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.

Please share this information with appropriate agency staff.

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