Manage Hires

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How does the candidate information from Recruiting Solutions link to Manage Hires?

When Recruiting staff are notified that a candidate has verbally accepted a job offer, they post the Job Offer Letter to the candidate's Careers account. The candidate receives an email with instructions to review and accept the offer online. (This includes providing the personal information needed to enter the transaction in SEMA4 if this is a New Hire or Rehire.) The information provided by the candidate is temporarily stored by Recruiting Solutions, ready to move to SEMA4 via Manage Hires. After the candidate accepts the online offer, Recruiting staff will complete the "Prepare to Hire" step which adds the candidate's name to the Manage Hires list in SEMA4.

Important! Before you access Manage Hires, check the position record in SEMA4 and make updates if needed.

What does Manage Hires do?

Manage Hires will bring the selected candidate's data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer. This guide provides comprehensive, step-by-step instructions for each of these. (In Manage Hires the term "transfer" refers to all appointment types for current employees who move from one job to another.) Although starting each of these SEMA4 transactions with Manage Hires is new, you will notice that the SEMA4 pages that follow Manage Hires are the same pages as you know them now!

Manage Hires will bring the following information into SEMA4:

Data	New Hire	Rehire	Transfer and Add Concurrent Job
Name	X	X	
Home Address*	X		
Personal email (using type "other")	X	X	
Social Security Number*	X		
Marital Status	X	X	
Birth Date*	X		
Position Information	X	X	X
Start Date	X	X	X

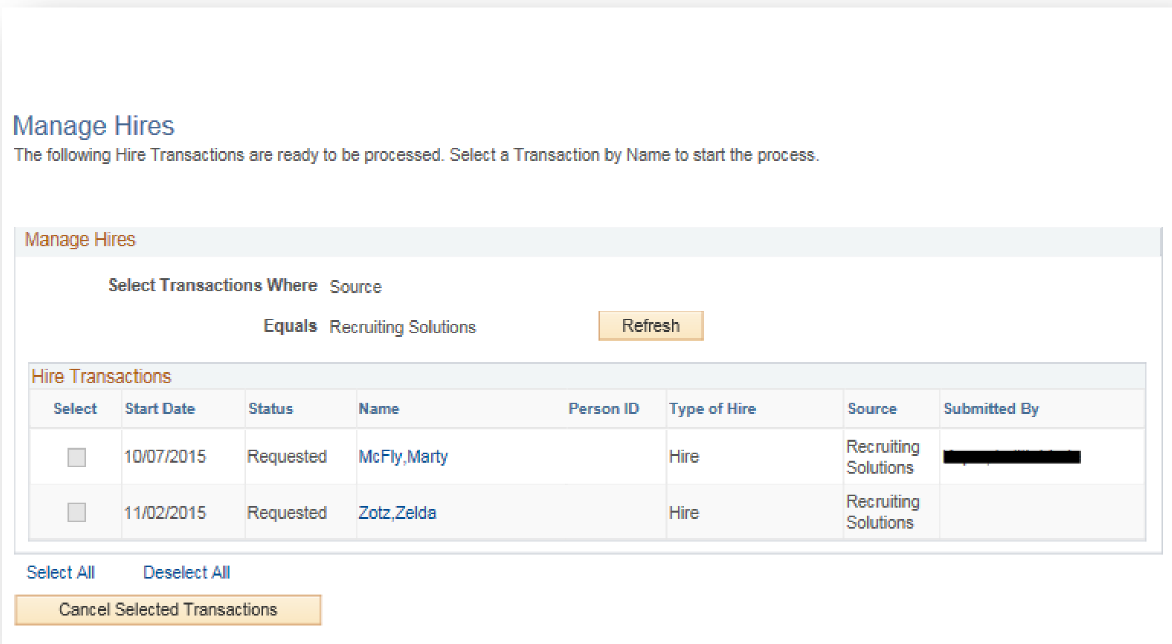
*For Rehires, these fields will already be in SEMA4. The Rehire will have the opportunity to update home address, if necessary, in the Activity Guide in Self Service.

Hire Step 1: Find the new hire in Manage Hires.

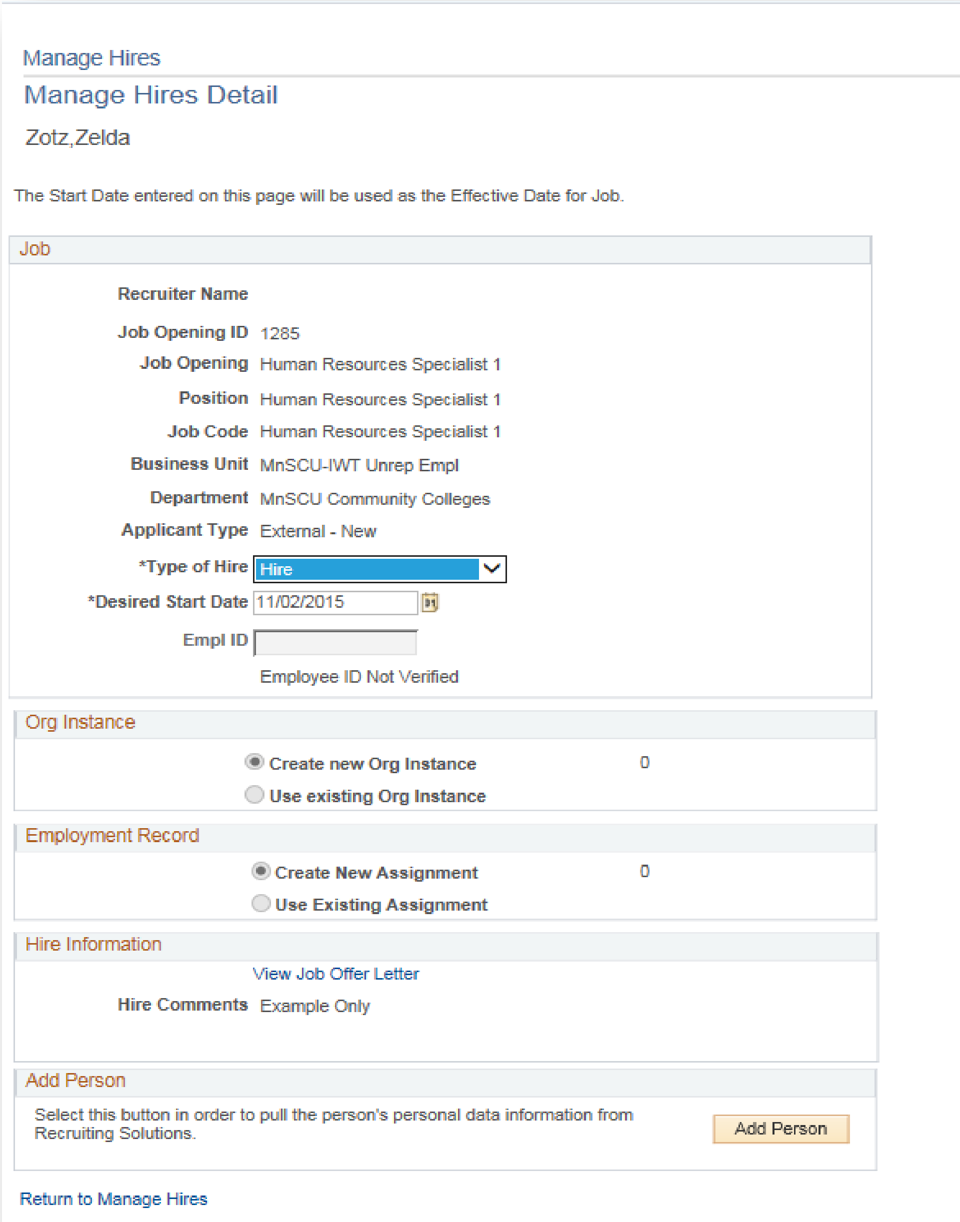
When the new hire's information is ready in Manage Hires your recruiter will notify you. As soon as possible, use Manage Hires to enter the hire in SEMA4. Do not wait until the employee's first day at work. (The candidate will need time to complete the Activity Guide in Self Service prior to the first day of work.)

Sign in to SEMA4 and navigate to the Manage Hires component:

You will see *only* the candidates for the positions in the departments in your security access.



Click the name of the person you are hiring. The Manage Hires Detail page will appear.



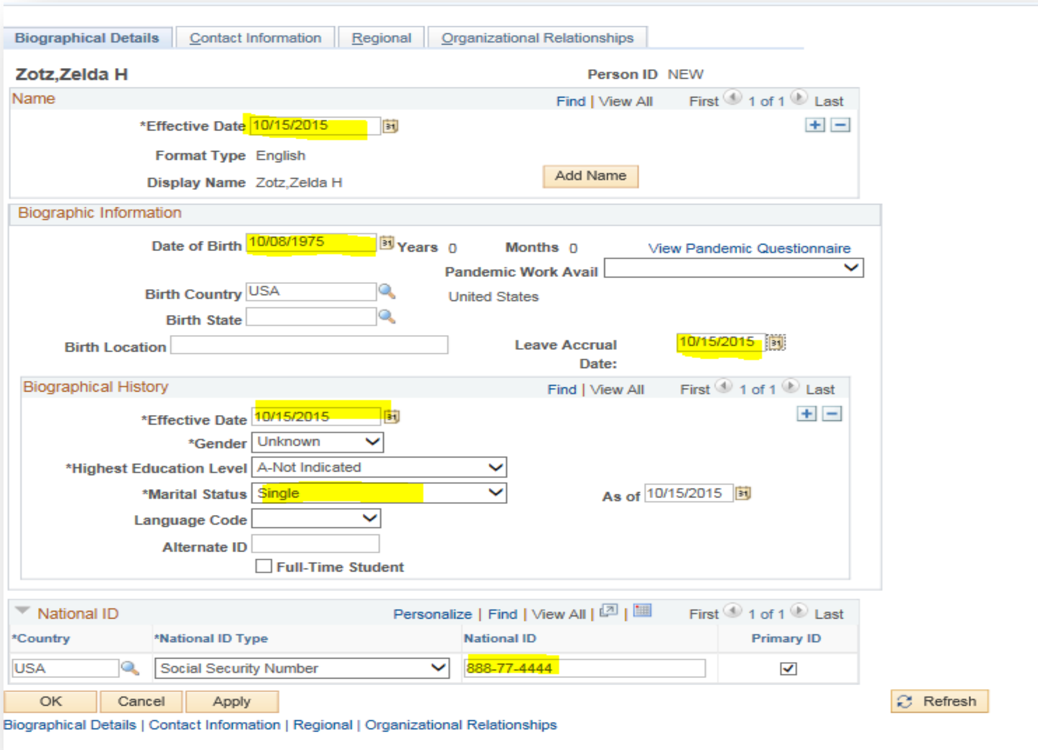
Verify the new hire's job title, business unit and department, type of hire, and start date. Please note that we are not using the "Employee ID Verified/Employee ID Not Verified" at this time.

Click the "View Job Offer Letter" link to see a copy of the job offer. Notify your recruiting staff if there are any discrepancies.

When you are ready to continue, click the **Add Person** button.

Hire Step 2: Biographical Details Page

The **Biographical Details** page of Personal Information will display. You will see the information collected from the new hire at the time he/she accepted the position. (Legal name, date of birth, marital status, Social Security number, home address, and personal email)



Effective Date: Accept the default or enter a date *before* today's date. When you add a person, the Effective Date on this page *cannot* be a future date, although future dates can be entered in the Leave Accrual Date and in the Job Data Effective Date (which is the start date) fields.

Date of Birth: Verify that it displays here.

Leave Accrual Date: Enter the appropriate date.

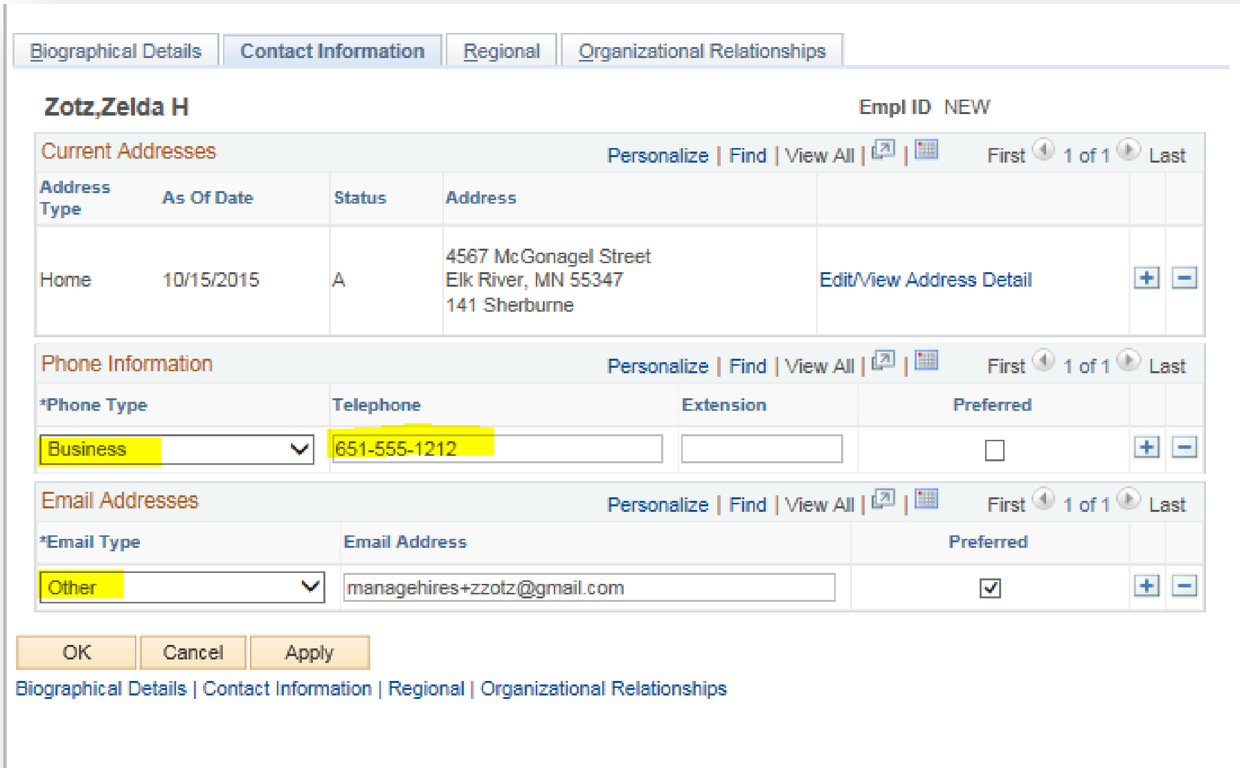
Gender: Leave as the default, Unknown. The new hire will provide this information in the Activity Guide in Self Service.

Marital Status: Verify that it displays here.

National ID: Verify that it displays here.

Do ***not*** save. Click the **Contact Information** tab to continue.

Hire Step 3: Contact Information Page

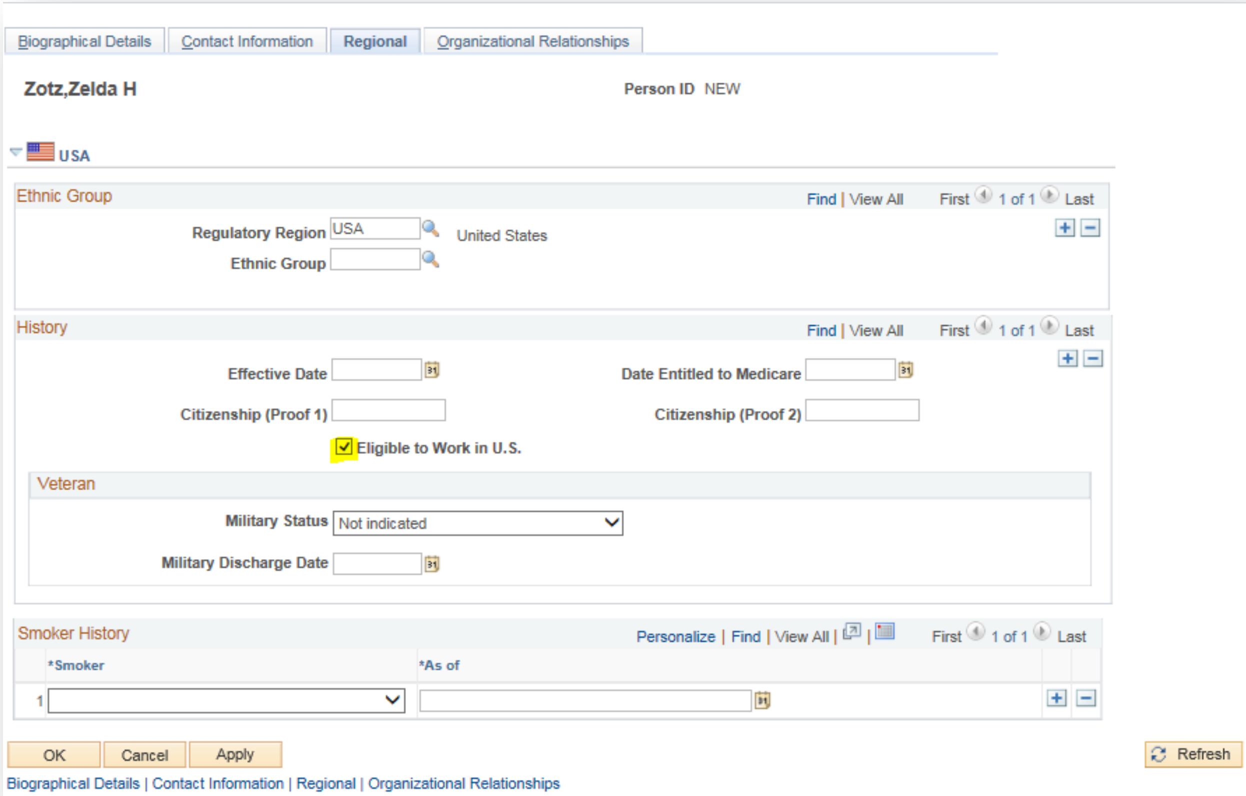


Verify that the employee's home address, home phone, and personal email display on this page. **Note**: The email address provided by the new hire in Recruiting Solutions will display as the type "**Other**" on this page. ***Do not*** change the email type. After the new hire's job information is saved, SEMA4 will auto-send an email to the email address where the email type equals Other. The email will include instructions for signing in to Self Service and completing the New Hire/Rehire Activity Guide.

Add the business address, phone and email if available or return to this page later and add business address, email and phone. The Enterprise Learning Management (ELM) system uses the business email address entered on this page for communication with learners.

Do ***not*** save. Click the **Regional** tab to continue.

Hire Step 4: Regional Page



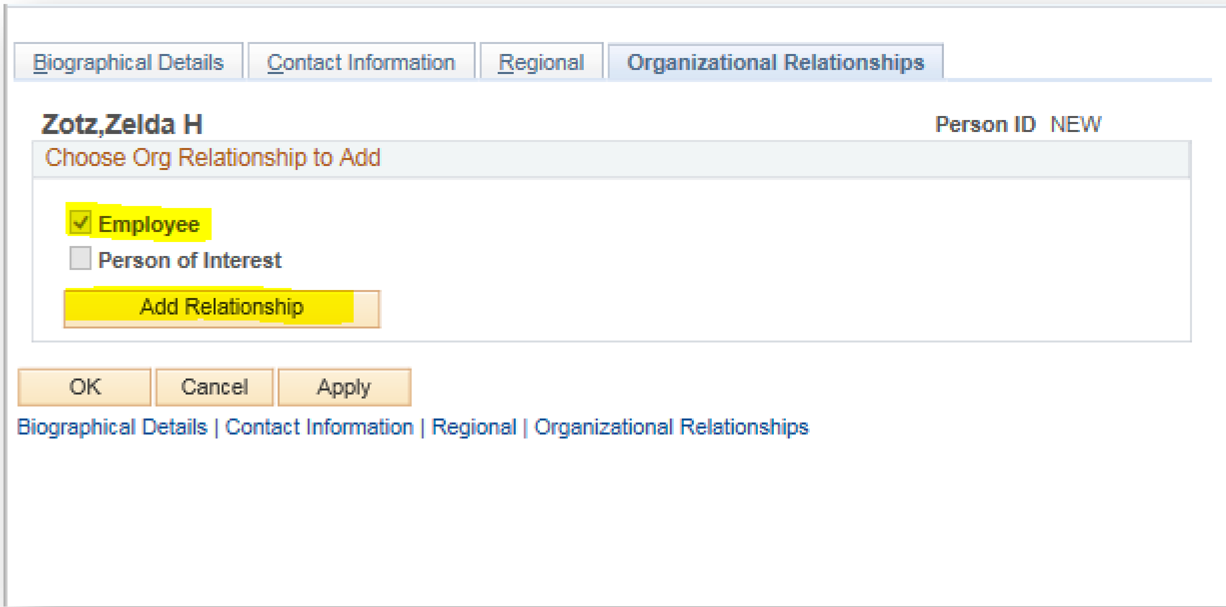
Ethnic Group: Leave this field blank**.** The new hire will provide this information in the Activity Guide in Self Service.

Eligible to Work in U.S.: Select the check box if the employee is eligible to work in the United States. Clear the check box if the employee is *not* eligible to work in the United States.

Military Status: Accept the default (Not Indicated). The new hire will provide this information in the Activity Guide in Self Service.

Do ***not*** save. Click the **Organizational Relationships** tab to continue.

Hire Step 5: Organizational Relationships Page



Accept the default checkbox value, Employee.

