MINNESOTA Management & Budget

Office Memorandum

Date: August 21, 2012

To: HR Directors and Designees and
SEMA4 HR Users

From: Laurie Hansen
Director, HRM Division

Subject: Driver's License On-Demand Reports

A previous memo, Driver's License Data Collection and Reporting, dated August 2, 2012, described the Driver's License functions that are in Self Service and SEMA4. In the next few days, two new SEMA4 on-demand reports will become available. These reports relate to the new functions and are intended to aid agencies' administration of the statewide [Policy on Driver's License and Record Checks](#).

SEMA4 users who have clearance to Personal Data will be able to run these reports, which are located on the On-Demand Reports > Human Resources menu. To run them, in the Report Request Parameters box, enter your agency code followed by %. Example: G10%. If you wish to sort the reports differently, you may run them to Excel by selecting format XLS on the Process Scheduler Request page. The two reports are described below.

The **PDHR6004 Drivers License Data** report will help agencies to verify, and as needed, follow up on employee completion of the Vehicle Use Agreement in Self Service. Employees who have *not* provided record check authorization will be listed first, followed by those who have provided record check authorization. For more information about this report, access SEMA4 Help, click Index, look up Driver's License Data, and select Driver's License Data – Report Description. **Important**: Do not use this report to request driver's license checks; instead, use the next report described below.

The **PDHR6005 Drivers License Check** report will contain data needed to conduct driver's license and record checks on employees covered by the policy. This 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 background check reports from RISK Management. Only those employees who have provided record check authorization will be listed. For more information about this report, access SEMA4 Help, click Index, look up Driver's License Check, and select Driver's License Check – Report Description.

If you do not find these reports on the On-Demand Reports > Human Resources menu, it may be because you do not have clearance to Personal Data in SEMA4.

If you have questions about the reports, please contact your SEMA4 HR Specialist.