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**To:** HR Directors and Designees and  
SEMA4 HR Users

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**Subject:** Driver's License Data Collection and Reporting

In the next few days, new functions in Self Service and SEMA4 will become available. The new features are intended to aid agencies' administration of the statewide [Policy on Driver's License and Record Checks](#). The new functions deliver automated collection and reporting of driver's license data and authorizations from employees in positions covered by the policy. The new functions include:

- A "Driver's Licenses" page added to the My Personal Information menu in Self Service. This page contains an electronic version of the Vehicle Use Agreement form. Employees enter data on their current and, where applicable, other driver's licenses held in the preceding five years. The page also contains a "check box" that when activated authorizes their agency to conduct driver's license and record checks. The data provided in Self Service will also display on the Driver's License Data component in SEMA4. Instructions can be found in Self Service by selecting My Personal Information and then Instructions. Pages 1-2 of the instructions contain the Notice of Intent to Collect Private Data from Employees; this notice is part of the Self Service process.
- A "Driver's Authorization" page added to the Driver's License Data component in SEMA4. Driver's Authorization is a companion page to the pre-existing Driver's License page. Data entered by employees in Self Service will display on these pages. The Driver's Authorization page will also allow agency SEMA4 users to remove authorization if it is revoked by an employee or if the employee has moved to a job that is not covered by the statewide Policy on Drivers' License and Record Checks. While an employee can edit or delete their driver's license data, only a SEMA4 Administrator can remove a record check authorization. For more information, access SEMA4 Help, click Index, look up Drivers License, and select Add Driver's License Information – Steps.
- On-demand reports of driver's license data are being developed and will be made available to agencies via SEMA4. One report will help agencies verify, and as needed, follow up on employee completion of the Vehicle Use Agreement in Self Service. A second report will capture the key data fields (name, driver's license number, state of issuance, date of birth) that RISK Management Division, Department of Administration, requires to conduct driver's license and record checks, and data fields needed by the agency to follow-up on concerning license and record check reports from RISK Management. A separate memo will announce the availability of these reports.

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By separate memo, a revised Policy on Driver's License and Record Checks has been distributed. The updated policy contains limited changes largely relating to automating data collection via Self Service as described in this memo.

Employees who have questions about the driver's license function should contact their agency Human Resources staff. Agency Human Resources staff who have questions should contact their MMB SEMA4 HR Specialist.

**Note:** The Self Service function cannot be accessed by job candidates. Agencies will continue to collect printed Vehicle Use Agreement forms from candidates to conduct *pre-employment* license and record checks. Once hired, agencies should retain the print Vehicle Use Agreement form in which the new employees provided the authorization for the pre-employment checks.