

Memo

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To: Agency Payroll, Human Resources, and Accounting Staff

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RE: All Statewide Systems Are Now Available Including SEMA4 and Self Service

All Statewide systems have been successfully upgraded and are now available.

Next Action Steps for All Users

For best user experience agency staff and employees must follow the instructions on how to [clear browsing history and cache](#) before accessing the systems below:

- Appropriate Maintenance Application (AMA)
- Budget Planning and Analysis System (BPAS)
- Capital Budget System (CBS)
- EPM Data Warehouse
- Fiscal Note Tracking System (FNTS)
- Learning Management (ELM)
- Recruiting Solutions
- Self Service
- SEMA4
- SWIFT (Including Supplier Portal and Mobile Inventory)

Notable Changes in SEMA4

Banner

The banner has been upgraded to include two sections, the Global Section bar, and the Contextual Section bar.

- The Global Section bar is located at the top and includes options to go back a page, choose a recently visited page, select a favorite, an upgraded global search, home, actions menu and the NavBar.
- The Contextual section bar displays the title of the content you're viewing.

Keyword Search and Global Search

Keyword Search page has been replaced with enhanced access to the Global Search bar and is available on all PeopleSoft application pages.

- When keyword input field is selected, search suggestions will display immediately.

- As search words are being entered, the suggestions will update to reflect the search term or terms which have entered. Select a search suggestion, either recently visited or any other suggestion, to navigate directly to that item.

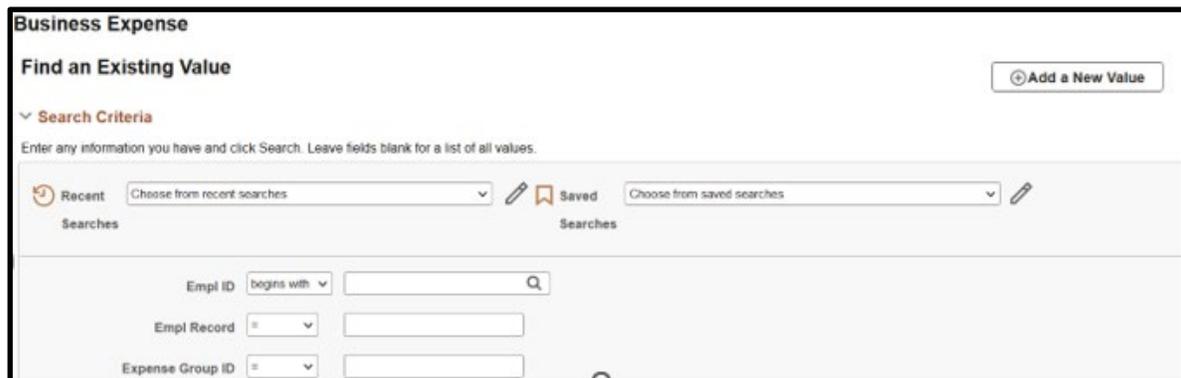
Search Criteria Page

SEMA4 users will notice a new look and feel on the Search Criteria pages with rearranged search options and a new graphic.

NOTE: After entering the search criteria, users will need to select from the results list to be directed to the desired page.

Component Pages

Component pages allow users to search for in-progress transactions or to start a transaction. These pages have replaced tabs with buttons. When accessing a component page, the Find an Existing Value search page is the default. To add a transaction, users will select the Add a New Value button. Add new value – details. Conversely, if users select the Add a New Value page, the Find an Existing Value search page is now accessible as a button.



The screenshot shows the 'Business Expense' interface with the 'Find an Existing Value' search page. At the top right is a button labeled 'Add a New Value'. Below the title is a section for 'Search Criteria' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. Below these are three search criteria fields: 'Empl ID' with a 'begins with' dropdown and a search icon; 'Empl Record' with an equals sign dropdown; and 'Expense Group ID' with an equals sign dropdown.

Questions?

- For SEMA4 HR questions, please contact your [MMB SEMA4 HR Specialist](#).
- For questions regarding payroll processing, contact [Statewide Payroll Services](#).

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF