Guide for VENDOR DEDUCTION Entry in SEMA4

Accessing SEMA4

Signing In

1. Go to mn.gov/adminportal.
   - In the User ID field, type your User ID capitalizing all letters.
   - In the Password field, type your password.
2. On the My Homepage, select the SEMA4 tile.

Signing Out

Select the Actions List on the navigation header and choose Sign Out.

Accessing Pages in SEMA4

Your security clearance will determine which of these pages you will be able to access depending on the types of vendor deductions you will be processing.

Page Name	Menu Path
General Deduction Data	Payroll > Deductions > Deduction Enrollment > Create General Deductions
One Time Deductions	Payroll > Deductions > Deduction Enrollment > One Time Deductions
Vendor Deductions and Reporting	Payroll > Deductions > Vendor Reporting > Vendor Deductions
Retirement Plans	Payroll > Deductions > Deduction Enrollment > Retirement Plans
Savings Plan Elections	Payroll > Deductions > Deduction Enrollment > Savings Plans

Our Deduction Code(s) are:			

Vendor Deduction Contacts

Security		
Jason Kienholz	jason.kienholz@state.mn.us	(651) 201-8172
Karen Gustafson	karen.gustafson@state.mn.us	(651) 201-8067
Deduction Input		
Nicole Larson	deductions.mmb@state.mn.us	(651) 201-8069
Reporting		
Jason Kienholz	jason.kienholz@state.mn.us	(651) 201-8172
Karen Gustafson	karen.gustafson@state.mn.us	(651) 201-8067

Deduction Deadline

If the start/change/end of a deduction is to be effective in the current pay period, the deadline for entry is Wednesday of pay processing week (the day following the pay period end date).

Tips

On SEMA4 pages, avoid using the Back and Forward buttons on your Internet browser. The Back button may cause transaction problems and possibly error messages. It is okay, however, to use the Back and Forward buttons when you are in SEMA4 Help.

When **starting or changing** a deduction amount on the General Deduction Data page, always use the pay period end date as the effective date.

When **ending** a deduction on the General Deduction Data page:

- If the deduction **should** be taken in the pay period, enter the pay period end date (PPE) in the Effective Date and Deduction End Date fields.
- If the deduction **should not** be taken in the pay period, enter any day other than the PPE in the Effective Date and Deduction End Date fields.

Security and Passwords

The first time you access the SEMA4 database with your "VN" User ID, you should change the password that was initially set up for you. When signing in, you have several opportunities to enteryour password correctly. If you type your password incorrectly you will receive the following message: "Your User ID and/or Password are invalid."

After several consecutive, incorrect passwords the User ID will be disabled/suspended for password violations. If your User ID is disabled/suspended or if you have forgotten your password, you must notify the security contact listed above.

Changing your password

Passwords expire after 30 days. To change your password, you must know what thecurrent password is, even if it is expired.

- You can change your password at any time by accessing **My Profile**.
    1. Select **My Preferences > My Profile > Change Password**.
    2. Enter your current password, and then a new password twice, as requested.
    3. Select OK.

Rules for passwords

- Passwords must be a minimum of 8 characters – but can be more.
- Passwords must include at least one number.
- Passwords must include at least one of the following special characters
  ! @ # $ % ^ & * ( ) - _ = + \ |] } [{ : / ? . > < ,
- Passwords are case sensitive.
- Passwords cannot be reused for at least 6 password cycles. The system keeps track ofyour previous six passwords and prevents you from reusing them.
- Expire after 30 days.