

Date: July 19, 2016

To: HR Directors and Designees and SEMA4 HR Users

From: Edwin Hudson, Deputy Commissioner

Subject: Agency performance review data due July 29

This is a reminder following our June 10 instructions directing agencies to record all performance review data in SEMA4 and submit a performance review survey to MMB by July 29, 2016.

What do I need to do by July 29?

1. Record all annual performance review data in SEMA4 using the updated SEMA4 data entry instructions.
2. Use the *Deleting Employee Review Information* instructions to delete the row of any employee who has within the fiscal year separated or retired from agency service prior to their performance review. (See SEMA4 Data Entry Instructions below.)
3. Determine if there is a reasonable period of time to complete a review for employees returning from a leave of absence. When needed modify the Effective Date on the place holder row (and Next Review Date on the previous row) to extend the review due date.
4. Use the new Annual Employee Review Due and Done and Due and Not Done reports to audit employee review data. The reports are located in the [SWIFT Data Warehouse](#).
5. Fill out the Fiscal Year 2016 Survey on Agency Performance Review Practices. Email your completed survey to Gary.R.Simon@state.mn.us by **July 29**.

Links to the memo, survey, instructions and flowchart

- [Annual Performance Review Memo June 10, 2016](#)
- [SEMA4 Data Entry Instructions](#)
- [Fiscal Year 2016 Survey on Agency Performance Review Practices](#)
- [Performance Review Flowchart](#)

Questions?

Please contact your SEMA4 HR Services Specialist if you have any questions about the survey.

- Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us
- Mary O'Connor at 651-259-3633 or Mary.OConnor@state.mn.us
- Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us

Please forward this memo to the appropriate staff in your agency. Thank you for your support of this important initiative.