

Office Memorandum

Date: April 30, 2019
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Kristin Batson, Director, HR Systems

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. You are able to register for SEMA4 Overview through the [Self Service](#) website.

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.

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

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 Laura LaChapelle at 651-201-8059 or laura.lachapelle@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF