MINNESOTA Management & Budget

Date: November 13, 2015

To: HR Directors and Designees
SEMA4 HR Users

From: Ann O'Brien, Assistant Commissioner, Enterprise Human Resources Division aOB

Subject: Manage Hires: New SEMA4 onboarding process goes live with Recruiting Solutions on December 8

There is a new onboarding process in SEMA4 called Manage Hires. Starting December 8, 2015, state agencies will use this process to onboard new and current employees prepared for hire in Recruiting Solutions. Below are the key elements of the new process. Detailed materials and instructions are attached:

- Manage Hires *Quick Start* Guide
- Manage Hires manual with step-by-step instructions
- Activity Guide email instructions for new employees
- I-9 Form and Reports instructions

Manage Hires

1. What is Manage Hires?

New business practice

- Manage Hires is the new onboarding component that agencies will use to bring personal and job data from Recruiting Solutions to SEMA4 for New Hires, Rehires, Transfers and Add Concurrent Job. Note: "Transfer" includes job changes for current employees, such as movement, transfer, demotion, and promotion.

- Manage Hires is the bridge between Recruiting Solutions and SEMA4's personal and job data. Manage Hires will direct the HR user to pages which will already display most of the data needed to complete the HR transaction. These pages will look familiar to you because they have not changed.

2. What are the basic steps of the new onboarding process?

1. After the finalist accepts the online job offer, recruiting staff complete the "Prepare to Hire" step in Recruiting Solutions which adds the person's name to the Manage Hires list in SEMA4.
2. In Manage Hires, the HR user clicks the name of person to be hired. This opens a page with information about the particular vacancy.
3. Manage Hires points the user to the personal data and/or job data pages, which already display most of the data needed for the transaction.
4. Manage Hires will bring data into SEMA4; however, state agency staff will still enter some fields (for example: Reason Code and Step) as they do now.
5. Once the HR transaction is saved in SEMA4, the system completes the hiring cycle by closing the Job Opening in Recruiting Solutions.

6. Employees who are new hires or rehired will receive a system generated email providing an employee ID and instructions to complete the Activity Guide information via Self Service (see email attachment).

3. Using NewHire OnLine to onboard employees was optional for state agencies. Is Manage Hires optional?

- No. If your job vacancy was created in Recruiting Solutions, you must use Manage Hires to onboard employees. Manage Hires is a key component in successfully completing the hiring cycle. Once the employee data is saved in SEMA4, the system communicates back to Recruiting Solutions that the position is filled.

4. Do I need to complete a new SEMA4 security form to access Manage Hires?

- No. If you are a SEMA4 user and can enter or correct information on the Job Data component, you have access to Manage Hires.

5. When should I process the New Hire, Rehire, Transfer, or Add a Concurrent Job through Manage Hires?

New business practice
- As soon as you are notified that an applicant has been prepared for hire in Recruiting Solutions. Don't wait until the employee's first day of work!

6. Why should I do this before the employee's start day?

- The New Hire / Rehire needs to provide the hiring agency with the required personal and payroll data before their start date (for example: phone number). The SEMA4 HR transaction must be completed in order for the employee to get security clearance to Self Service, receive the email, and provide the required information using the Activity Guide.

7. What if the new employee fails to show up on their first day and a record has already been created in SEMA4?

New business practice
- If the new employee fails to start, add a sequenced Job Data row with action Separation and reason code FTS (Failure To Start) with the same effective date as the hire or rehire row.

8. How do I onboard a "direct hire" (for example: emergency hire) if the vacancy was not created in Recruiting Solutions?

- Access SEMA4 and manually enter the data. To ensure the system generated Activity Guide email is sent to the direct hire, enter the employee's personal email address as Email Type of "Other" on the Contact Information page in SEMA4.

<u>Activity Guide</u>

9. What is the Activity Guide?

- The Activity Guide is a page in Self Service which guides the New Hire / Rehire in completing personal and payroll information needed before their start date.

