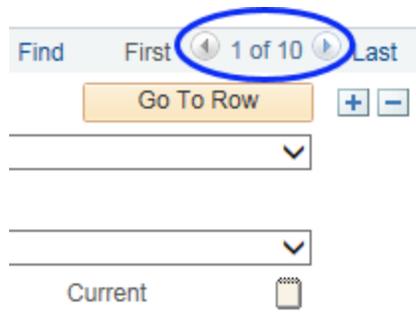
Expected Job End Date

Job Data
Employment Data
Benefits Program Participation



Job Data Notepad button

Action	Result
4. On any page, if the Job Data Notepad button has lines on it, then you can select it to see comments. If the Job Data Notepad button has no lines, then there are no comments.	



left and right arrow buttons

Action	Result
5. To scroll among effective-dated rows of information, select the blue right arrow button to move backward in time. (If the button is gray, make sure you have selected <b>Include History</b> .)	Effective-dated rows display
6. Select the blue left arrow button to move forward. Look at the <b>Action</b> and <b>Reason</b> fields for each effective date.	
7. To find the last row, select <b>Last</b> .	Earliest effective-dated row displays

Action	Result
<p>8. To quickly go to a specific row, select <b>Go to Row</b>. In the As Of Date field, enter 04/03/1996 and select <b>OK</b>.</p> <ul style="list-style-type: none"> <li>The Go To Row feature allows you to go to a specific row by entering either an As of Date or a Row Number.</li> </ul>	<p>The 04/03/1996 row displays</p>
<p>9. To find the first row, select <b>First</b>.</p>	<p>Highest effective-dated row displays</p>
<p>10. Select the <b>Job Information</b> tab. Here you see information about the employee's position.</p>	<p><b>Job Information</b> page displays</p>
<p>11. Select the <b>Job Labor</b> tab. On this page are the union code and bargaining unit.</p>	<p><b>Job Labor</b> page displays</p>
<p>12. Select the <b>Payroll</b> tab. On this page is the information pertaining to payroll.</p>	<p><b>Payroll</b> page displays</p>
<p>13. Select the <b>Salary Plan</b> page tab to review salary information.</p>	<p><b>Salary Plan</b> page displays</p>
<p>14. Select the <b>Compensation</b> tab. View the compensation rate.</p>	<p><b>Compensation</b> page displays</p>
<p>15. Select the <b>Leave/WOC</b> tab to view option code, leave eligibility, and work-out-of-class salary information about an employee.</p>	<p><b>Leave/WOC</b> page displays</p>
<p>16. On the <b>Job Information</b> menu, select <b>Job Data Statewide</b>, enter Empl ID 00110215, and select <b>Search</b>.</p> <ul style="list-style-type: none"> <li>Job Data Statewide displays view-only Job Data of any employee statewide.</li> <li>Not all users have clearance to Job Data Statewide.</li> </ul>	<p>Job Data Statewide component opens, displaying the <b>Work Location</b> page</p>

## View Job Data – Exercise

In this exercise, you will find Zelda’s Job Data information.

### Resources

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

### Directions

Let's assume that Zelda Livingston works in the Department of Natural Resources. You just received a phone call asking you to look up information about Zelda's job. Answer the following questions regarding Zelda by viewing the Job Data components and pages.

1. What is Zelda’s FTE?

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2. What is the position number?

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3. What bargaining unit does Zelda currently belong to?

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4. What is the Salary Administration Plan?

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

## **Solution**

Check your answers to the exercise questions.

1. What is Zelda's FTE?

Answer: 1.00 (on the Job Information page)

2. What is the position number?

Answer: 00000140 (on the Work Location page)

3. What bargaining unit does Zelda currently belong to?

Answer: 220 (on the Job Labor page)

4. What is the Salary Administration Plan?

Answer: 20A (on the Salary Plan page)

## Review Questions

Review what you learned by answering the following questions.

1. To see all effective-dated rows, select \_\_\_\_\_ on the search page.
  - a. Update/Display All
  - b. Include History
  - c. Return to Search
  - d. Page Down
  
2. How may you proceed to the next page within a component?
  - a. Select the page tab
  - b. Use the arrow keys
  - c. Press Page Down
  - d. Press Enter
  
3. Which field is displayed on all pages within the Job Data component?
  - a. Empl ID
  - b. Bargaining Unit
  - c. Location
  - d. Position Number
  
4. To quickly go to a specific effective-dated row, select the \_\_\_\_\_ button.
  - a. Correct History
  - b. Return to Search
  - c. Go To Row
  - d. Search
  
5. If comments have been entered, view them by selecting the \_\_\_\_\_ button.
  - a. Job Data Notepad with lines on it
  - b. Job Data Notepad with no lines
  - c. Right arrow button
  - d. Plus sign button

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. To see historical effective-dated rows, select \_\_\_\_\_ on the search page.
  - b. Include History
  
2. How may you proceed to the next page within a component?
  - a. Select the page tab
  
3. Which field is displayed on all pages within the Job Data component?
  - a. Empl ID
  
4. To quickly go to a specific effective-dated row, select the \_\_\_\_\_ button.
  - c. Go To Row
  
5. If comments have been entered, view them by selecting the \_\_\_\_\_ button.
  - a. Job Data Notepad with lines on it

Continue to the next topic, *Viewing Workforce Job Summary*.

