

Attention SEMA4 HR Transaction Staff,

Manage Hires, the new SEMA4 onboarding process, will be available on December 8. To prepare for the new process, MMB has provided a Manage Hires Resource page on the Extranet.

**Resources:**

Manage Hires Resources: <https://extranet.mmb.state.mn.us/hr-labor/hr/staff-comp/manage-hires.htm>

We encourage you to listen to the WebEx Video Recording titled Topic #4 Manage Hires. This session explains “how to” onboard an employee using the Manage Hires pages and associated SEMA4 pages.

**Questions?**

If you have questions about Manage Hires, send an email to your SEMA4 HR Services Specialist and indicate “MH Question” in the subject line.

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Thank you.