Click 

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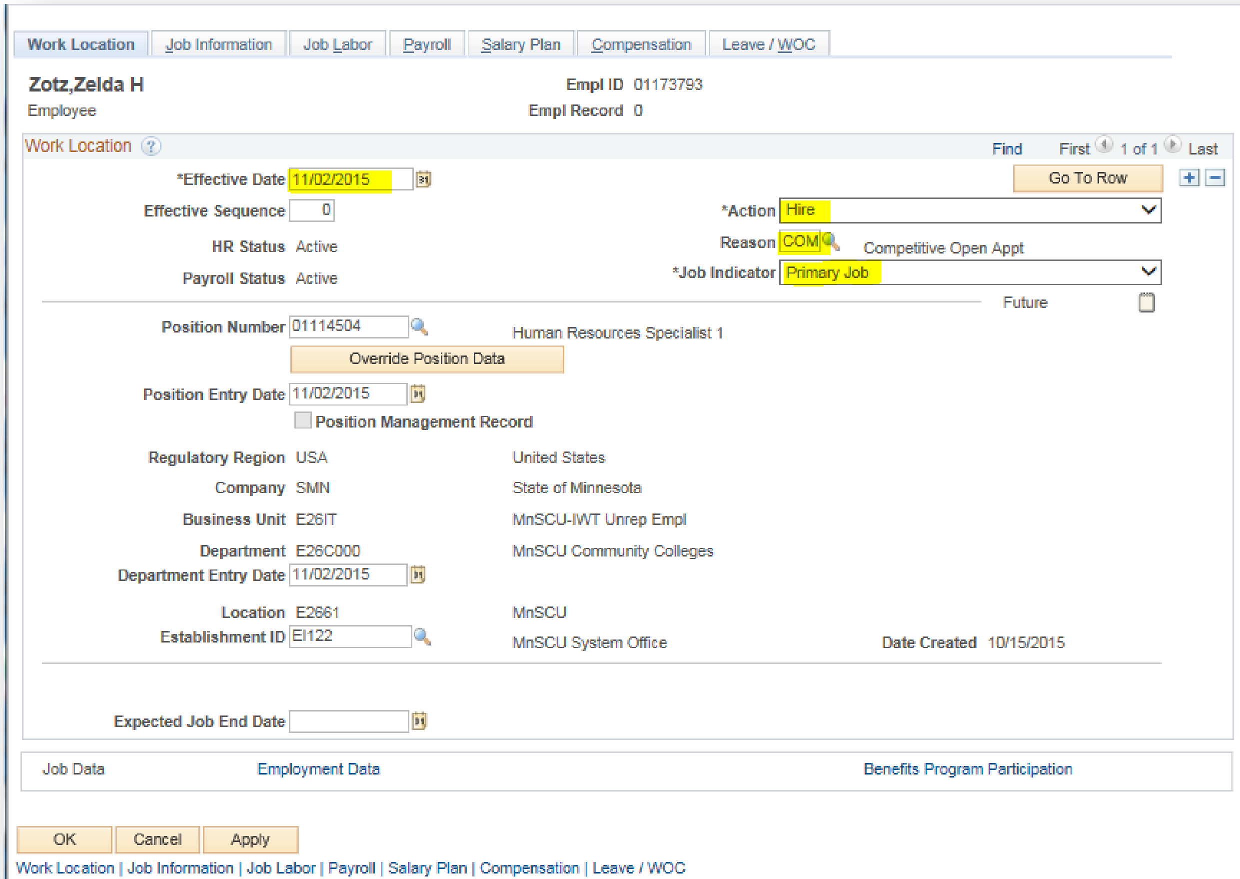
Note: Be sure to click the Add Relationship button. Do *not* click **OK**. If you click **OK**, a Person of Interest will be created instead of an employee. Completing the Organizational Relationship will bring you to the Job Data component for the new hire.

The Job Data, Work Location page will open.

Hire Step 6: Work Location Page

The **Work Location** page is the first in Job Data.



Effective Date: Accept the default or change it to reflect the actual start date.

Action: Accept the default, Hire.

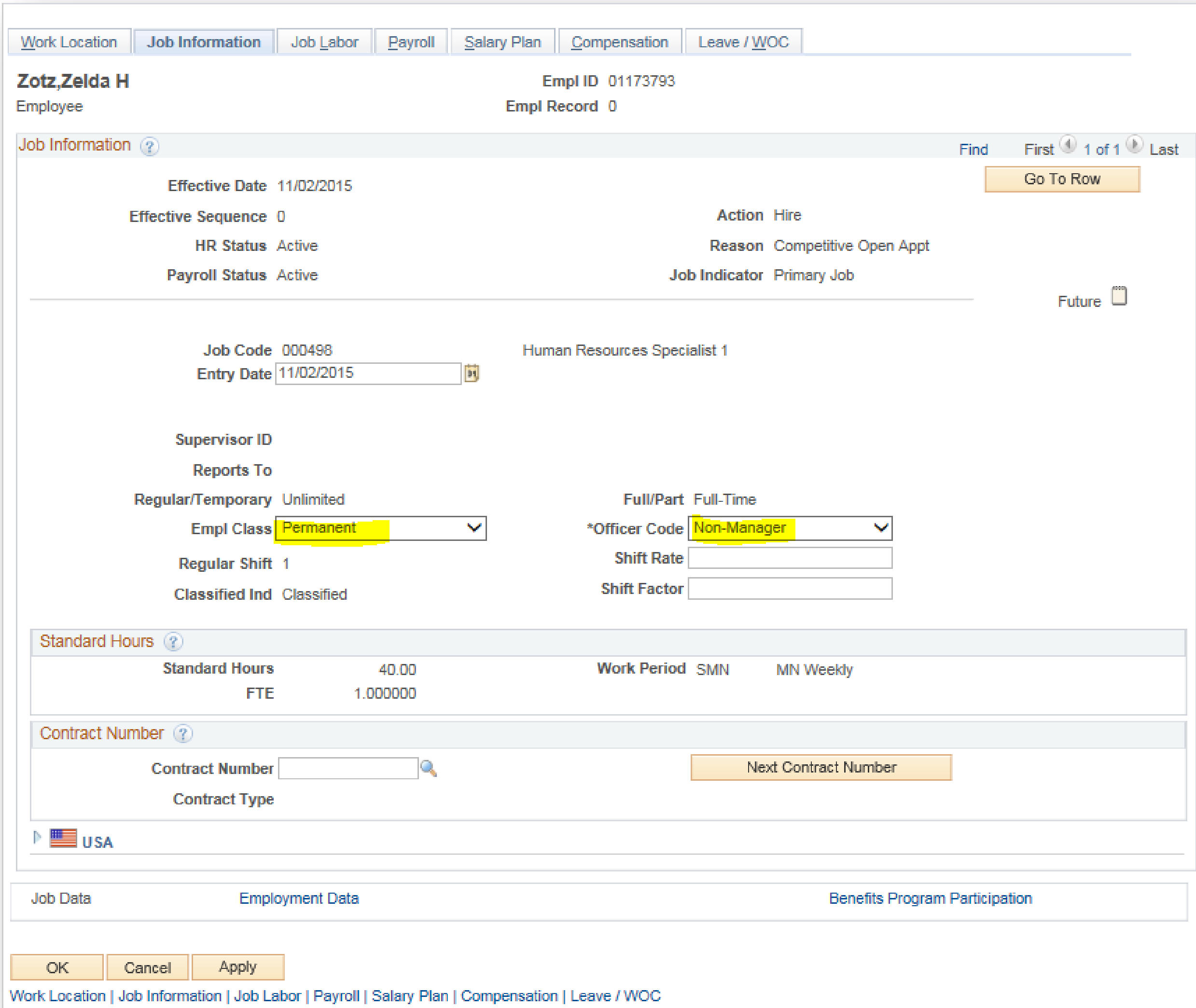
Reason: Select the appropriate reason.

Job Indicator: Select Primary Job.

Position Number: This defaults to the position number assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do ***not*** save. Click the **Job Information** tab to continue.

Hire Step 7: Job Information Page



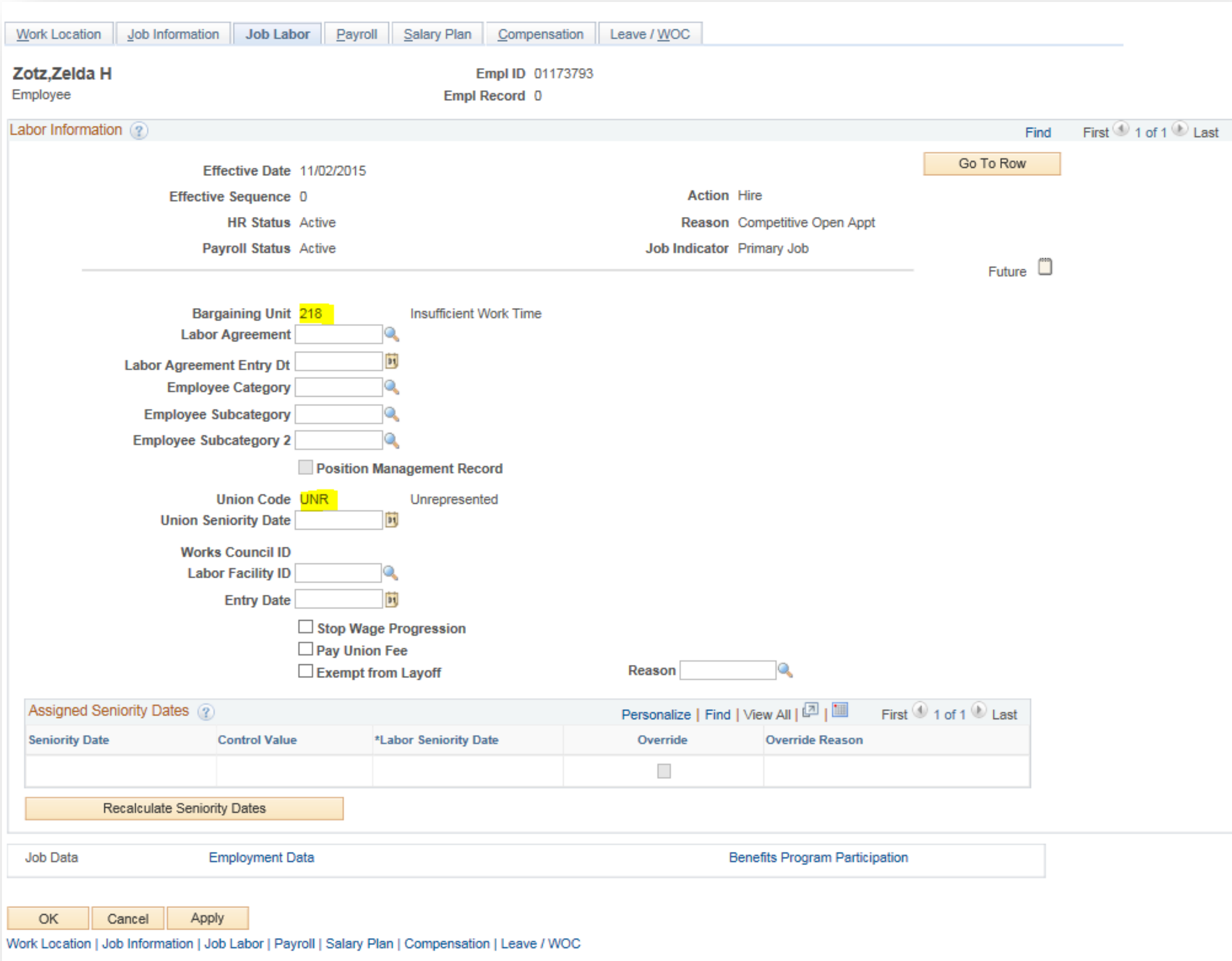
Hire

Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do ***not*** save. Click the **Job Labor** tab to continue.

Hire Step 8: Job Labor Page



Bargaining Unit: Review to ensure that it is correct.

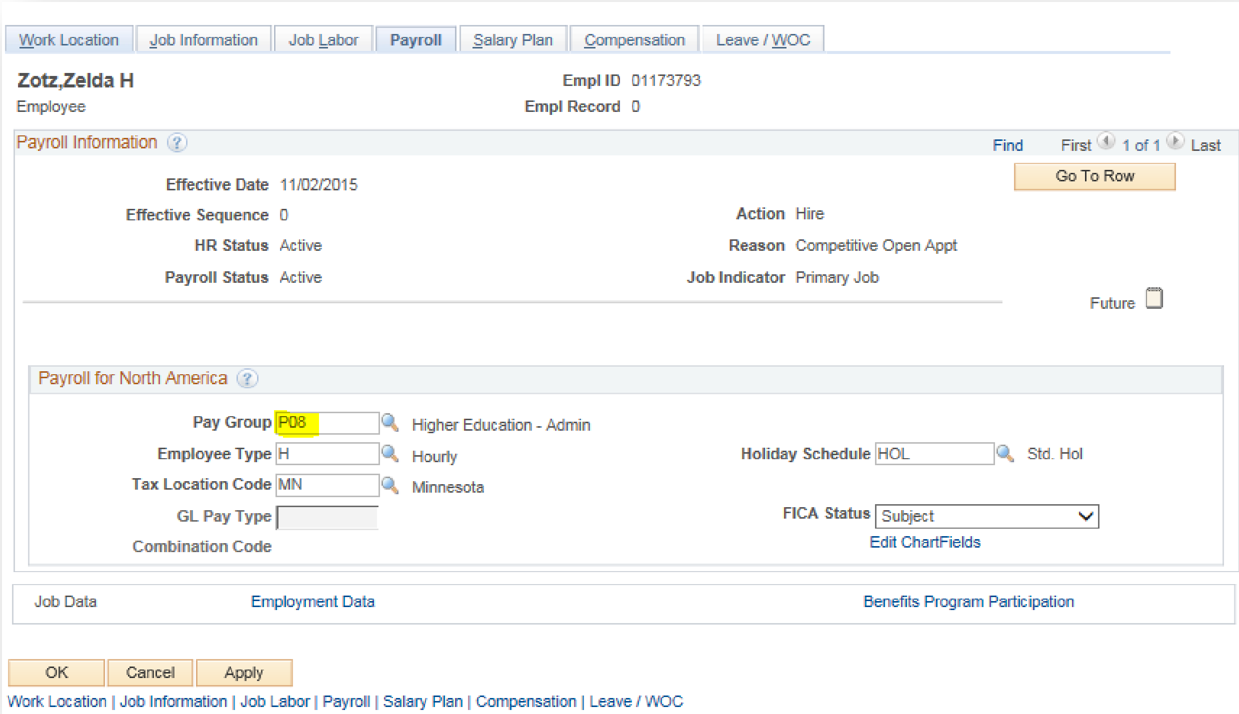
Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do ***not*** save. Click the **Payroll** tab to continue.

Hire

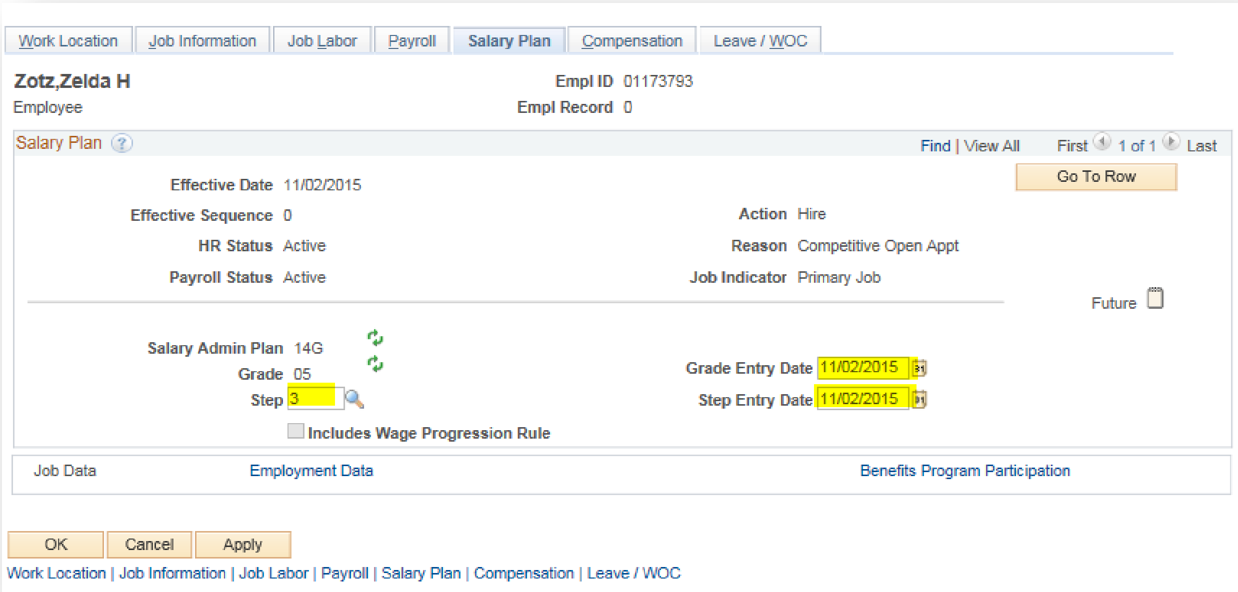
Hire Step 9: Payroll Page



Pay Group: Click and select the pay group for the new employee. Verify that the Employee Type, Holiday Schedule and Tax Location Code display.

Do ***not*** save. Click the **Salary Plan** tab to continue.

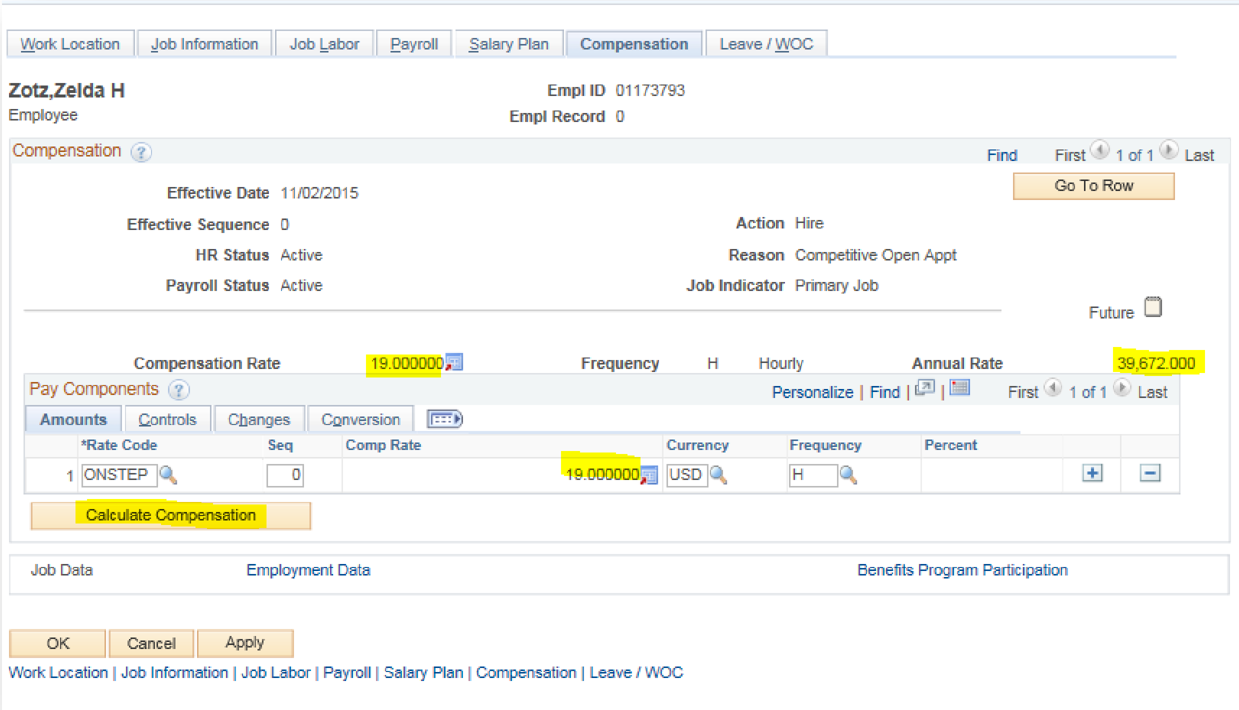
Hire Step 10: Salary Plan Page



Step: Enter the correct step for the new hire. If the new hire is receiving off-step compensation, leave this field blank. Verify that the Grade Entry Date and Step Entry Date display, if applicable.

Do ***not*** save. Click the **Compensation** tab to continue.

Hire Step 11: Compensation Page

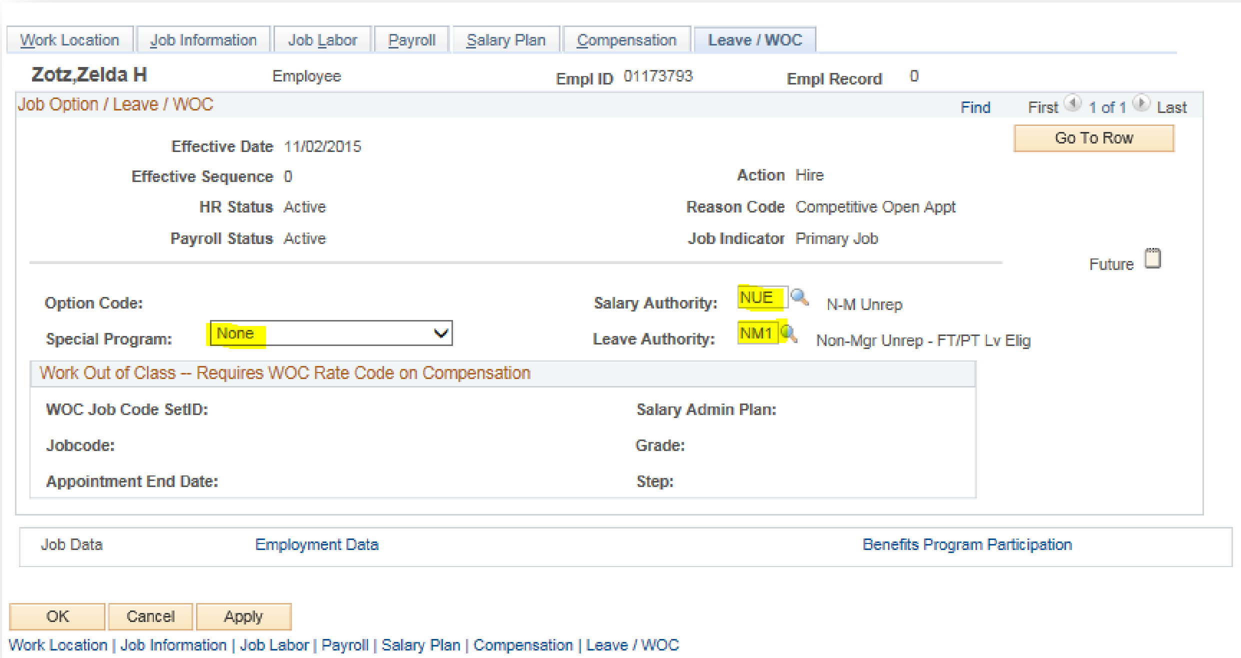


Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click Calculate Compensation . Verify that the Compensation Rate above the Pay Components is correct.

