



Office Memorandum

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To: HR Directors/Designees

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Subject: The New SEMA4 Transaction Processing and Audit Guide Website

In support of the new Human Resource Management (HRM) business model announced last year, the SEMA4 HR Services unit has been working to establish a new business direction for SEMA4 HR transaction processing. The result is a new Extranet Website tool for your use in processing and auditing SEMA4 transactions. The site is available at <https://extranet.mmb.state.mn.us/hr-labor/hr/sema4/index.htm> and is accessible from any state computer. The site has four main sections:

- SEMA4 Action Code Catalog
- SEMA4 Reason Code Catalog
- SEMA4 Auditing Catalog
- Reports

This site is different from any other information previously available regarding SEMA4 HR transactions because it:

- Provides information that users need to think about and assess **prior** to entering information into SEMA4;
- Identifies the risks associated with SEMA4 HR transactions;
- Provides best practice examples for agency auditing and monitoring of transactions; and
- Provides new reports that are accessible through MMB's RAPS (Reporting and Planning System) which agencies can use to audit HR transaction data.

In addition to adding detailed transaction information, this site takes advantage of information already available in policy memos, SEMA4 Help and other resources. The relevant information is linked into the site by action or action/reason. This takes the guess work out of how to apply the myriad of available reference materials by actually linking them to the relevant transaction.

The site is a work in progress. Information is available now for the Action Hire. Additional information will soon follow. All of the audit reports are available now and agencies could begin to use them immediately. If you have ideas for additional audit reports that would be useful on a statewide basis, please feel free to contact your SEMA4 HR Services Specialist.

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The new web site includes two tutorials that guide agency users to 1) navigate and use the site and 2) run and use the audit reports.

In addition, two new best practice guides have been developed and should be reviewed prior to using the web site and reports. The first guide titled "Agency SEMA4 HR Transaction Processing Guide" describes a best practice for agencies to follow to ensure that accurate entry and processing of SEMA4 HR transactions occur. The second guide titled "Agency SEMA4 HR Transaction Audit Guide" provides a best practice overview for agencies to follow regarding auditing SEMA4 HR transactions.

To begin this new process, I strongly encourage each agency HR Director/Designee to review the information in the accompanying guides, decide how the audit process will be implemented in their agency and communicate the decision with staff. While agencies may decide to adopt the best practices above as their audit process, agencies are not required to follow these best practices.

The information that agencies create related to their review of HR transactions will be a valuable resource for the SEMA4 HR staff to use as part of a new audit process that is under development. More information about this audit process will be available this spring. We are anticipating implementation of a new formalized MMB transaction audit review process commencing sometime later in the summer.

If you have any questions about the new web site, please feel free to contact your SEMA4 HR Services Specialist.