

## Memo

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**To:** Agency Payroll, HR, and Accounting Staff

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### RE: 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.

All SEMA4 courses are offered as Self Study modules. The courses 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 Learning Management on 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.

#### HR Toolbox

The [HR Toolbox](#) is the one-stop shop for human resource information, tools, and guidance. Included under the HR Systems menu are Learning Management, OBIEE Reporting, Recruiting Solutions, Reporting and Planning System (RAPS), SEMA4 Human Resources, and Self Service.

#### 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 Tim Rush at 651-201-8017 or [tim.rush@state.mn.us](mailto:tim.rush@state.mn.us).

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**