Do ***not*** save. Click the **Leave/WOC** tab to continue.

Hire

Hire Step 12: Leave/WOC Page



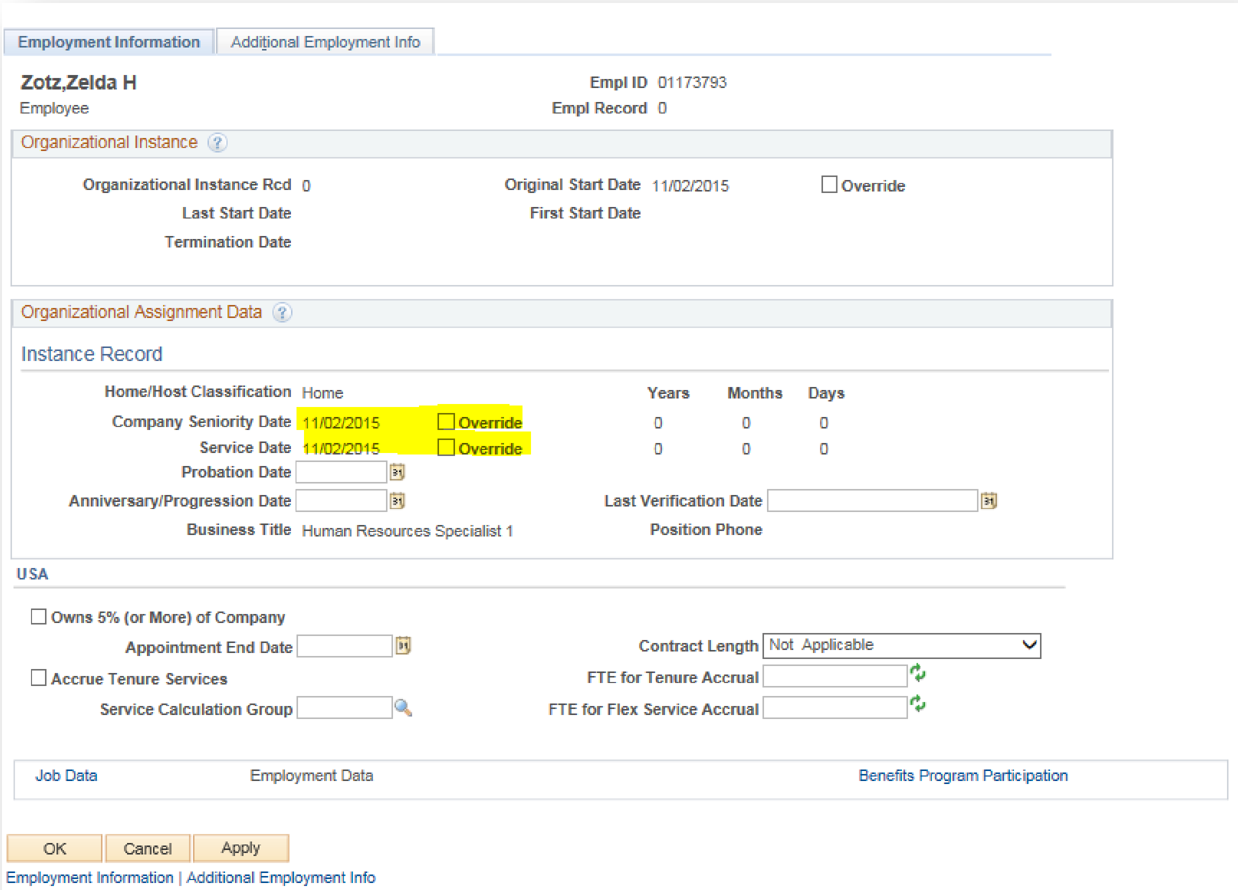
Special Program: Leave this field blank or select the correct value.

Salary Authority: Click and select the code for the contract or plan that covers the terms and conditions of employment for the job.

Leave Authority: Click and select the appropriate value.

Do ***not*** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Hire Step 13: Employment Data Page



Company Seniority Date: This should default to the start date. The Override box will be checked when you save the record.

Service Date: This should default to the start date. The Override box will be checked when you save the record.

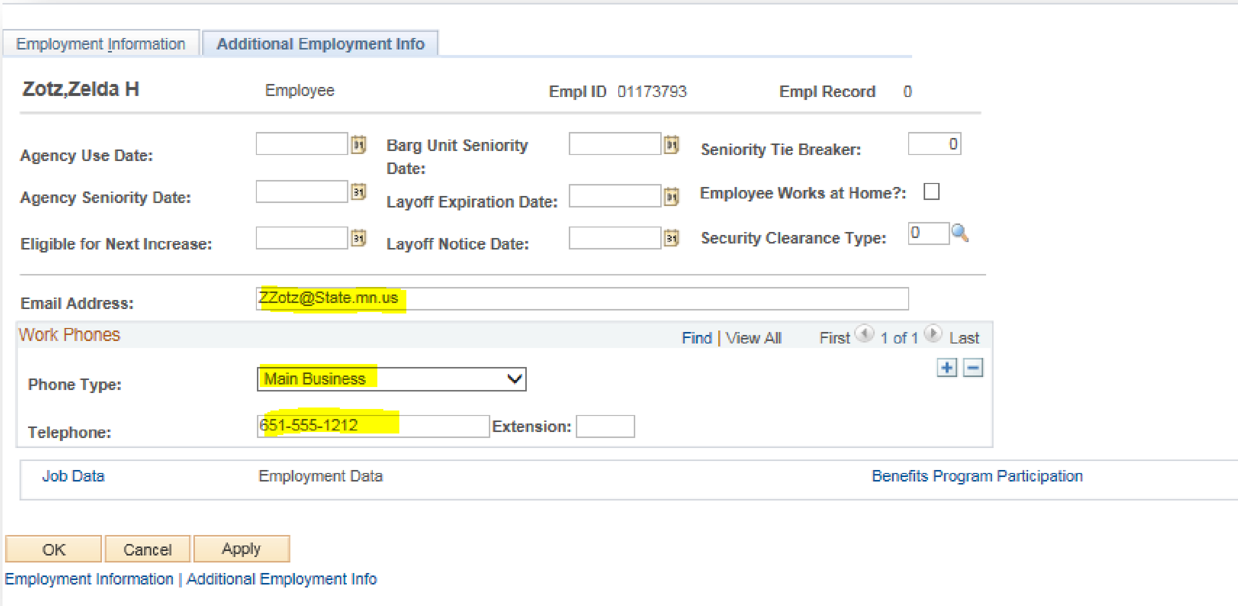
Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

Anniversary/Progression Date: Enter the Anniversary/Progression date.

Last Verification Date, Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual: Complete these fields if your agency tracks this data.

Do ***not*** save. Click the **Additional Employment Info** tab to continue.

Hire Step 14: Additional Employment Info Page



Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

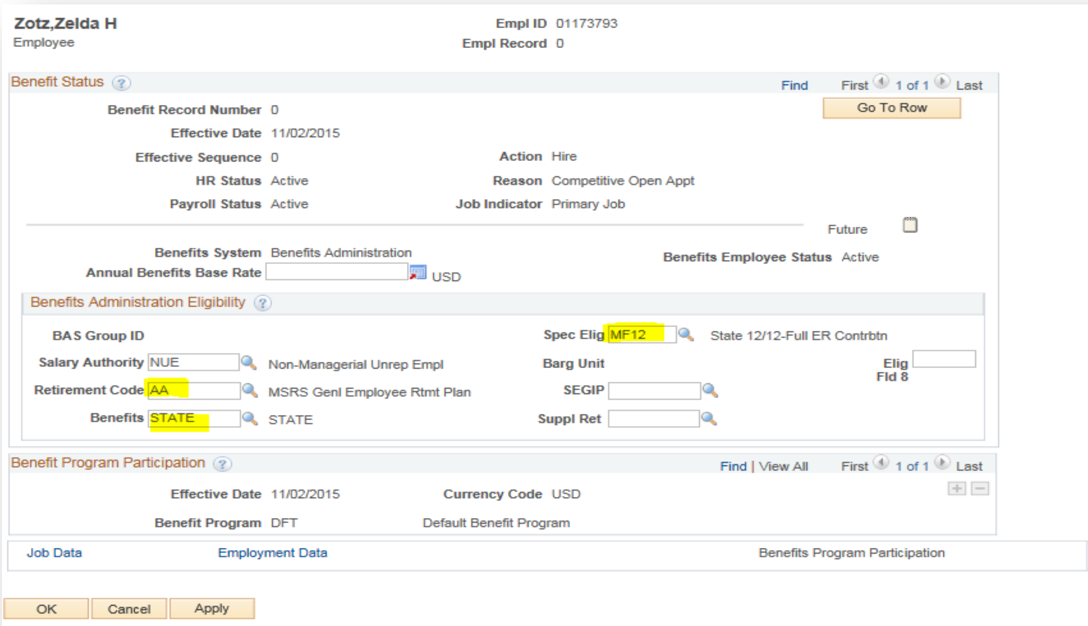
Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number, if available.

Do ***not*** save or exit. Select the **Benefits Program Participation** component link.

Hire Step 15: Benefits Program Participation Page



Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority: Review, and click to look up and select the correct value if necessary.

Retirement Code: Look up and select the appropriate retirement plan code.

Benefits: Look up and select STATE for most employees.

Spec Elig: Look up and select the appropriate code.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click and select the correct Benefit Plan. For all other employees, leave it blank.

Click OK. If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in red. Complete or fix the field as needed.

***Saved* appears briefly in the upper right corner.** You will be returned to the Manage Hires list. The new hire's name no longer appears on the list.

Hire Step 16: Activity Guide instruction email is triggered

On the business day after the employee ID number is assigned, the system will auto-send an email to the new hire with instructions for completing the Activity Guide. See the Appendix for an example of the email.

As the employee completes the Activity Guide, any data the new hire enters and saves for phone numbers, gender, I-9, ethnic code, disability, veteran status, tax withholding, direct deposit, address, email and emergency contacts are updated in SEMA4.

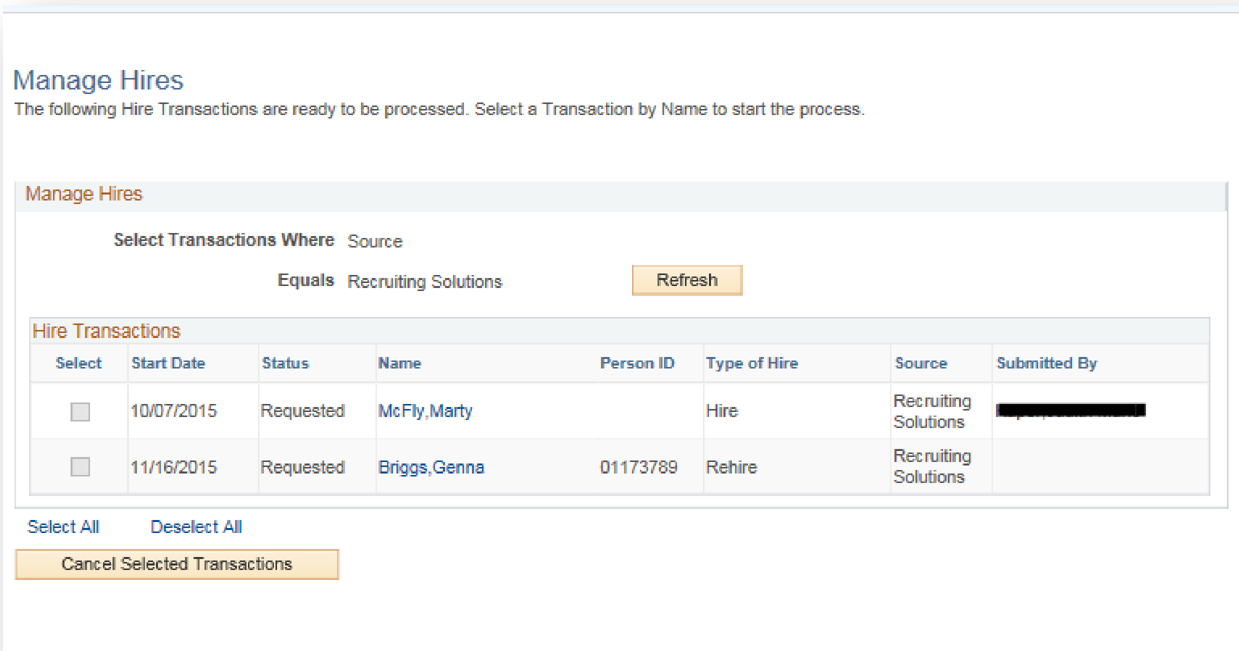
What if the New Hire fails to show up for work?

If the new hire fails to start the job, add a sequenced job row using the same effective date as the hire. Use the Action Separation and Reason code **FTS** (Failure to Start). Enter a 1 in the effective sequence field. Refer to the SEMA4 check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).

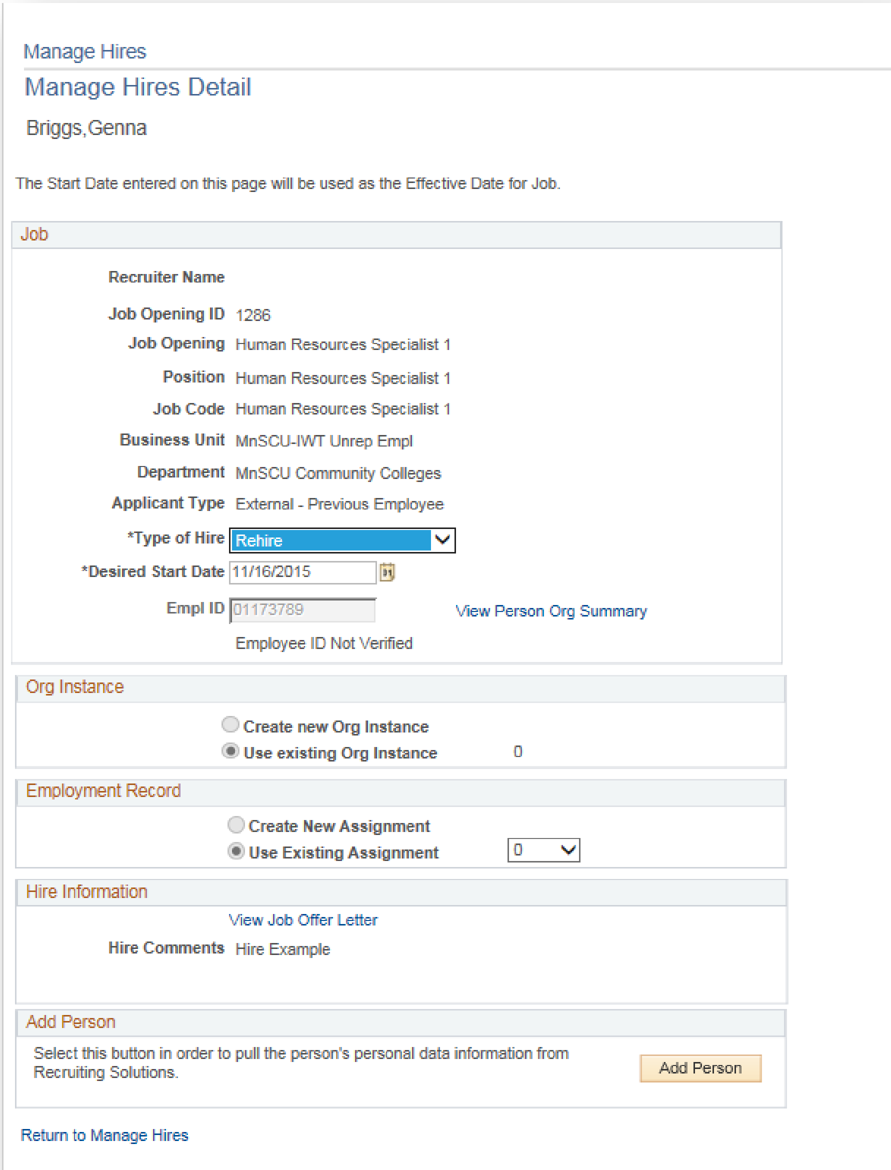
Rehire Step 1: Find the rehire in Manage Hires.

To enter a rehire, sign in to SEMA4 and navigate to the Manage Hires component:

You will see *only* the candidates for the positions in the departments in your security access.



Click the name of the rehire. The Manage Hires Detail page will display.



Verify the job title, business unit and department, type of hire, and start date for the rehire.

Click the "View Job Offer Letter" link to see a copy of the job offer. Notify your recruiting staff if there are any discrepancies. Use the "View Person Org Summary" link to see a summary of the employee's previous job(s)[*]. Click Cancel to return to the Manage Hires Detail page.

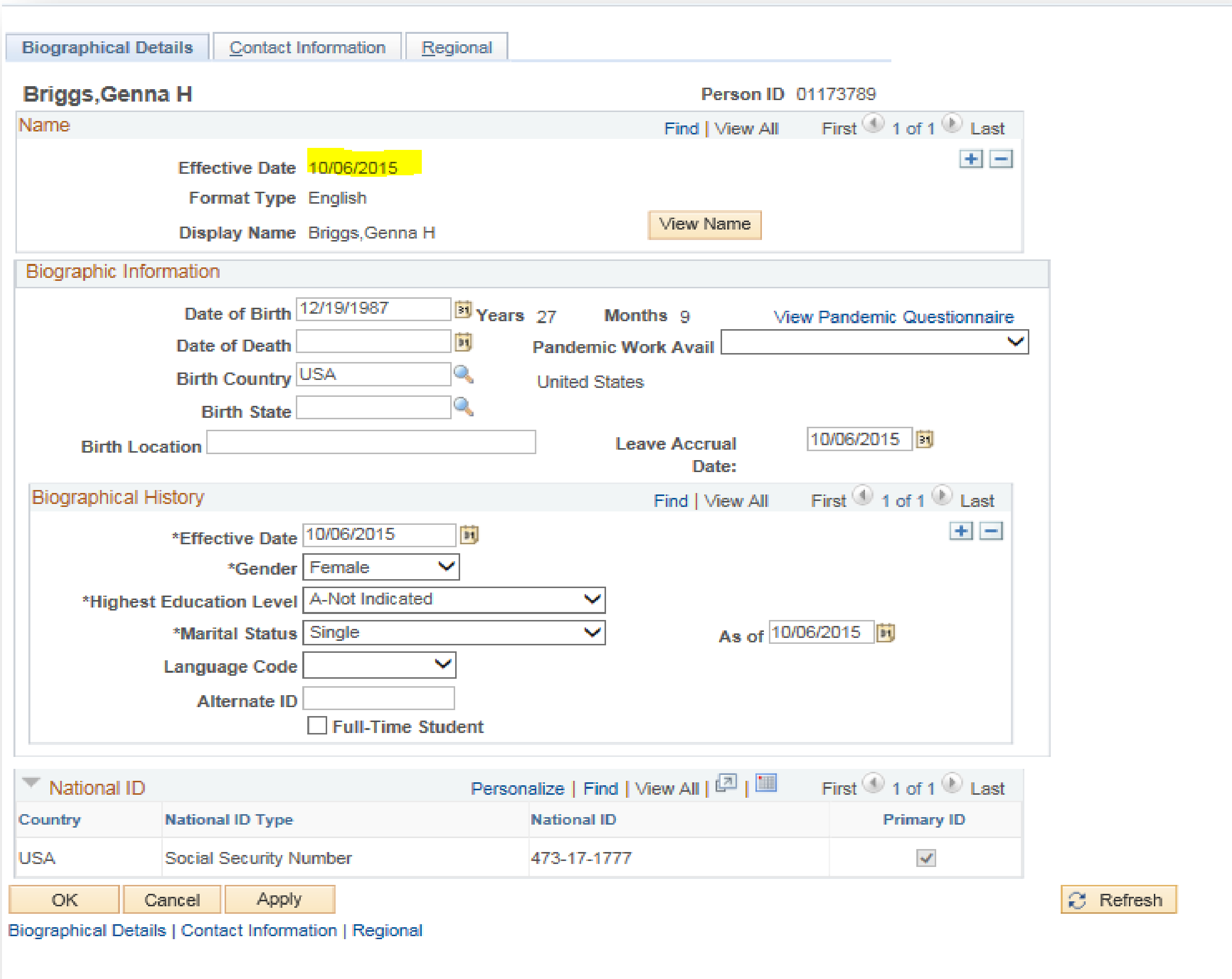
Use the drop-down list in the Employment Record box to choose an employment record number.

When you are ready to continue, click the **Add Person** button.

[*] The employee has provided a release to view this information in the application process.

Rehire Step 2: Biographical Details Page

The **Biographical Details** page of the Personal Information will display. You will see the information from the employee's last record with any updates made by the employee at the time of rehire.