## Viewing Workforce Job Summary

### Introduction

To view a summary of an employee's job, use the Workforce Job Summary component. Although this information is also contained in the Job Data component, you may find this quick summary helpful when answering job data-related questions.

### View SEMA4 Help

Before starting to view job summary information, check SEMA4 Help. Complete the following steps to find step-by-step instructions and field definitions in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. From the SEMA4 Help Contents page, select <b>HR/Payroll Functions</b> .	HR/Payroll Functions page displays
3. In the Human Resources column, select <b>Viewing HR Information</b> .	Viewing HR Information – Contents displays
4. Select <b>Pages and Fields</b> .	Viewing HR Information – Pages and Fields displays
5. Select <b>Workforce Job Summary</b> . Read the overview.	Workforce Job Summary – Page Overview displays
6. Select the <b>Steps</b> button. Step 1 shows the menu path for the Workforce Job Summary page.	View Workforce Job Summary Information – Steps displays
7. Select the <b>Back</b> button on your browser.	Workforce Job Summary – Page Overview displays
8. Select the <b>Fields</b> button.	Workforce Job Summary – Field Definitions page displays
9. Review the definitions for several of the fields on the page by selecting the field names.	Field definitions display
10. Select the <b>Back</b> button on your browser.	
11. Exit SEMA4 Help.	

## Access the Workforce Job Summary Component – Walk-through

Now, suppose that you need a summary of Zelda Livingston’s job information. In this walk-through, you will view the Workforce Job Summary page.

Complete the following steps to view the workforce job summary for Zelda Livingston.

Action	Result
1. Select Workforce Administration > Job Information > Review Job Information > Workforce Job Summary.	Workforce Job Summary search page displays
2. In the <b>EmplID</b> field, enter Zelda’s employee ID number 00110215 and select <b>Search</b> .	<b>Workforce Job Summary</b> page opens with the General tab displayed

### Workforce Job Summary

Livingston,Zelda L

EMP

Empl ID 00110215

Go To Job Data

Job Information							Personalize	Find	First	1-10 of 10	Last
General	Job Information	Work Location	Salary Plan	Compensation							
Organizational Relationship	Empl Record	Effective Date	Seq	Action	Action Reason	Key Person					
EMP	0	08/01/2019	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>					
EMP	0	08/01/2016	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>					
EMP	0	08/01/2014	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>					
EMP	0	08/01/2010	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>					
EMP	0	08/01/2006	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>					
EMP	0	10/19/2002	0	Data Chg	Ins Conv	<input type="checkbox"/>					
EMP	0	08/01/1996	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>					
EMP	0	04/03/1996	0	Return-LOA	Rtrn LOA	<input type="checkbox"/>					
EMP	0	03/01/1996	0	LOA	Pers LOA	<input type="checkbox"/>					
EMP	0	08/01/1995	0	Hire	Temp Uncl	<input type="checkbox"/>					

Action	Result
3. On the <b>General</b> tab, view the personnel action taken, reason for the action, and the effective date.	
4. Select <b>Job Information</b> to view Zelda's job information.	Job Information displays
5. Select <b>Work Location</b> to view Zelda's position, department ID, and location.	Work Location displays
6. Select <b>Salary Plan</b> to view Zelda's salary plan.	Salary Plan displays
7. Select <b>Compensation</b> to view Zelda's compensation rate.	Compensation displays
8. Select <b>General</b> to return to the general information.	General displays
9. Select the <b>Go To Job Data</b> link, located below the employee name, to go to the Job Data component.	Job Data component opens in a new window, displaying <b>Work Location</b> page

## View Workforce Job Summary – Exercise

In this exercise, you will find Zelda’s job summary information.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the self-study guide
- SEMA4 Help

### Directions

Your supervisor has asked you for a summary of Zelda Livingston’s job information. Find the answers to the questions, using pages in the Workforce Job Summary component. If you need step-by-step instructions, refer to the walk-through that you just completed. Write the answers to the questions listed below.

1. To access the Workforce Job Summary page, select Workforce Administration > Job Information > \_\_\_\_\_ > Workforce Job Summary.
2. To find Department ID, which tab do you select?  
\_\_\_\_\_
3. To find Job Code, which tab do you select?  
\_\_\_\_\_
4. To quickly navigate from the Workforce Job Summary to Job Data, select the \_\_\_\_\_ link.
  - a. Job Summary
  - b. Review Job
  - c. Job Information
  - d. Go to Job Data

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

## Solution

Check your answers to the questions in the exercise.

