MINNESOTA Management & Budget

Office Memorandum

Date: April 27, 2015

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
              Statewide Payroll Services

Subject: SEMA4 Upgrade to Version 9.2 – Updates

The new SEMA4 version 9.2 Production database is now available. Following the upgrade, we are aware of the following issues.

Please share this information with your employees.

Why does the link I use to get to Self Service no longer work?

Be certain to access Self Service directly by going to www.state.mn.us/employee , instead of using any desktop shortcuts, agency websites, or links from webpages. The URL may have changed and the problem is with the interface to Self Service.

Why do some of my Bookmark and Favorite links no longer work?

The URLs may have changed. Go to the site(s) and save the new URL as a Bookmark or Favorite.

Additional helpful tips

- Close all Web browser windows (such as Internet Explorer, Mozilla Firefox, or Safari). Then open ONLY ONE browser window with ONLY ONE tab when you sign into SEMA4 or Self Service.

- Delete your PC and Web browser's Cache and Cookies.

- For more Self Service information refer to the Self Service-Reference document located on the MMB website http://mn.gov/mmb/images/ss-faq%255B1%255D.pdf

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.