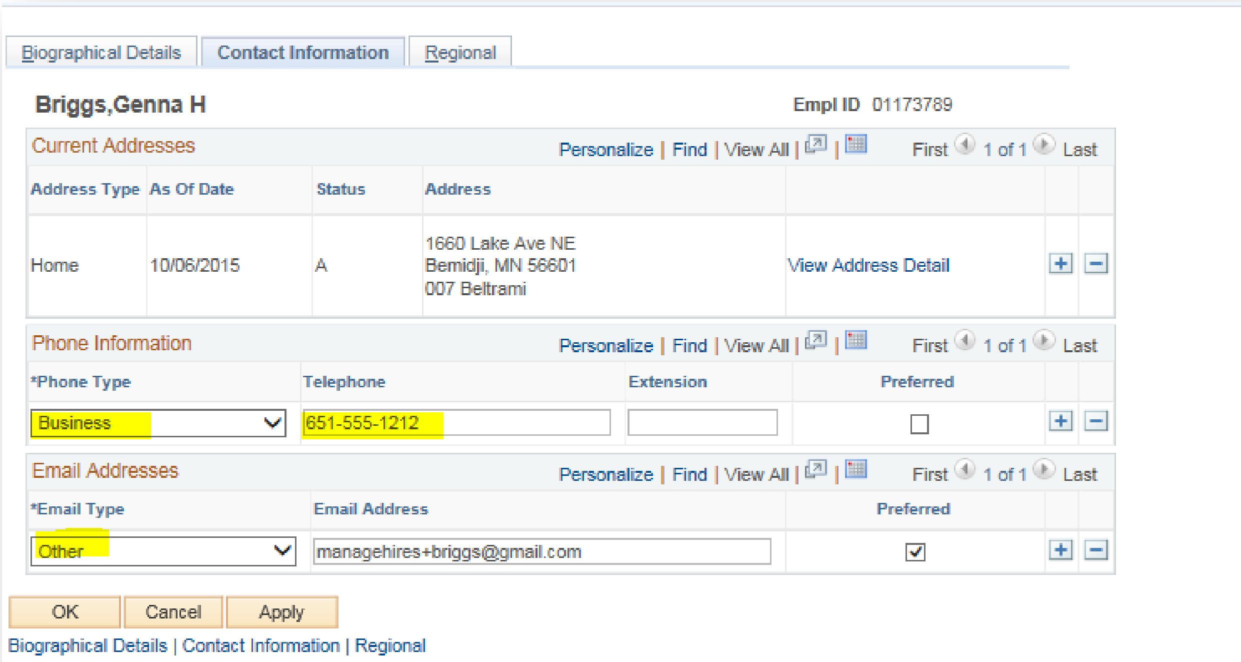


Effective Date: Accept the default (today's date), or enter a date *before* today's date. The Effective Date on this page *cannot* be a future date, although future dates can be entered in the Leave Accrual Date and in the Job Data Effective Date.

Verify that **Date of Birth, Leave Accrual Date, Gender, Marital Status,** and **Social Security Number** display. You may need to adjust the Leave Accrual Date. Check the applicable contract or plan.

Do ***not*** save. Click the **Contact Information** tab to continue.

Rehire Step 3: Contact Information Page



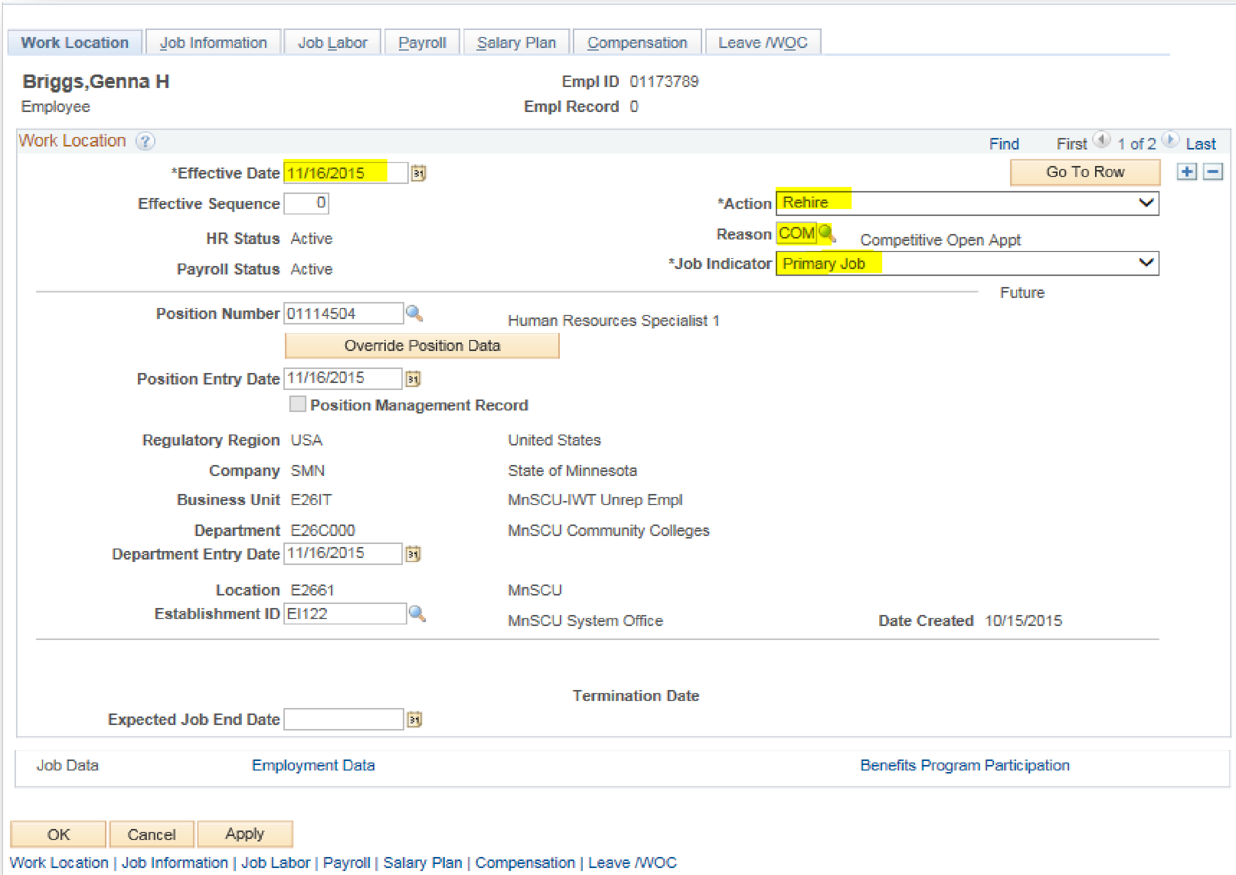
Verify that the employee's home address, home phone, and personal email, and display on this page. **Note**: The email address provided by the new hire in Recruiting Solutions will display as the type "**Other**" on this page. ***Do not*** change the email type. After the new hire's job information is saved, SEMA4 will auto-send an email to the email address where the email type equals Other. The email will include instructions for signing in to Self Service and completing the New Hire/Rehire Activity Guide.

Add the business address, phone and email, if available or return to this page later to add business address, email and phone, if necessary. The Enterprise Learning Management (ELM) system uses the business email address entered on this page for communication with learners.

Click **OK**. The record will save and you will return to the Manage Hires Details page. Click the **Add Job** button to continue.

Rehire Step 4: Work Location Page

The **Work Location** page is the first in Job Data.



Effective Date: Accept the default, or change it to reflect the actual start date.

Action: Accept the default, Rehire.

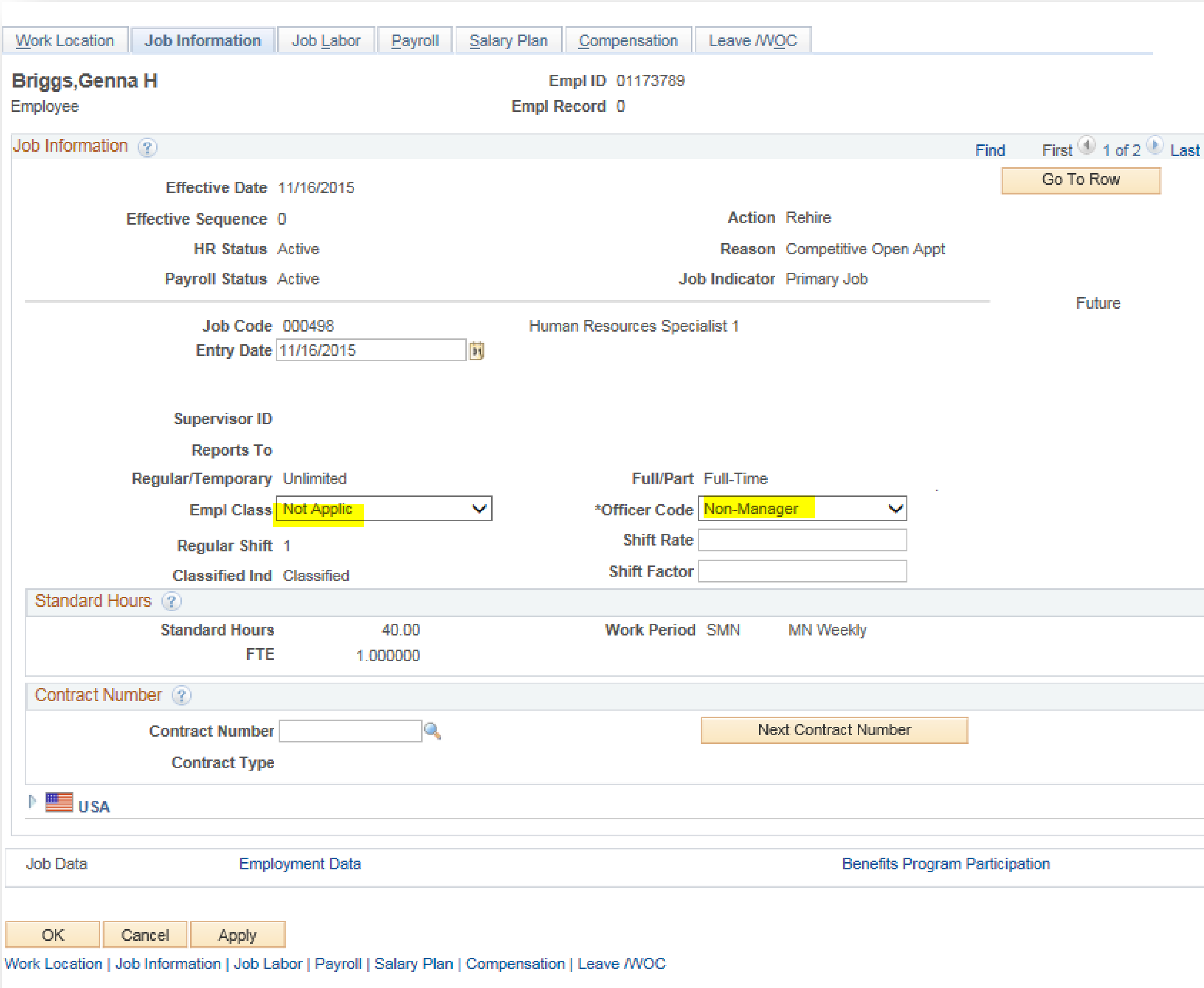
Reason: Select the appropriate reason.

Job Indicator: Select Primary Job.

Position Number: This defaults to the position number assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do ***not*** save. click the **Job Information** tab to continue.

Rehire Step 5: Job Information Page

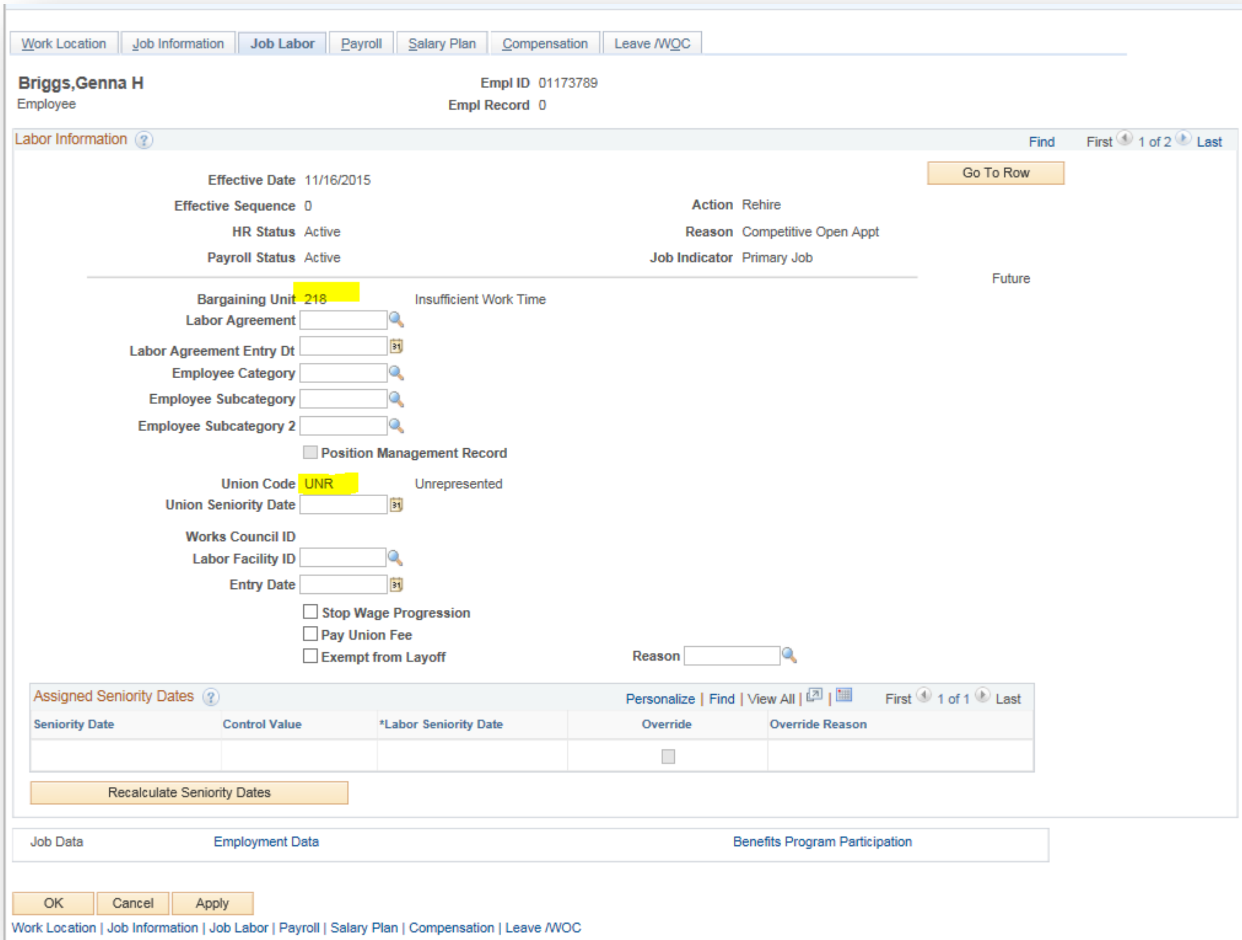


Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do ***not*** save. Click the **Job Labor** tab to continue.

Rehire Step 6: Job Labor Page



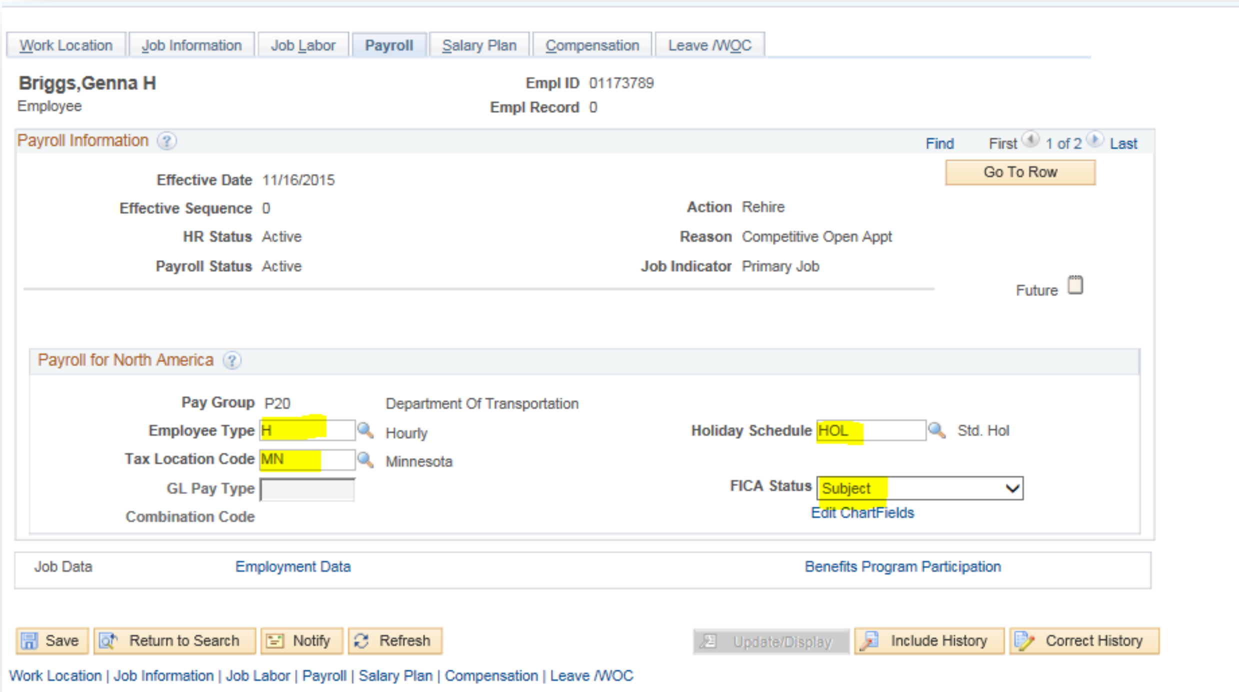
Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do ***not*** save. Click the **Payroll** tab to continue.

Rehire Step 7: Payroll Page

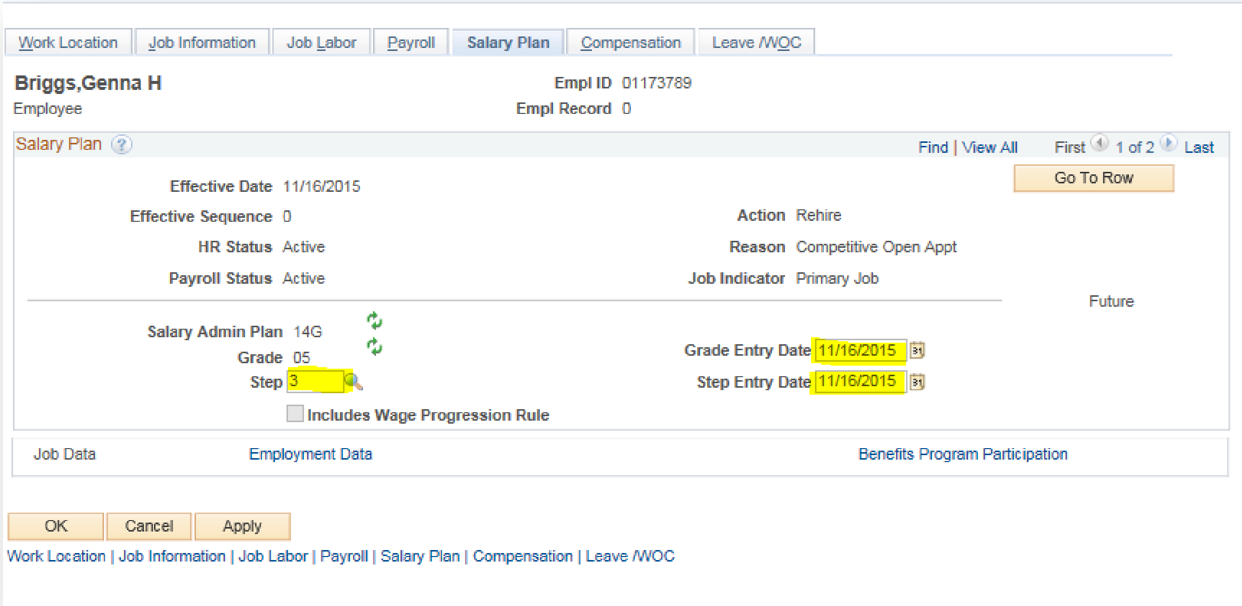


Employee Type, Holiday Schedule, Tax Location Code and FICA Status: Review, and select the correct value if necessary.

Do ***not*** save. Click the **Salary Plan** tab to continue.

Rehire

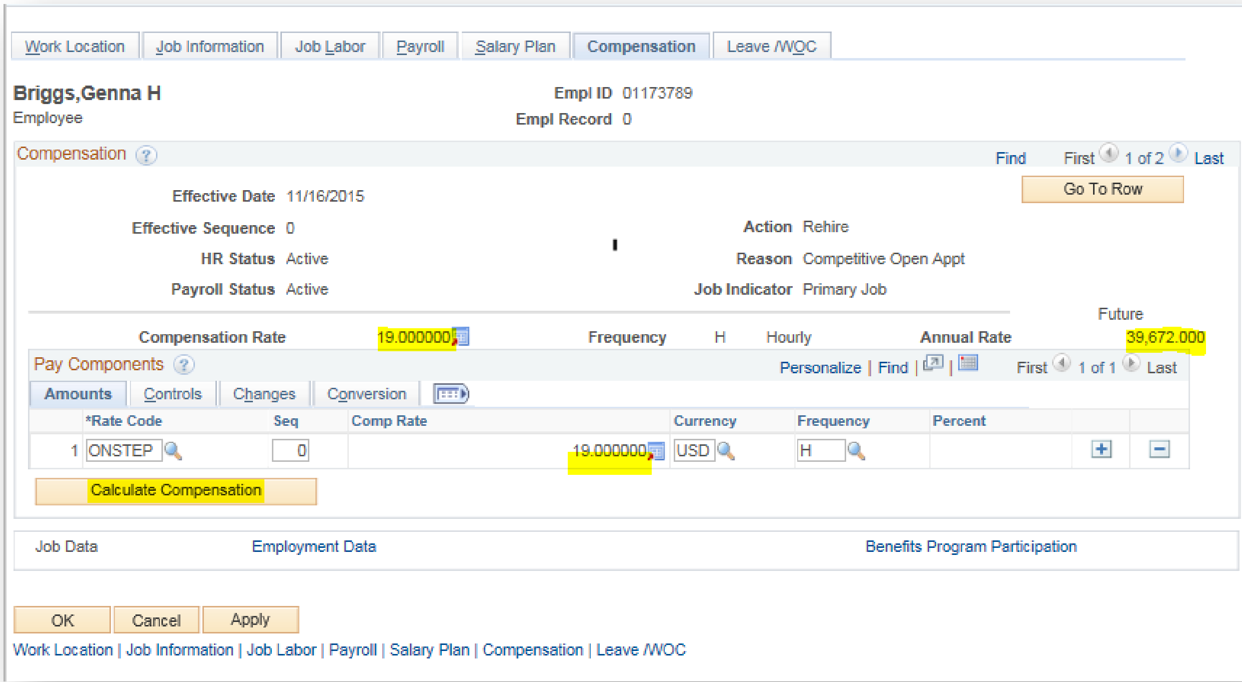
Rehire Step 8: Salary Plan Page



Step: Enter the correct step for the rehire. If the rehire is receiving off-step compensation, leave this field blank. Verify that the Grade Entry Date and Step Entry Date fill in, if applicable.