- The New Hire / Rehire is presented with a list of links to various Self Service pages. This includes:
    - Phone number, Home mailing address, and Email address
    - Gender (for insurance eligibility) ***New***

  - Ethnic groups ***New***
  - Disability status ***Revised***
  - Veteran status ***Revised***
  - I-9 ***New***
  - Tax withholding and Direct deposit
  - Emergency contacts

10. Can New Hires and Rehires enter their Gender, Ethnic Group and I-9 information in Self Service?

New business practice

- Yes. Effective December 8, New Hires and Rehires will be able to enter this information on the new Gender, Ethnic Groups and I-9 pages under My Personal Information in Self Service. The New Hire/Rehire Activity Guide will direct the employee to these pages.

11. How and when is the new employee notified about the Activity Guide in Self Service?

- After the Hire or Rehire action is saved in SEMA4, a system generated Activity Guide instruction email is automatically sent to the employee.
  - New hires will receive the email the next day.
  - Rehires will be sent the system generated email as soon as the Job record is saved in SEMA4.

12. When does a New Hire or Rehire get access to the Activity Guide in Self Service?

- Access becomes available the morning after you save the Hire or Rehire action in SEMA4.

13. Where do I find the new employee forms that are not in the Activity Guide?

- Go to the new New Hire Portal link on MMB's State of Minnesota Careers website.
- The following forms are available in the New Hire Portal: Work Schedule Form, Waiver of Liability, and Educational Verification for Student Workers, Capitol Complex Keycard Application, and information regarding capital complex parking, bus, bike, and car pool programs, and MNsure health coverage options.

14. When should I provide the MNsure Health Coverage Options notice to the new employee?

New business practice

- We recommend providing the MNsure notice at the new employee's orientation. Please add this step to your orientation checklist.
- The notice is on the New Hire Portal on the New Hire Forms tab, located on MMB's State of Minnesota Careers website.
- The U.S. Department of Labor requires this information be provided to the new employee within 14 days of the employee's start date.

<u>I-9 Form, Employment Eligibility Verification</u>

- Agencies will be able to complete, approve, and print the I-9 in SEMA4 and generate a report of document expiration dates. (See attachment.)

Onboarding Applicants Hired in Resumix

How to onboard New Hires / Rehires from Resumix from December 8 - 30, 2015

- NewHire OnLine (NHOL) will shut down permanently on December 30, 2015!
- If you currently direct your New Hires / Rehires to NHOL, you will continue to do so until December 30, 2015.
- Instruct employees hired in Resumix to complete their NHOL information by December 30, 2015.
- Agencies will print the completed forms by December 30, 2015 and will process the Hire or Rehire in SEMA4 using Add a Person or Job Data.
- Between December 8 -30, your Resumix New Hires / Rehires will receive two email notifications:
    1. NHOL instructions email sent by the hiring agency
    2. The Activity Guide email triggered by the Hire or Rehire action saved in SEMA4, if the HR user enters the Email Type of “Other” for the personal email address on the Contact Information page in SEMA4.

How to onboard new employees hired in Resumix after December 30, 2015

- MMB will send instructions to state agencies in mid-December, detailing how to onboard employees hired in Resumix after NHOL is shut down on December 30, 2015.

Recap of New Business Practices

- Agencies must use Manage Hires to onboard employees if their job vacancy was created in Recruiting Solutions. Manage Hires is a key component in the hiring cycle. Once the employee data is saved in SEMA4, the system communicates back to Recruiting Solutions that the position is filled.
- State agency HR staff complete Manage Hires (onboarding) as soon as possible after being notified by recruiting staff that a finalist has accepted the job offer.
- If the new employee fails to start, add a sequenced Job Data row with action Separation and reason code FTS (Failure To Start) with the same effective date as the hire or rehire row.
- State agencies will provide the MNsure Health Coverage Options notice at the new employee orientation. The notice is located on the New Hire Portal. The U.S. Department of Labor requires this information be provided to the employee within 14 days of the employee’s start date.

Contact Information

If you have questions regarding the information in this memo, please contact your SEMA4 HR Services Specialist.

- Mary.OConnor@state.mn.us or 651-259-3633
- William.K.Ziegler@state.mn.us or 651-259-3791

Please forward this memo and email attachments to the appropriate staff in your agency.

We appreciate your support as we begin the transition to a new and improved onboarding experience!

Thank you!