



## Office Memorandum

**Date:** October 25, 2016  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** SEMA4 Training Reminder

SEMA4 training is available for many Payroll business processes, such as mass time entry and business expenses. A variety of Human Resources (HR) topics are also available, including position management and employee maintenance.

Agency staff are encouraged to take advantage of SEMA4 training courses as well as HR and Payroll web seminars. These courses can be valuable when staff are assigned new duties or would like to “refresh” their knowledge.

The SEMA4 Overview training course (MN-PS100) is not task specific. It is primarily intended for new SEMA4 users who are looking for introductory information about system functions, navigation, processing schedules and resources.

All SEMA4 courses are offered as self-study modules. The user follows a learning guide and completes exercises in the SEMA4 User Training database. All courses are available to take at the user’s desk at any time. You will find course information, including how to register, at: [SEMA4 Training Courses](#)

HR and Payroll web seminars on a variety of topics are also available for viewing. To access a listing of available seminars access the following web site: [WebEx SEMA4 Seminars](#).

- On the MN.IT Services page, on the gray Welcome bar, select Training Center.
- On the menu to the left, select Recorded Sessions.
- In the Topic column, select the session you want to view. All SEMA4 topics are prefaced with “MMB,” and the listing continues for multiple pages.

Several of the Payroll web seminars demonstrate employee tasks in Self Service. Printable instructions are available for Self Service applications at: [Self Service Instructions](#)

All training opportunities are available at no charge.

Questions? Agency HR, Payroll, and Accounting staff should contact Ann Voronin at 651-201-8065 or [ann.voronin@state.mn.us](mailto:ann.voronin@state.mn.us).

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.**