Do ***not*** save. Click the **Compensation** tab to continue.

Rehire Step 9: Compensation Page

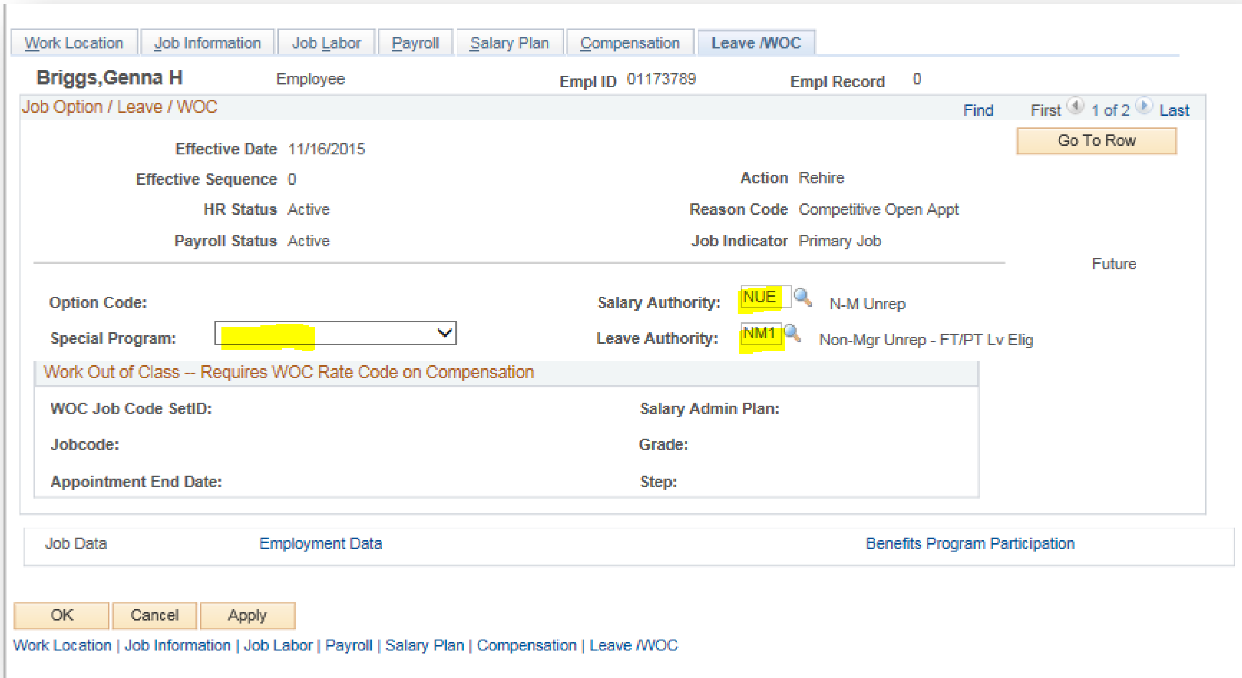


Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click Calculate Compensation . Verify that the Compensation Rate above the Pay Components is correct.

Do ***not*** save. Click the **Leave/WOC** tab to continue.

Rehire

Rehire Step 10: Leave/WOC Page



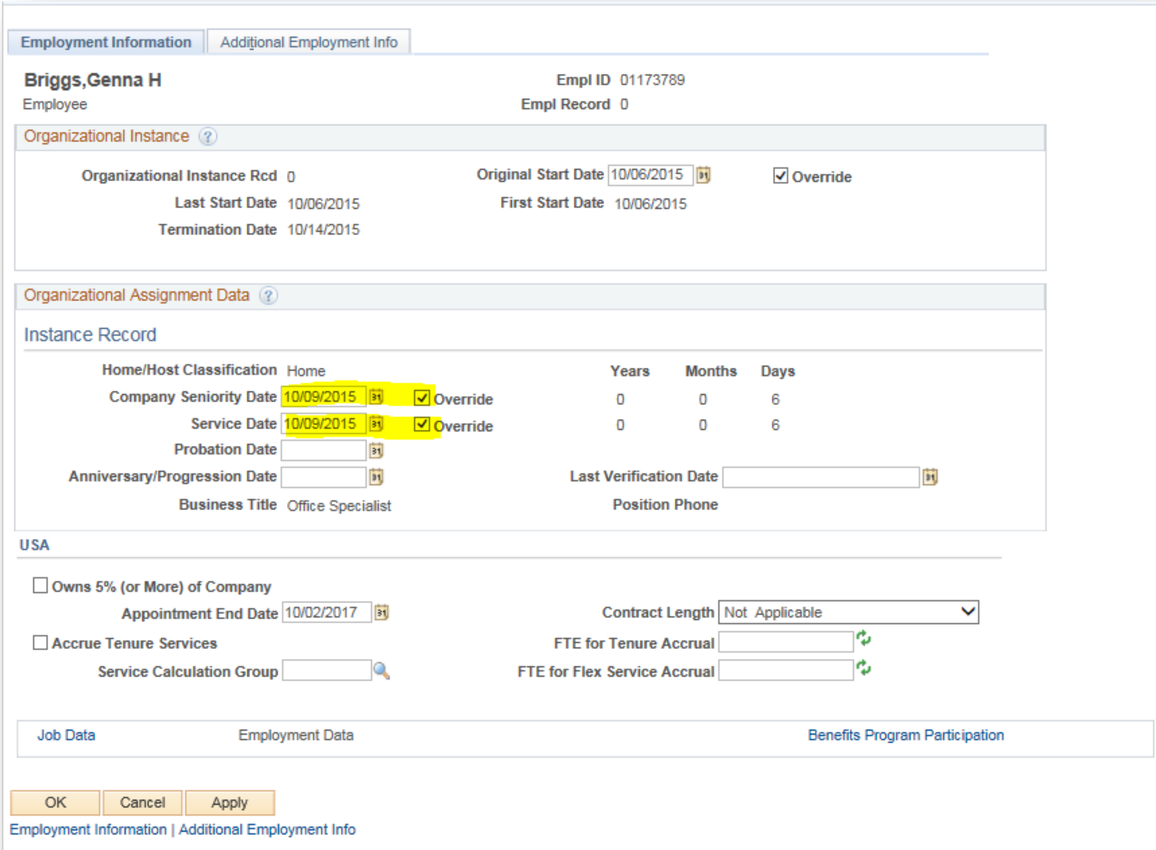
Special Program: Leave this field as the default or select another value.

Salary Authority: Click to look up and select the code for the contract or plan that covers the terms and conditions of employment for this employee.

Leave Authority: Look up and select the appropriate value.

Do ***not*** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Rehire Step 11: Employment Data Page



Company Seniority Date: Enter the starting date of the employee's most recent continuous service at the state. If this is a rehire after a break in service, enter the effective date of the rehire. Keep the override check box selected.

Service Date: Accept the default or enter a date in accordance with your agency's service award policy. Keep the override check box selected.

Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

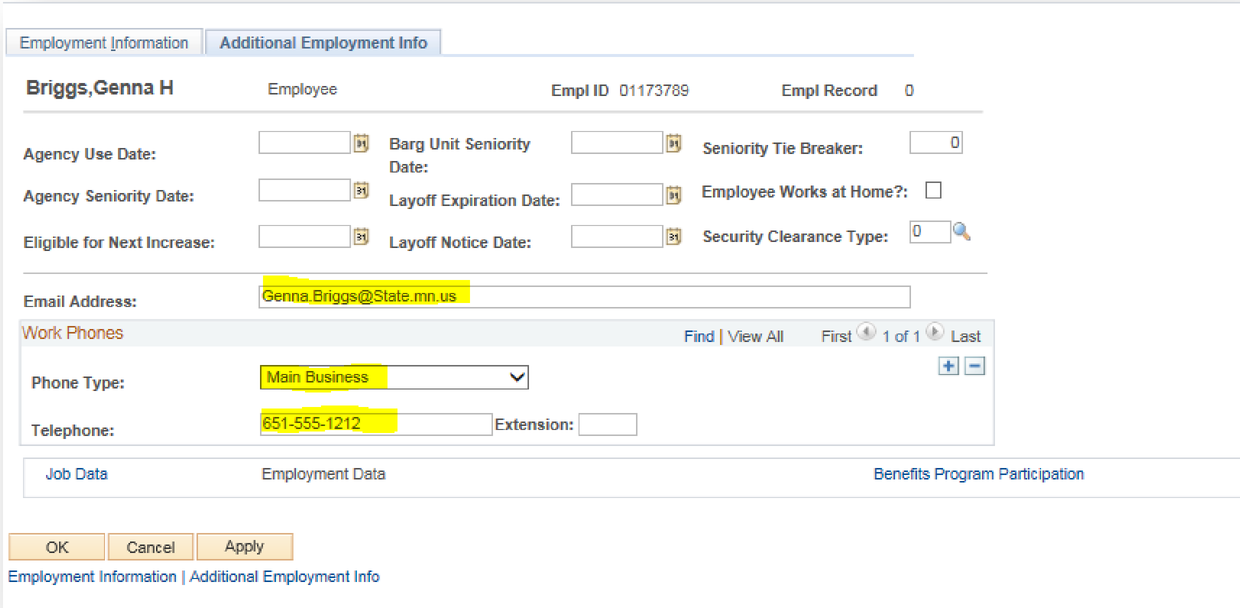
Anniversary/Progression Date: Verify the Anniversary/Progression date.

Last Verification Date: Complete this field if your agency uses it.

Accrue Tenure Services, **FTE for Tenure Accrual**, **Service Calculation Group**, **FTE for Flex Service Accrual:** Complete these fields if your agency tracks this data.

Do ***not*** save. Click the **Additional Employment Info** tab to continue.

Rehire Step 12: Additional Employment Info Page



Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

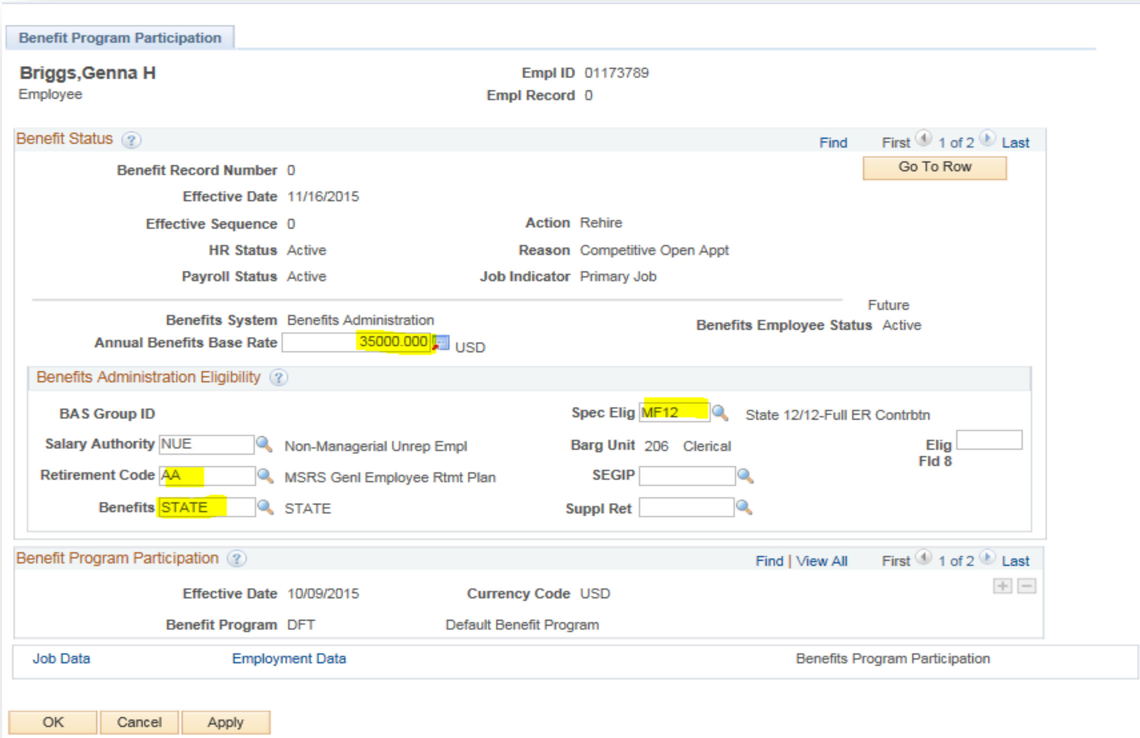
Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number, if available.

Do ***not*** save or exit. Select the **Benefits Program Participation** link to continue.

Rehire Step 13: Benefit Program Participation Page



Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority, Retirement Code, Benefits and Spec Elig: Review, click and select the correct value if necessary.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click and select the correct Benefit Plan. For all other employees, leave it blank.

Click OK. If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in **red**. Complete or fix the field as needed.

***Saved* appears briefly in the upper right corner.**

You will be returned to the Manage Hires list. The employee's name no longer appears on the list.

Rehire Step 14: Activity Guide instruction email is triggered

When the rehire record is saved, the system will automatically send the employee an email with instructions for completing the Activity Guide. See the Appendix for an example of the email. Please note that the Activity Guide access will not be available to the employee in Self Service until the day after the Rehire was entered.

As the Activity Guide is completed, any changes the rehire enters and saves for phone numbers, gender, I-9, ethnic code, disability, veteran status, tax withholding, direct deposit, address, email and emergency contacts are updated in SEMA4.

What if the Rehire fails to show up for work?

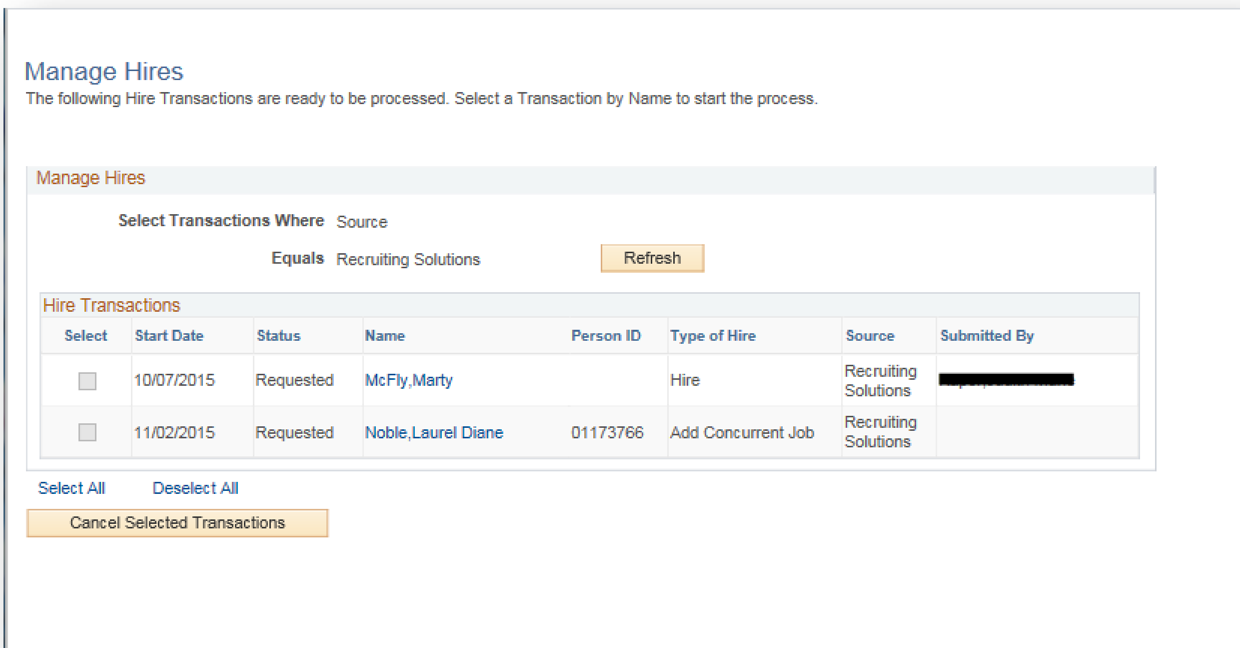
If the rehire fails to start the job, add a sequenced row for the same effective date as the rehire date. Use the Action Separation and Reason code **FTS** (Failure to Start). Enter a 1 in the effective sequence field. Refer to the SEMA4 check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).

Add Concurrent Job Step 1: Find the employee in Manage Hires.

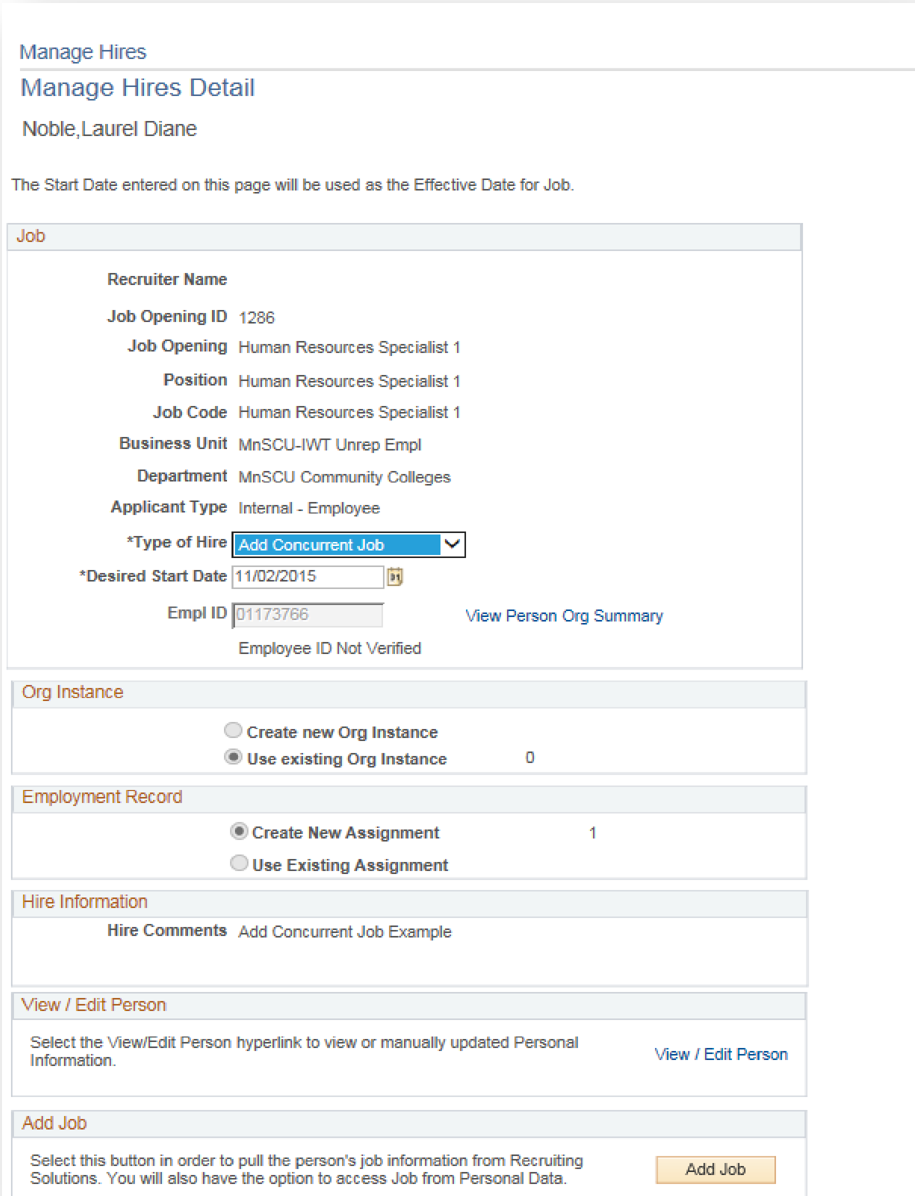
To add a concurrent job, sign in to SEMA4 and navigate to the Manage Hires component:

You will see *only* the candidates for the positions in the departments in your security access.

Click the name of the employee for whom you are adding a concurrent job.



The Manage Hires Detail page will display.