1. To access the Workforce Job Summary page, select Workforce Administration > Job Information > \_\_\_\_\_ > Workforce Job Summary.

Answer: Review Job Information

2. To find Department ID, which tab do you select?

Answer: Work Location

3. To find Job Code, which tab do you select?

Answer: Job Information

4. To quickly navigate from the Workforce Job Summary to Job Data, select the \_\_\_\_\_ link.

d. Go To Job Data

Continue to the next topic, *Searching by National ID*.

### Introduction

Sometimes the identifier you have is a Social Security Number. The Search by National ID page allows you to look up an employee ID by using a Social Security Number.

### View SEMA4 Help

Before starting to view the Searching by National ID page, let's check SEMA4 Help. Complete the following steps to learn about the Search by National ID component.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. From the SEMA4 Help Contents page, select <b>HR/Payroll Functions</b> .	HR/Payroll Functions page displays
3. In the Human Resources column, select <b>Viewing HR Information</b> .	Viewing HR Information displays
4. Select <b>Pages and Fields</b> .	Viewing HR Information – Pages and Fields displays
5. Select <b>Search by National ID</b> . <ul style="list-style-type: none"> <li>• Read the page overview.</li> </ul>	Search by National ID – Page Overview displays
6. Select the <b>Steps</b> button. Step 1 shows the menu path for the Search by National ID page.	Search by National ID – Steps displays
7. Select the <b>Back</b> button on your browser.	Search by National ID – Page Overview displays again
8. Select the <b>Fields</b> button.	Search by National ID – Field Definitions page displays
9. Select several field names and read the definitions.	Field definitions display
10. Select the <b>Back</b> button on your browser.	
11. Exit SEMA4 Help.	

## Access the Search by National ID Component – Walk-through

Assume that you already know Zelda Livingston’s Social Security Number, and you need to look up her employee ID. In this walk-through, you will find Zelda's employee ID.

Action	Result
1. Select Workforce Administration > Personal Information > Biographical > Search by National ID.	<b>Search by National ID</b> page displays
2. In the <b>National ID</b> field, type Zelda’s Social Security Number, 989673718	
3. In the <b>Search in</b> field, accept the default of Employees/Contingents/POI.	
4. Select the round double arrow button.	Zelda’s employee ID is displayed

Select this round double arrow button

### Search by National ID

National ID

\*Search in

Person Organization Summary



Lookup by National ID					Personalize   Find   View All      
National ID	Empl ID	Name	Country	National ID Type	First  1 of 1  Last
989-67-3718	00110215	Livingston,Zelda L	United States	Social Security Number	

## Search by National ID – Exercise

In this exercise, you will use a Social Security Number to search for an employee ID.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the self-study guide
- SEMA4 Help

### Directions

You are hiring Henry Smith, and you need to find out whether he already has a record in SEMA4. His Social Security Number is 132-11-9105. Using this information, look at the Search by National ID page in SEMA4 to see if he has an employee ID number.

1. What path did you use to locate Henry's employee ID number?

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2. What is Henry's Employee ID number?

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

## Solution

Check your answers to the exercise questions.

1. What path did you use to locate Henry's Employee ID number?

Answer: Workforce Administration > Personal Information > Biographical > Search by National ID.

2. What is Henry's Employee ID number?

Answer: 00765430

## Review Questions

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

1. If you don't know the employee ID number, you can search by:
  - a. The employee's date of birth
  - b. The employee's driver's license number
  - c. The employee's Social Security Number
  - d. The first three digits of the employee's Social Security Number
2. Which page displays employee ID number?
  - a. Employee ID Lookup
  - b. Search by SSN
  - c. Search by National ID
  - d. National ID Search

## Review Answers

Check your answers to the review questions.

1. If you don't know the employee ID number, you can search by:
  - c. The employee's Social Security Number
2. Which page displays Employee ID number?
  - c. Search by National ID

Please continue to the *Conclusion*.

### **Summary**

In this guide, you learned how to view job data, workforce job summary, and search by national ID in SEMA4.

### **Evaluation Form**

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

Thank you for participating!

**Viewing Employee Job Data**

Your Name (Optional) \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

Check the box which best describes what you learned.

<b>Vocabulary</b>	<b>I fully understand</b>	<b>I am slightly confused</b>	<b>I do not understand</b>	<b>Was not addressed</b>
Job Data				
Job Data Statewide				
Workforce Job Summary				
National ID				
<b>Concepts</b>	Blank	Blank	Blank	Blank
View-only				
Include History				
Proceeding to the next page				
Backing up to the previous page				
<b>Processes</b>	Blank	Blank	Blank	Blank
Viewing Job Data				
Navigating among effective-dated rows of information using the arrow buttons or <b>Go To Row</b> .				
Viewing Workforce Job Summary				
Using the <b>Go To Job Data</b> link to quickly access Job Data from the Workforce Job Summary				
Looking up an employee ID number, given the SSN				

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

- 1.
- 2.
- 3.

Write any other comments below. Thank you!