



## Office Memorandum

**Date:** November 17, 2017  
**To:** Agency Payroll and Human Resources Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
Tim Quicksell, Acting Director, Human Resource Management

**Subject: Take Advantage of SEMA4 Training and Resources!**

Are you new to SEMA4? Have you used SEMA4 for a while, and want to learn more? Could you use a refresher on the basics or specific functions? Have you been assigned new duties? SEMA4 training is here for you!

SEMA4 courses are offered as self-study modules. They provide hands-on learning and practice in the User Training database, at your own pace, at your desk, at any time. All training is available at no charge.

### Get Started

Start with the **SEMA4 Overview**. This training introduces new SEMA4 users to system functions, navigation, SEMA4 Help, processing schedule, and resources. Visit [SEMA4 Overview](#) and register using the online course registration link.

### Learning Guides

Once you've completed the SEMA4 Overview, check the [General Information and Registration Process](#) to identify additional HR or Payroll training that you need, based on your job tasks. For course descriptions, visit [Training Courses](#). To register, select the online course registration link.

### SEMA4 Help

In addition to the training courses, [SEMA4 Help](#) is a great HR and Payroll online resource you can access at any time. Here you will find operating policies and procedures, checklists, step-by-step instructions, field definitions, reference topics, and report descriptions.

### Self Service

Transaction instructions are available on the Self Service and MMB websites. Printable steps are located on the [Instructions](#) page. Check the [Web Seminars](#) page for a list of Web Seminars demonstrating tasks in Self Service.

### 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.**

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