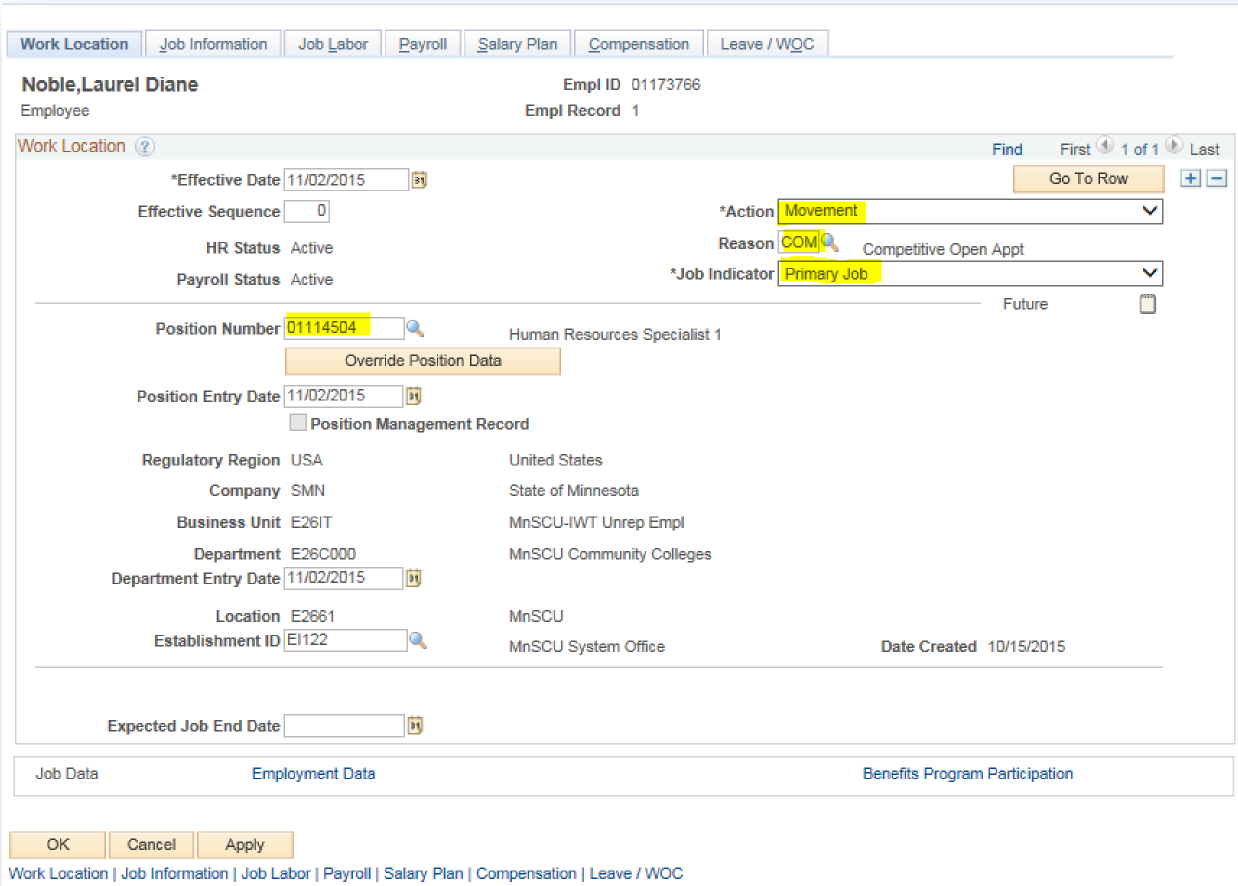
Verify the job title, business unit and department, type of hire, and start date for the added job. Notify your recruiting staff if there are any discrepancies.

Use the "View Person Org Summary" link to see a summary of the employee's job(s)[†]. (Click Cancel to return to the Manage Hires Detail page.) The View/Edit Person link is not used for adding a concurrent job because the employee has a current job record in SEMA4, so there is no need to view or change the Personal Data pages.

When you are ready to continue, click the **Add Job** button.

[†] The employee has provided a release to view this information in the application process.

Add Concurrent Job Step 2: Work Location Page



Effective Date: Verify the start date, which has been brought over from Manage Hires. In Job Data, this field *can* be future-dated.

Action: The default is Movement. Select the appropriate action.

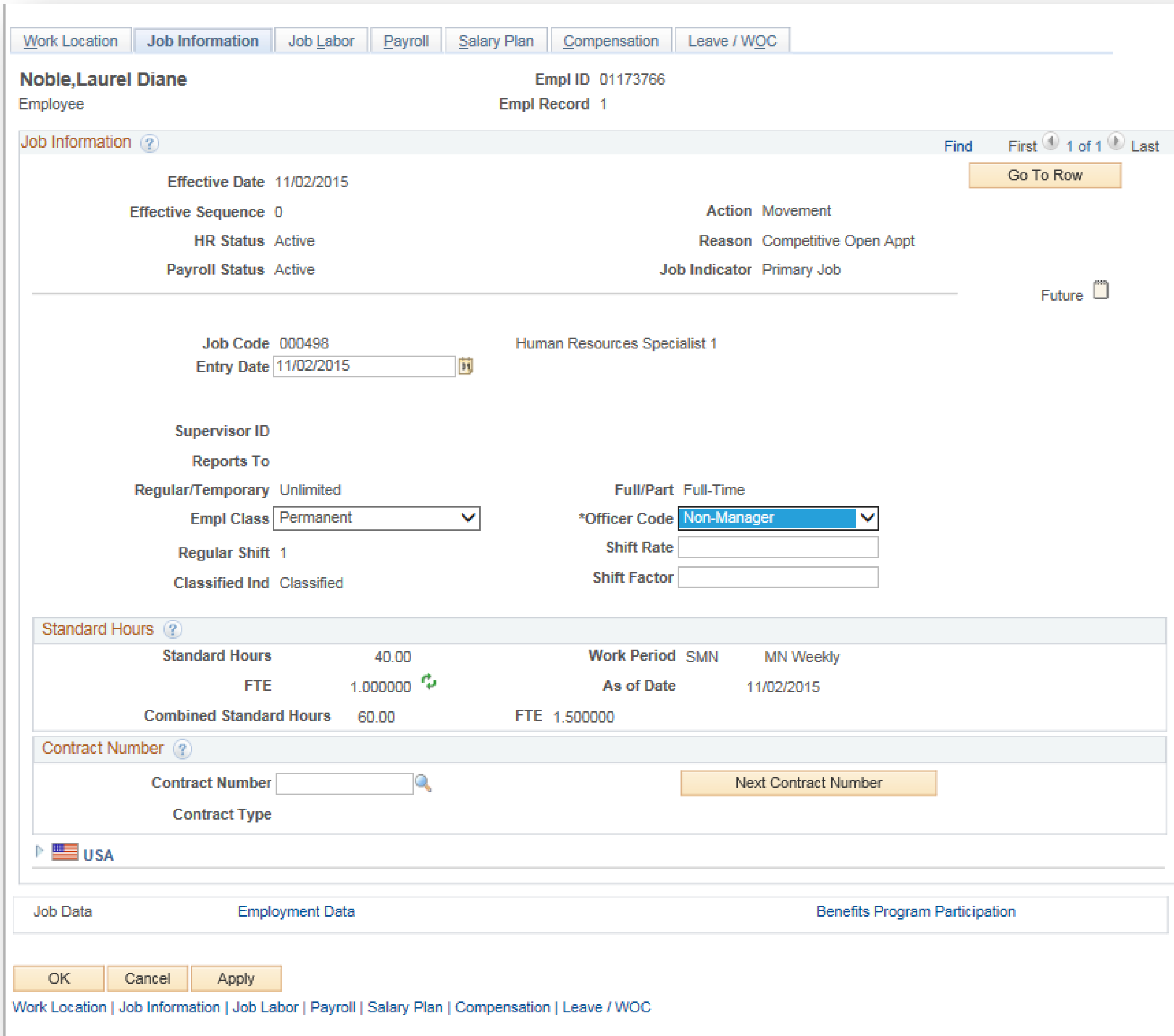
Reason: Select the appropriate reason.

Job Indicator: Select Primary or Secondary Job.

Position Number: This defaults to the position number is assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do ***not*** save. Click the **Job Information** tab to continue.

Add Concurrent Job Step 3: Job Information Page

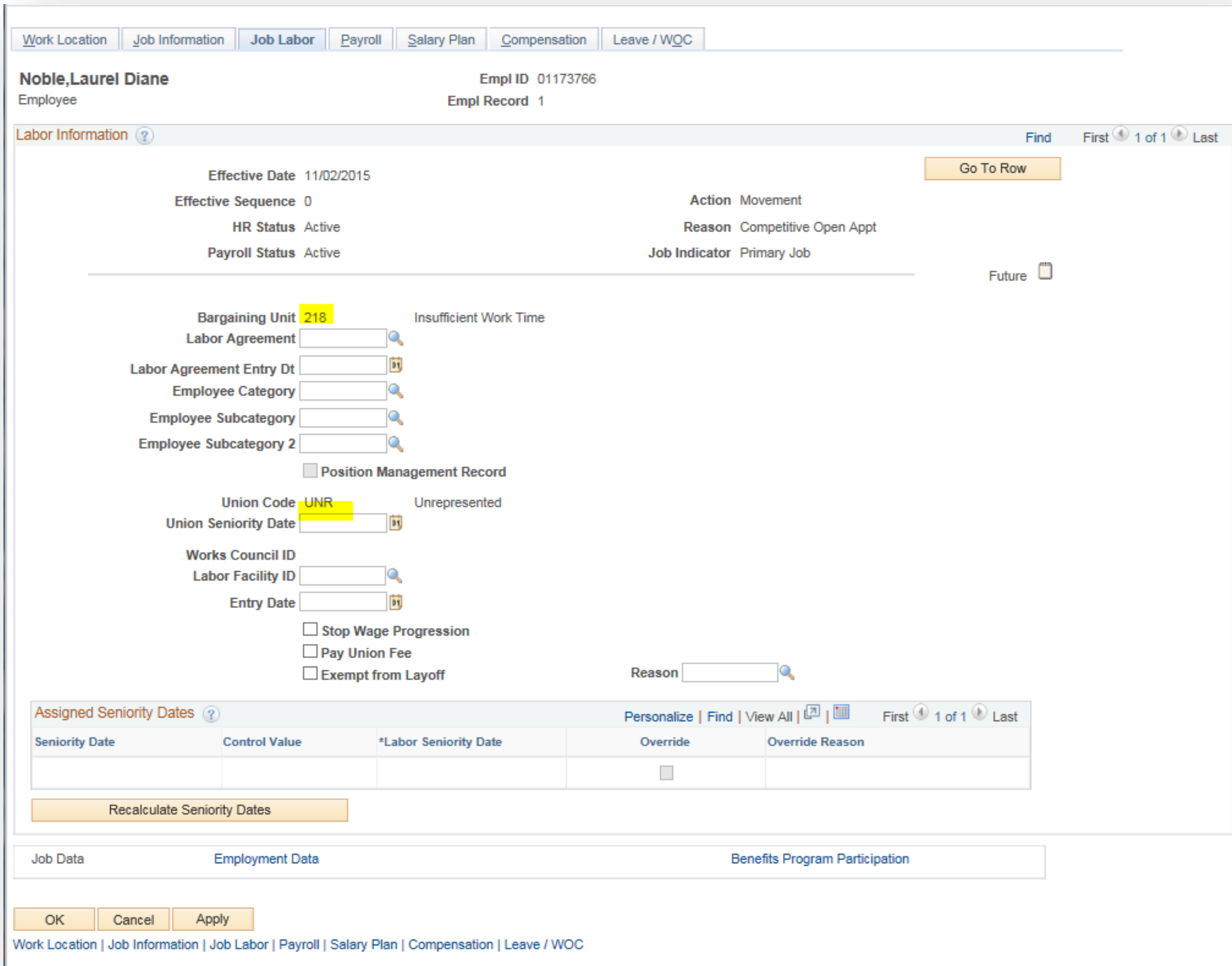


Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do ***not*** save. Click the **Job Labor** tab to continue.

Add Concurrent Job Step 4: Job Labor Page



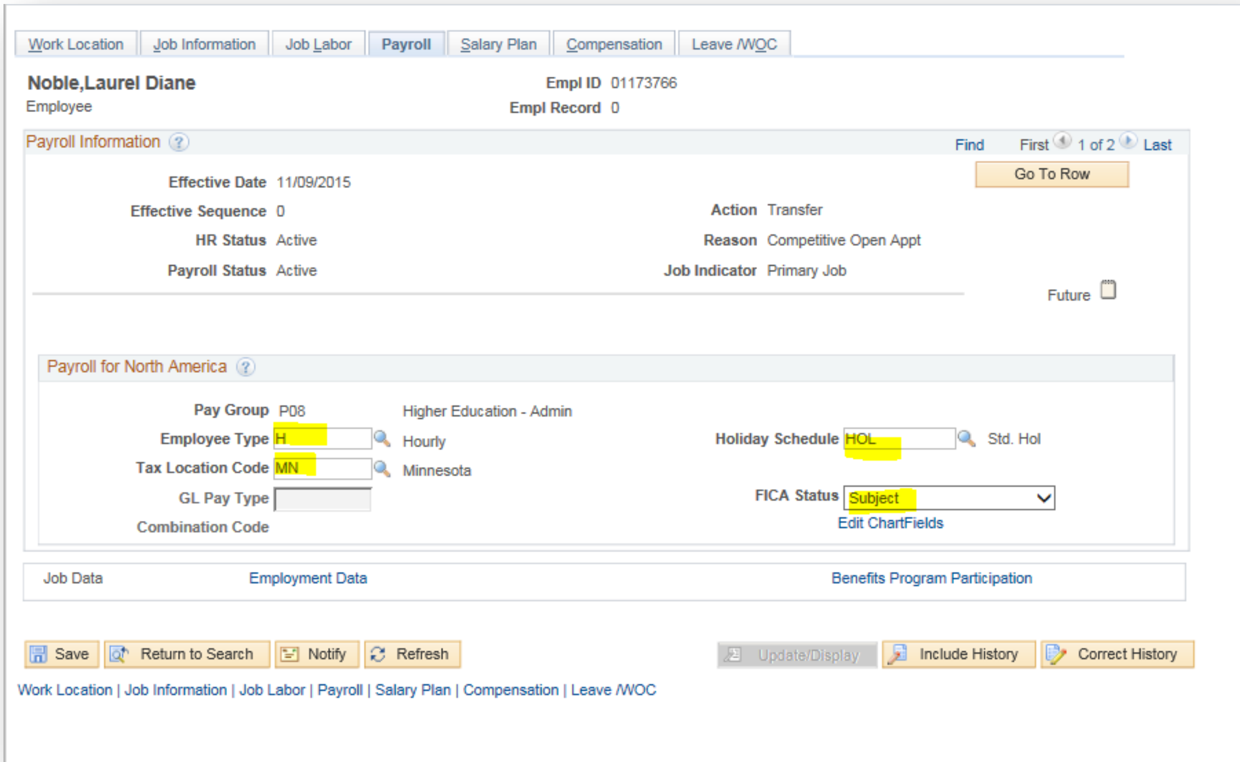
Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do ***not*** save. Click the **Payroll** tab to continue.

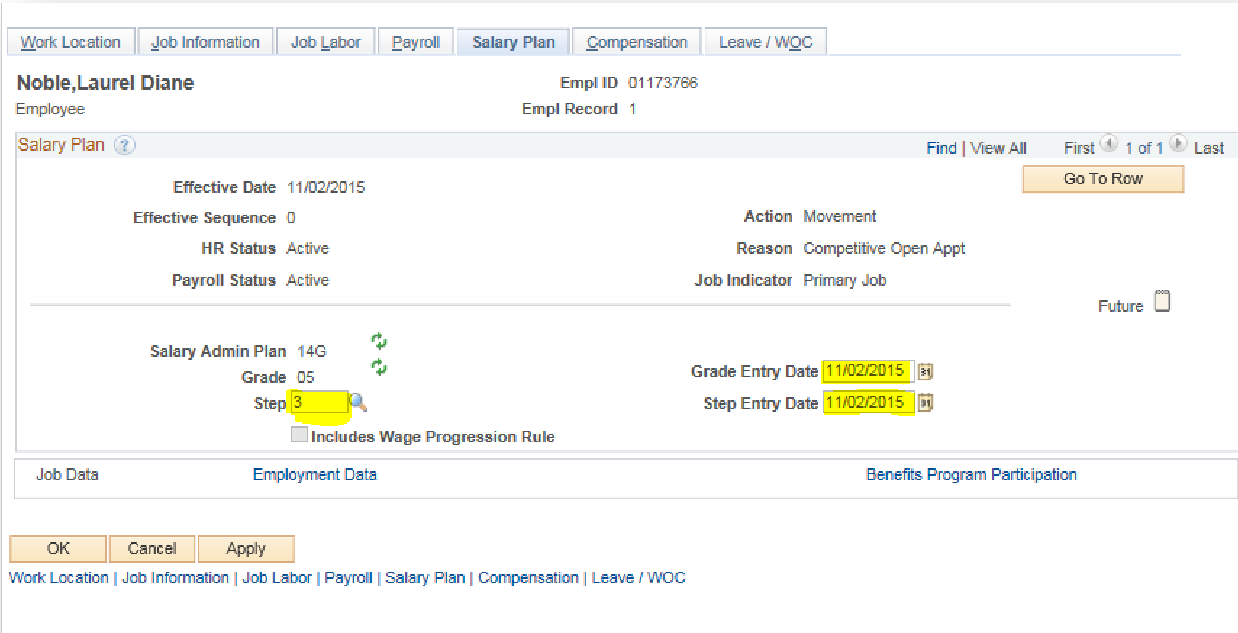
Add Concurrent Job Step 5: **Payroll Page**



Employee Type, Holiday Schedule, Tax Location Code and FICA Status: Review, and select the correct value if necessary.

Do ***not*** save. Click the **Salary Plan** tab to continue.

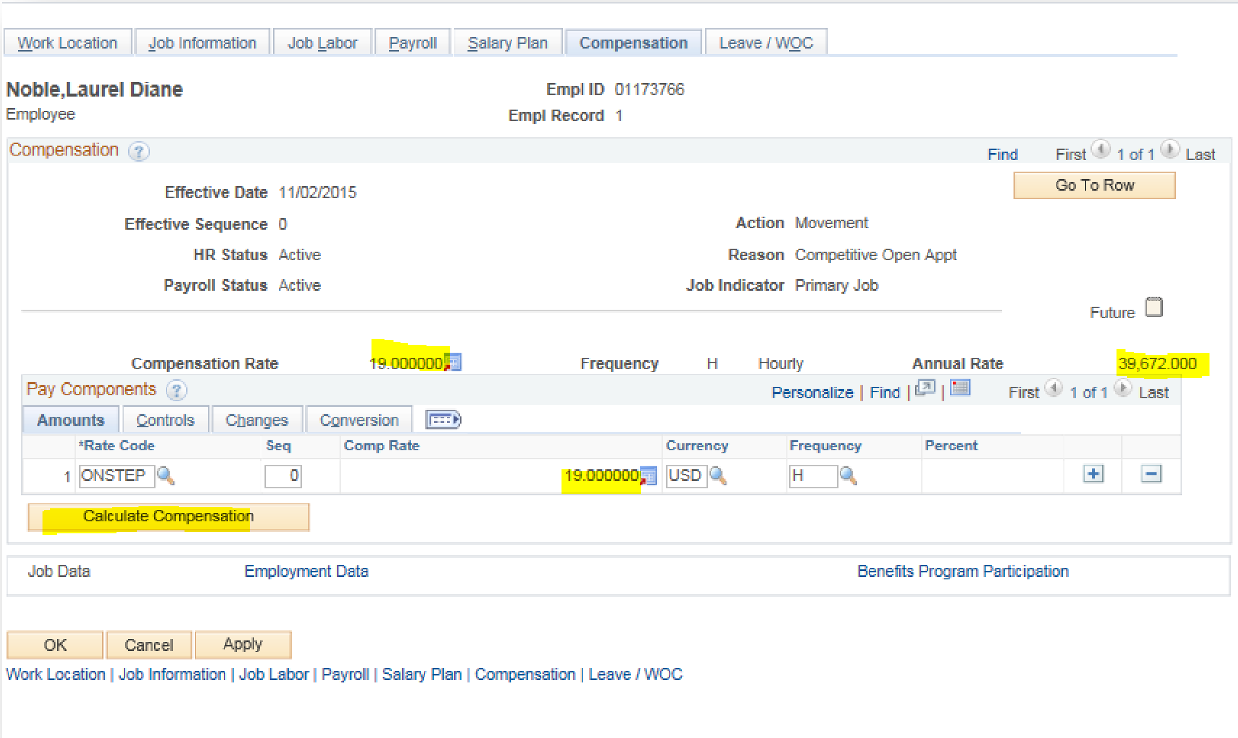
Add Concurrent Job Step 6: Salary Plan Page



Step: Enter the correct step for the rehire. If the employee is receiving off-step compensation for this job, leave this field blank.

Do ***not*** save. Click the **Compensation** tab to continue.

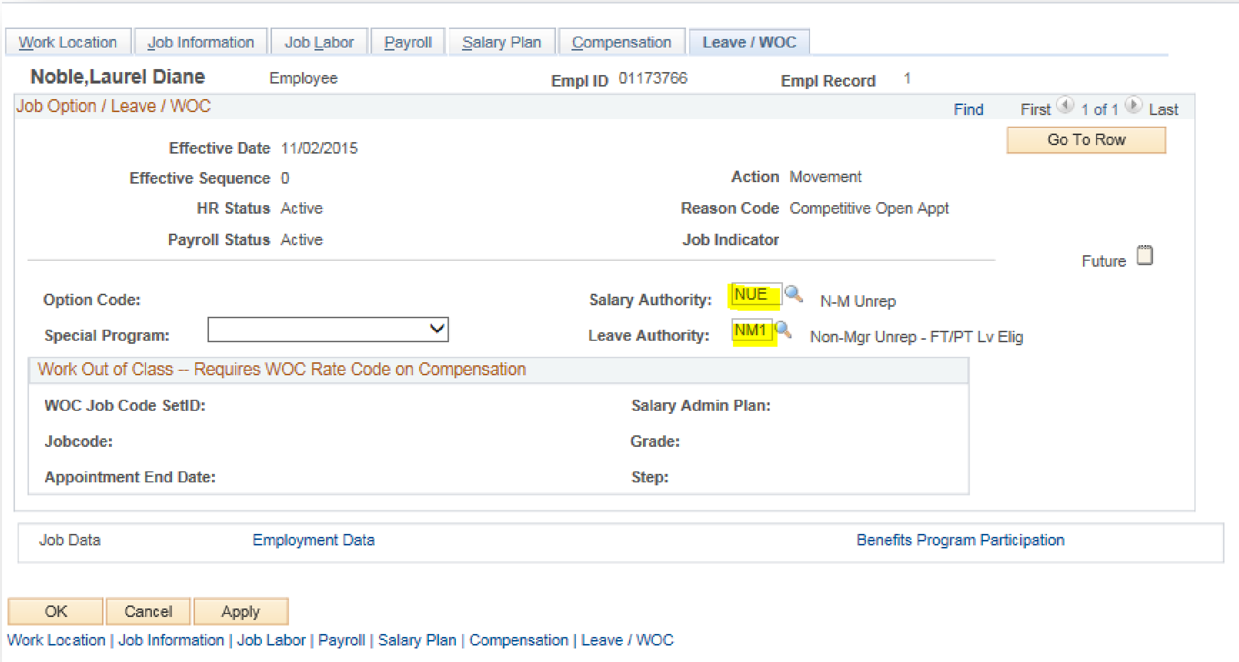
Add Concurrent Job Step 7: Compensation Page



Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click Calculate Compensation. Verify that the Compensation Rate above the Pay Components is correct.

Do ***not*** save. Click the **Leave/WOC** tab to continue.

Add Concurrent Job Step 8: Leave/WOC Page



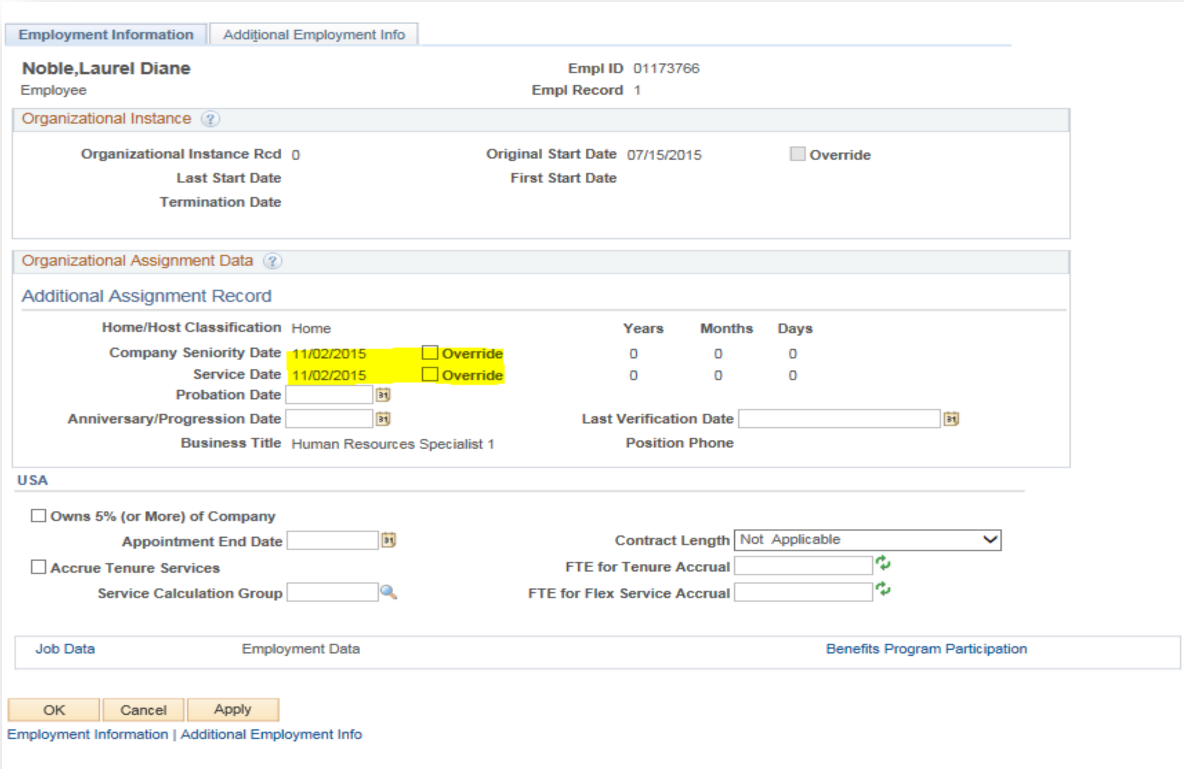
Special Program: Leave this field as the default or select another value.

Salary Authority: Click to look up and select the code for the contract or plan that covers the terms and conditions of employment for this job.

Leave Authority: Look up and select the appropriate value.

Do ***not*** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Add Concurrent Job Step 9: Employment Data Page



Company Seniority Date: Click the Override check box next to the Company Seniority Date and enter the employee's state seniority date, which is the last date of hire.

Service Date: Click the Override check box next to the Service Date and enter a date if applicable, according to your agency's award policy.

Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

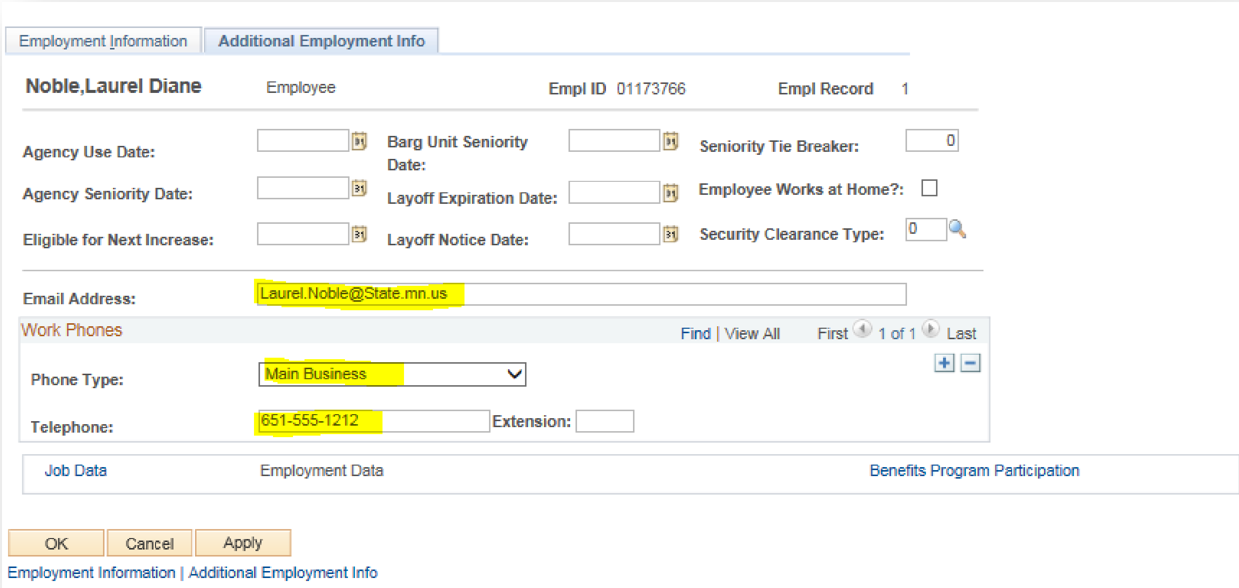
Anniversary/Progression Date: Verify the Anniversary/Progression date.

Last Verification Date: Complete this field if your agency uses it.

Accrue Tenure Services, **FTE for Tenure Accrual**, **Service Calculation Group**, **FTE for Flex Service Accrual:** Complete the fields if your agency tracks this data.

Do ***not*** save. Clilck the **Additional Employment Info** tab to continue.

Add Concurrent Job Step 10: Additional Employment Info Page



Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

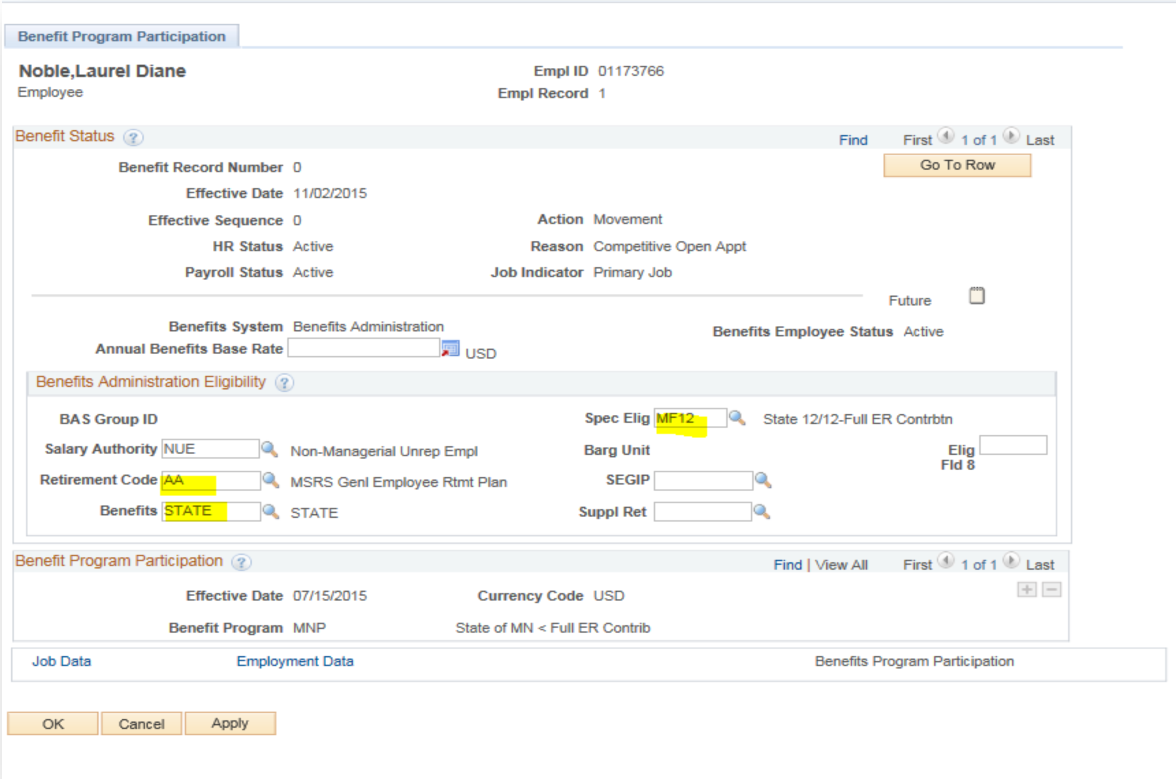
Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number.

Do ***not*** save or exit. Select the **Benefits Program Participation** link to continue.

Add Concurrent Job Step 11: Benefit Program Participation Page



Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority, Retirement Code, Benefits and Spec Elig: Review, click to look up, and select the correct value if necessary.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click and select the correct Benefit Plan. For all other employees, leave it blank.

Click OK. If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in red. Complete or fix the field as needed.

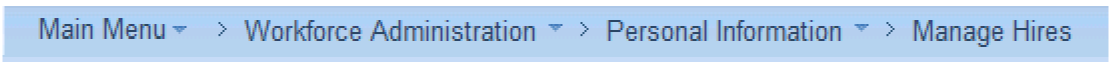
***Saved* appears briefly in the upper right corner.**

You will be returned to the Manage Hires list. The employee's name no longer appears on the list.

Transfer Job Step 1: Find the employee in Manage Hires.

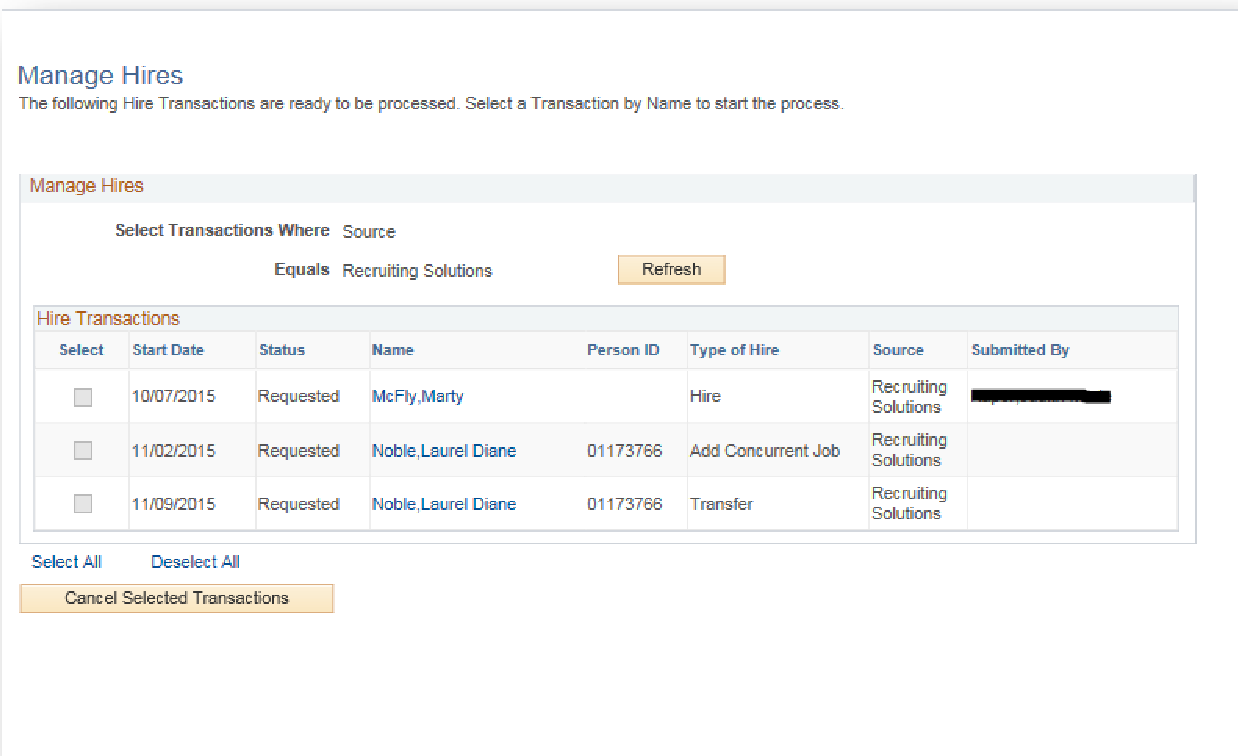
Note: In Recruiting Solutions, the term Transfer is used for any job change for a current employee.

To enter a transfer, sign in to SEMA4 and navigate to the Manage Hires component:



You will see *only* the candidates for positions in the departments in your security access.

Click the name of the employee you are transferring.



Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

Select Transactions Where Source

Equals Recruiting Solutions Refresh

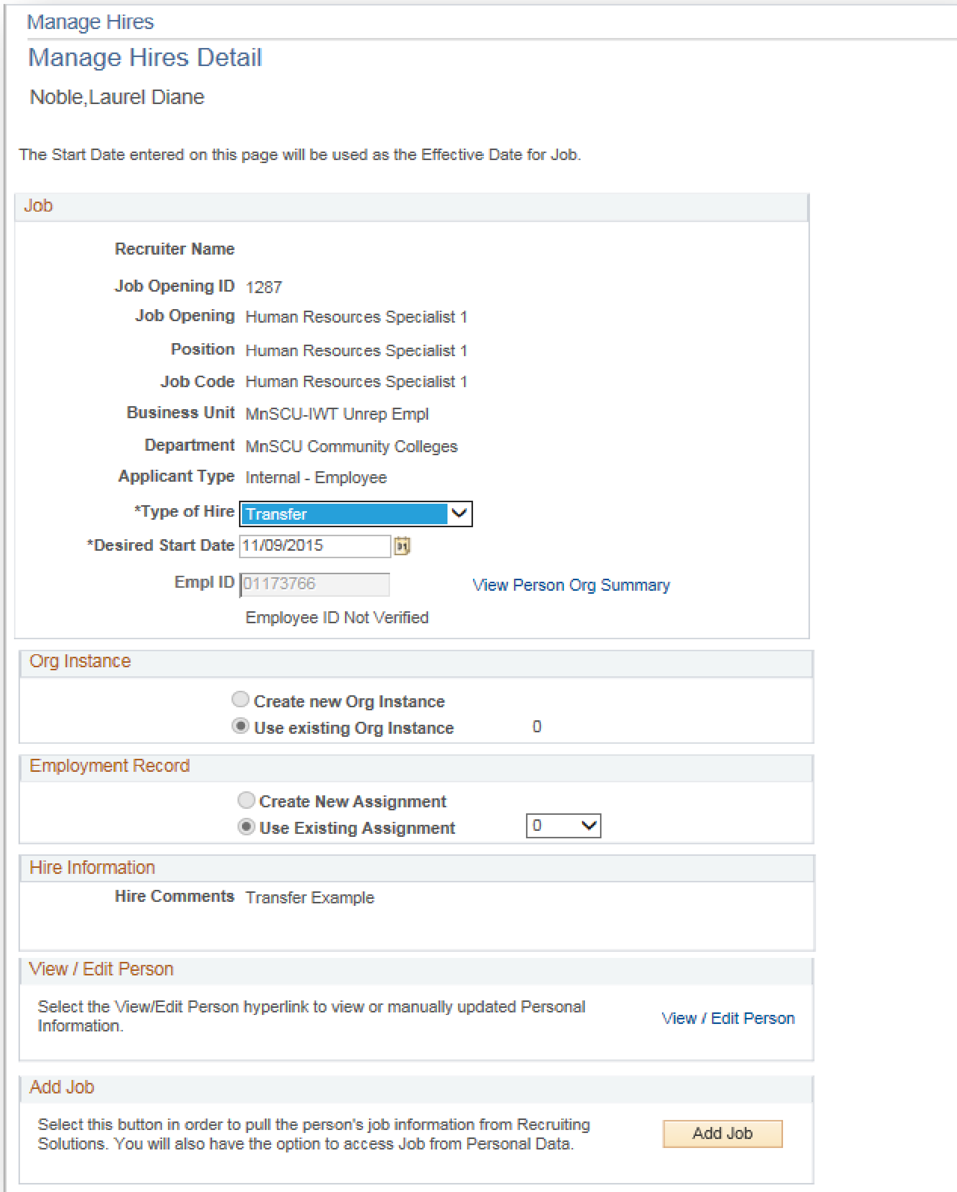
Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
	10/07/2015	Requested	McFly,Marty		Hire	Recruiting Solutions	[redacted]
	11/02/2015	Requested	Noble,Laurel Diane	01173766	Add Concurrent Job	Recruiting Solutions	
	11/09/2015	Requested	Noble,Laurel Diane	01173766	Transfer	Recruiting Solutions	

Select All Deselect All

Cancel Selected Transactions

The Manage Hires Detail page will display.



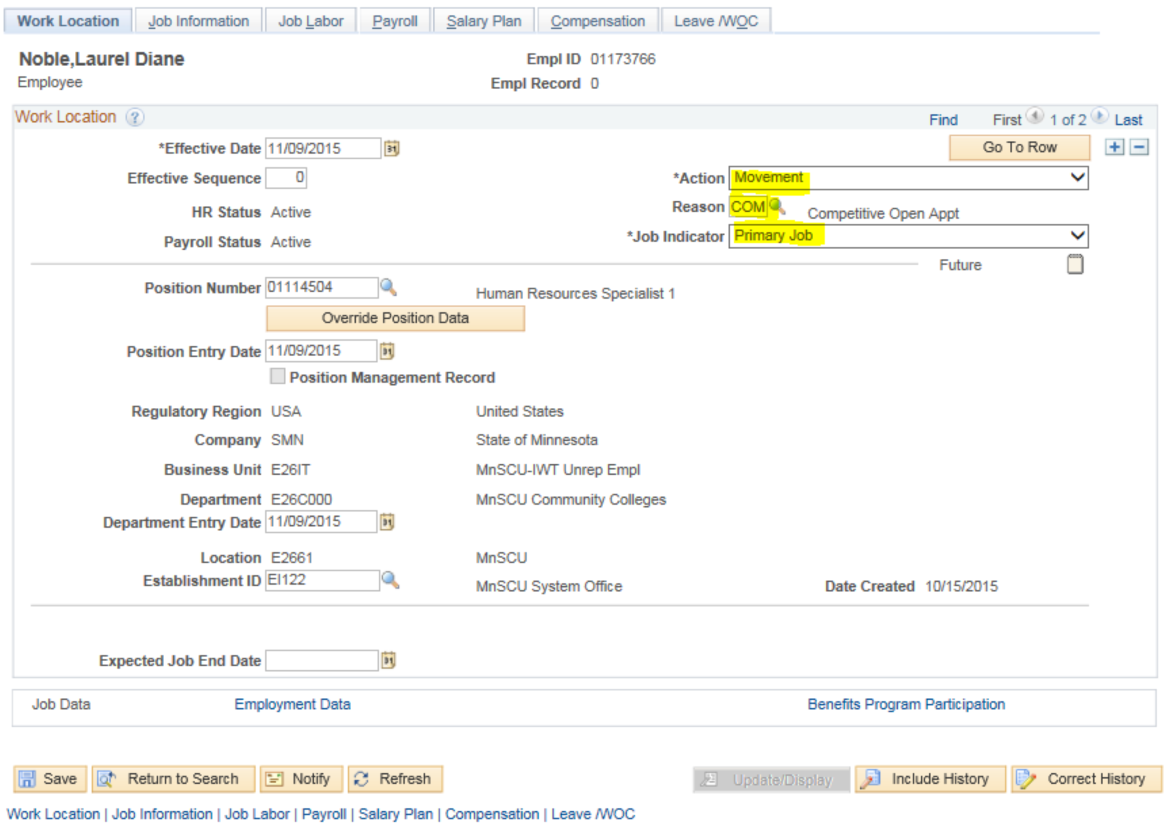
Verify the employee's job title, business unit and department, type of hire, and start date. Notify your recruiting staff if there are any discrepancies.

View the Person Org Summary[‡] if you need to determine which employment record to use. Use the drop-down list in the Employment Record box to choose an employment record number. Because this employee already has an active record in SEMA4 there is no need to view or change the Personal Data pages.

When you are ready to continue, click the **Add Job** button.

[‡] The employee has provided a release to view this information in the application process.

Transfer Step 2: Work Location Page



Effective Date: Accept the default or change it to reflect the start date.

Action: This will default to Transfer. Select the appropriate action, for example, Promotion, Demotion, Movement, or Transfer.

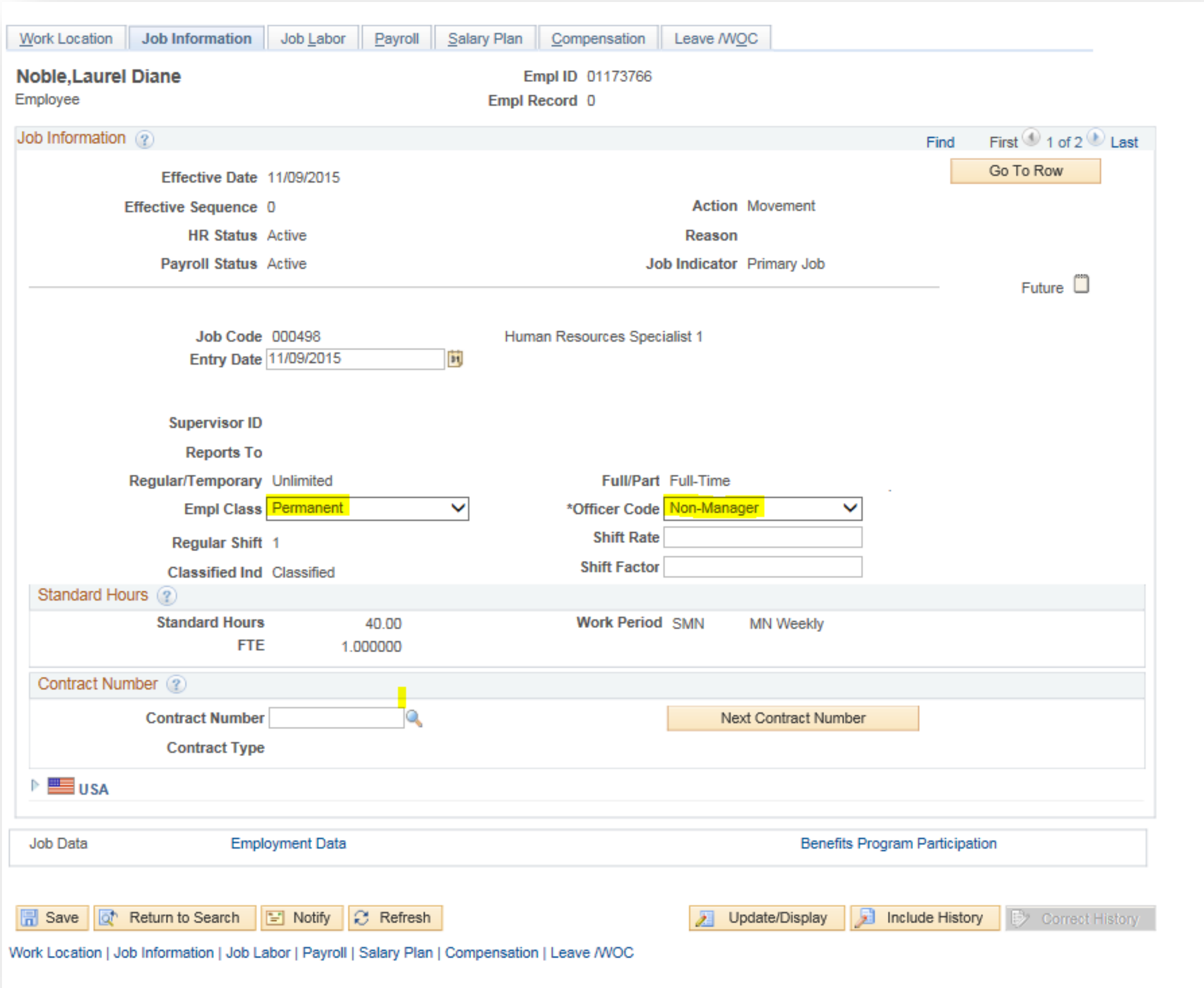
Reason: Select the appropriate reason.

Job Indicator: Select Primary or Secondary Job.

Position Number: This defaults to the position number assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do ***not*** save. Click the **Job Information** tab to continue.

Transfer Step 3: Job Information Page

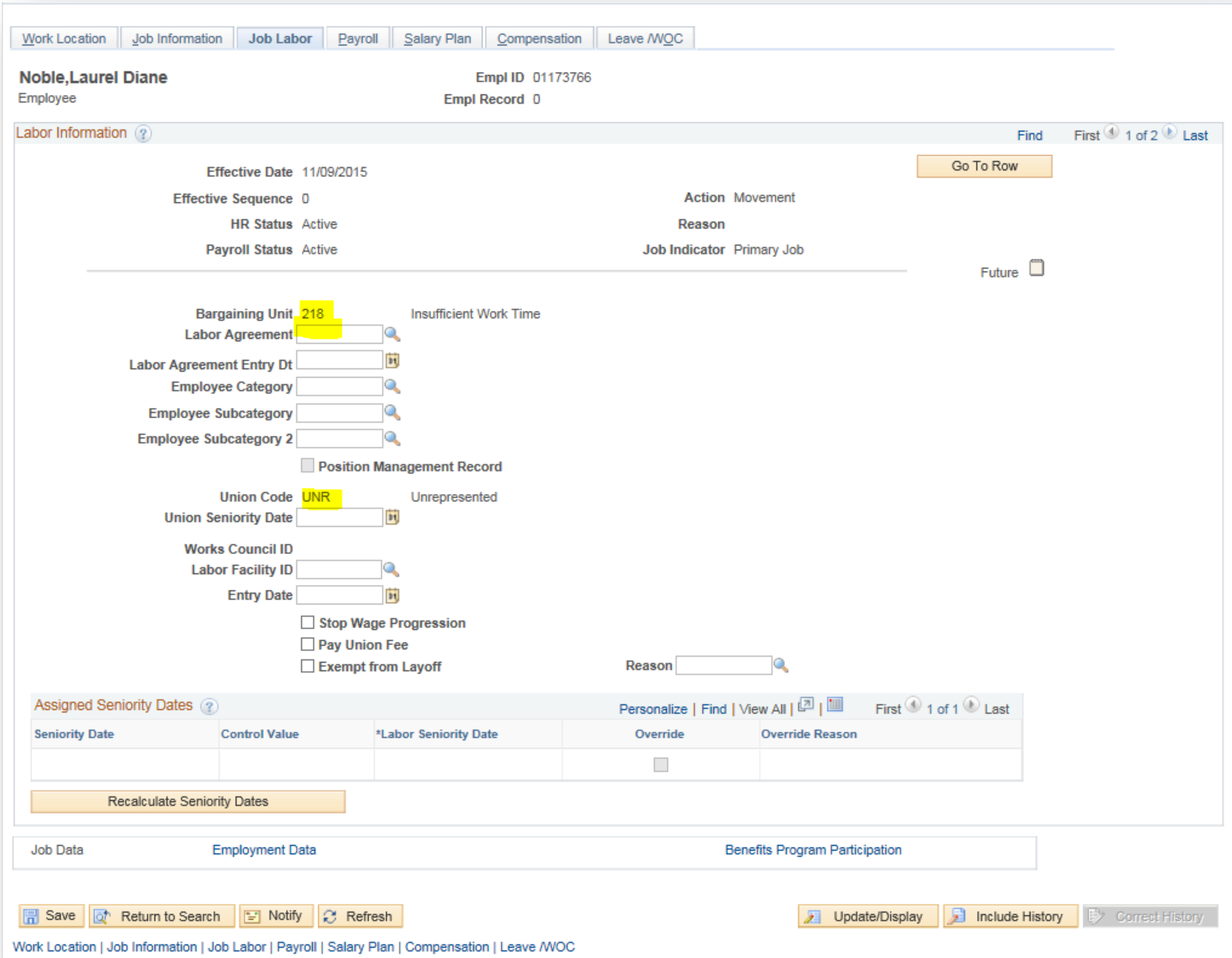


Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do ***not*** save. Click the **Job Labor** tab to continue.

Transfer Step 4: Job Labor Page



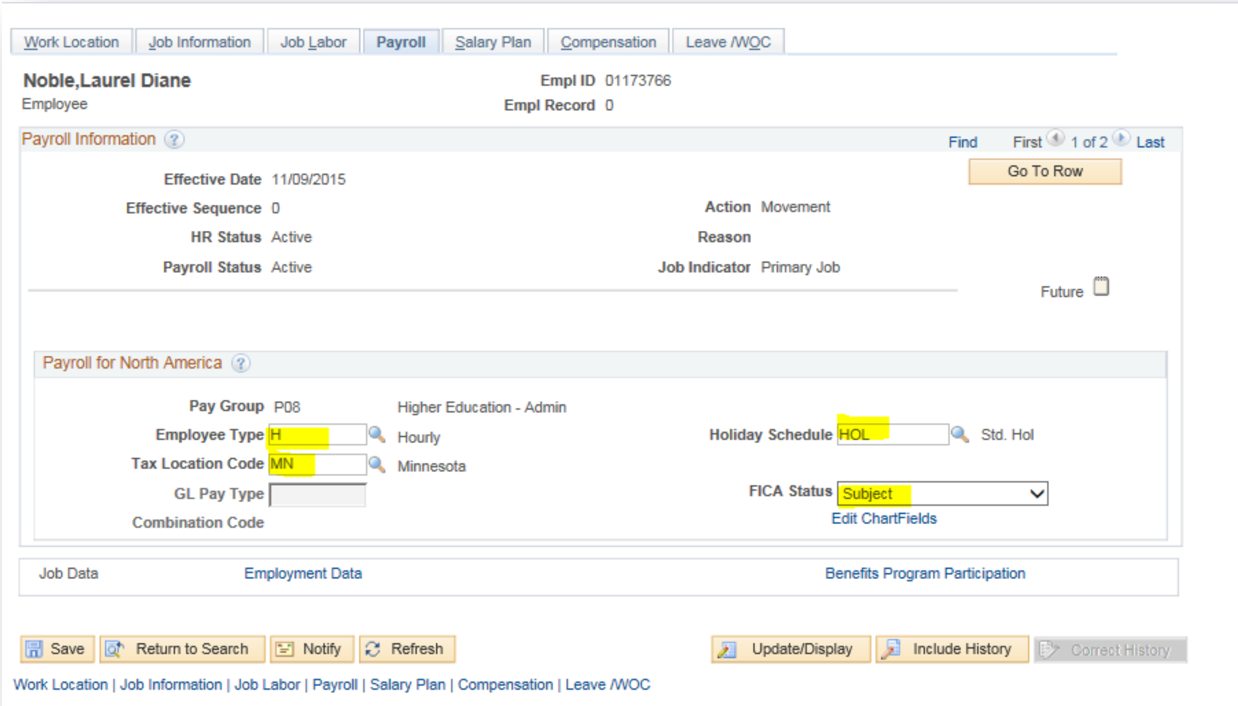
Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do ***not*** save. Click the **Payroll** tab to continue.

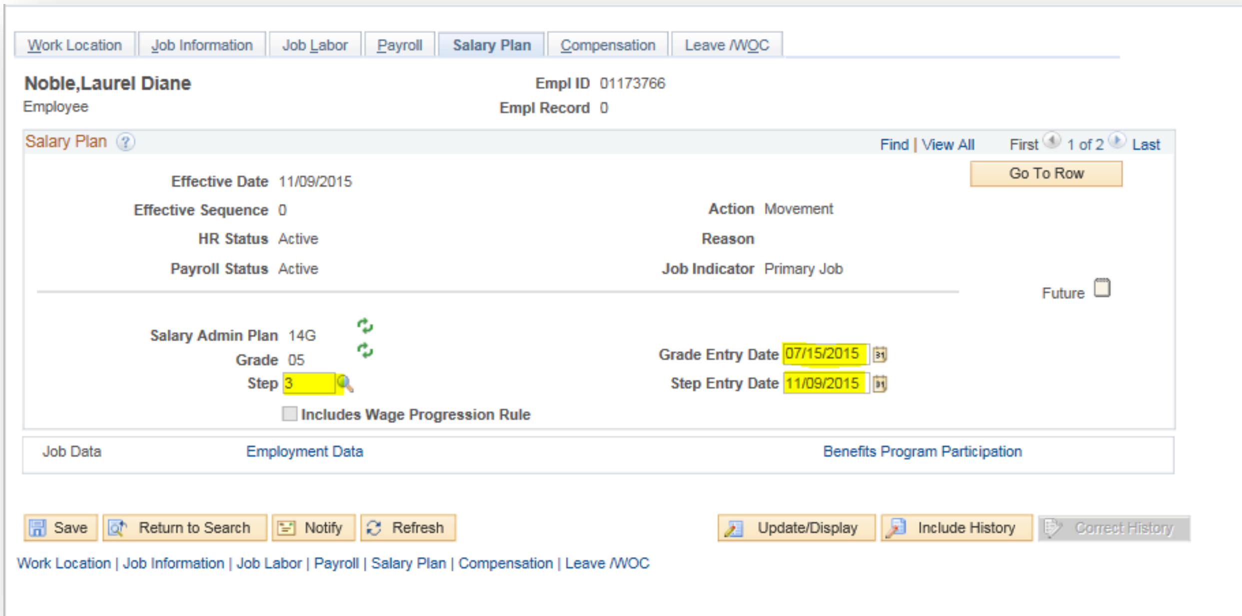
Transfer Step 5: Payroll Page



Employee Type, Holiday Schedule, Tax Location Code and FICA Status: Review, and select the correct value if necessary.

Do ***not*** save. Click the **Salary Plan** tab to continue.

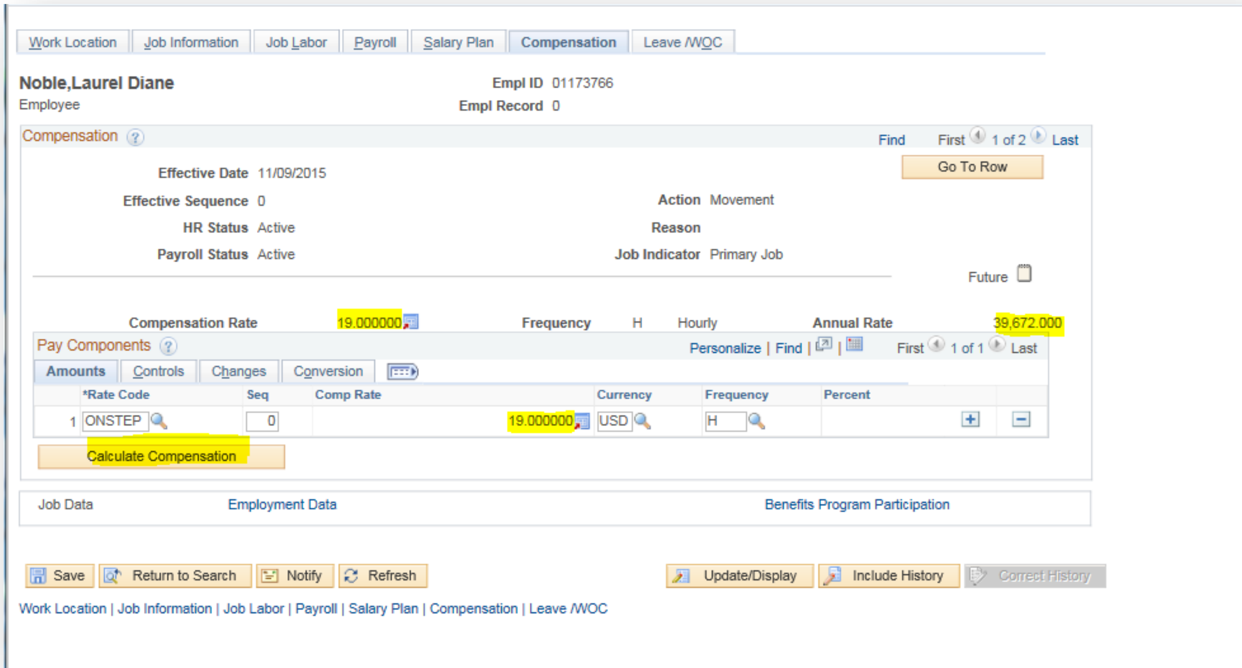
Transfer Step 6: Salary Plan Page



Step: Enter the correct step for the employee. If the employee is receiving off-step compensation for this job, leave this field blank.

Do ***not*** save. Click the **Compensation** tab to continue.

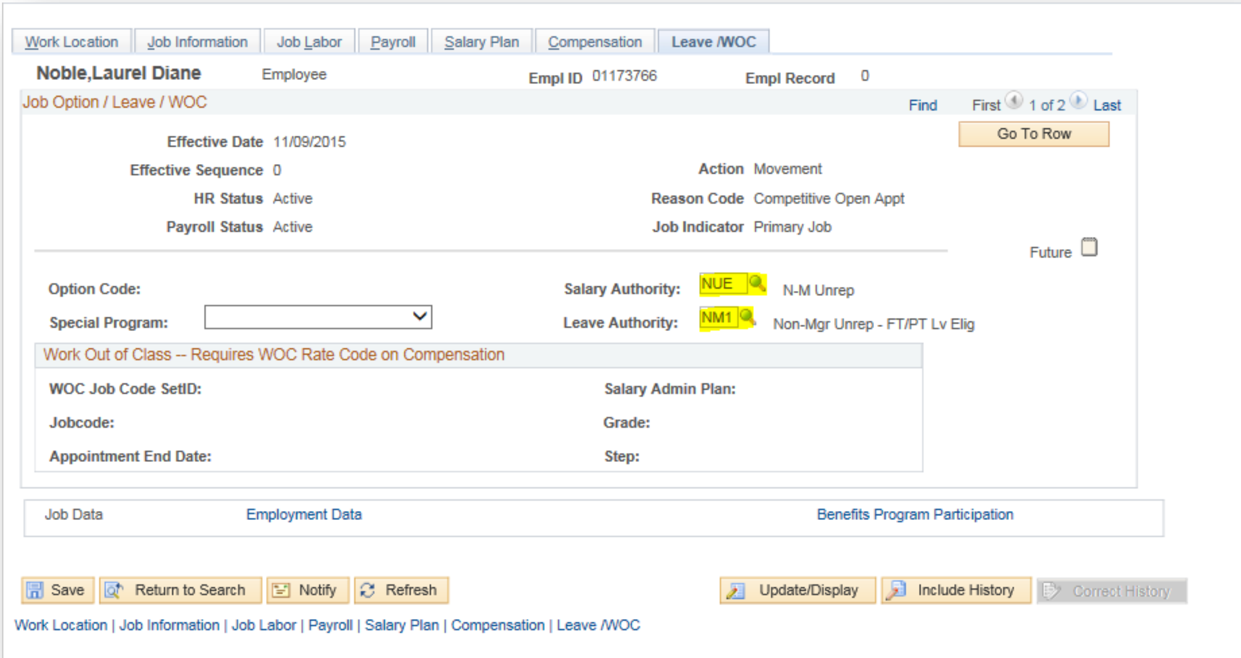
Transfer Step 7: Compensation Page



Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click Calculate Compensation . Verify that the Compensation Rate above the Pay Components is correct.

Do ***not*** save. Click the **Leave/WOC** tab to continue.

Transfer Step 8: Leave/WOC Page



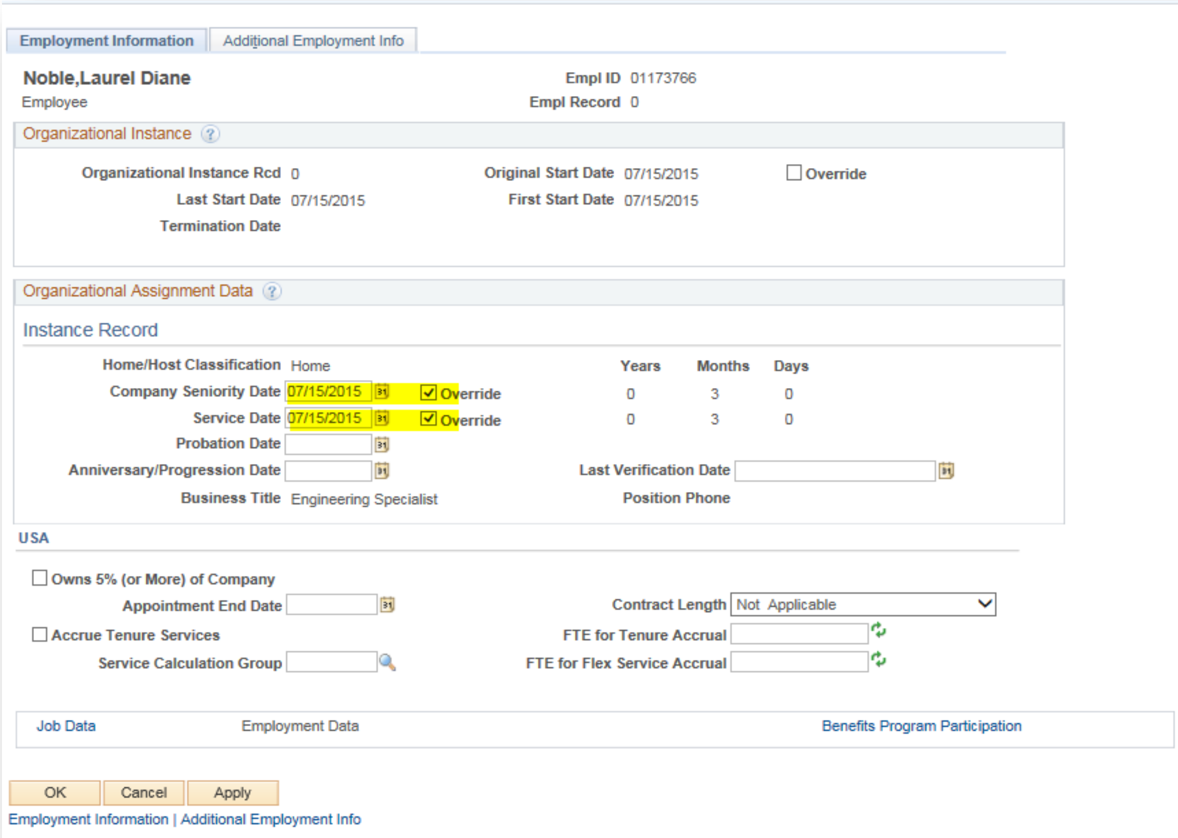
Special Program: Leave this field as the default or select another value.

Salary Authority: Click to look up and select the code for the contract or plan that covers the terms and conditions of employment for this job.

Leave Authority: Look up and select the appropriate value.

Do ***not*** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Transfer Step 9: Employment Data Page



Company Seniority Date: Verify that this displays the employee's state seniority date (the starting date of the employee's most recent continuous service with the state).

Service Date: Accept the default date or enter a date in accordance with your agency's service award policy.

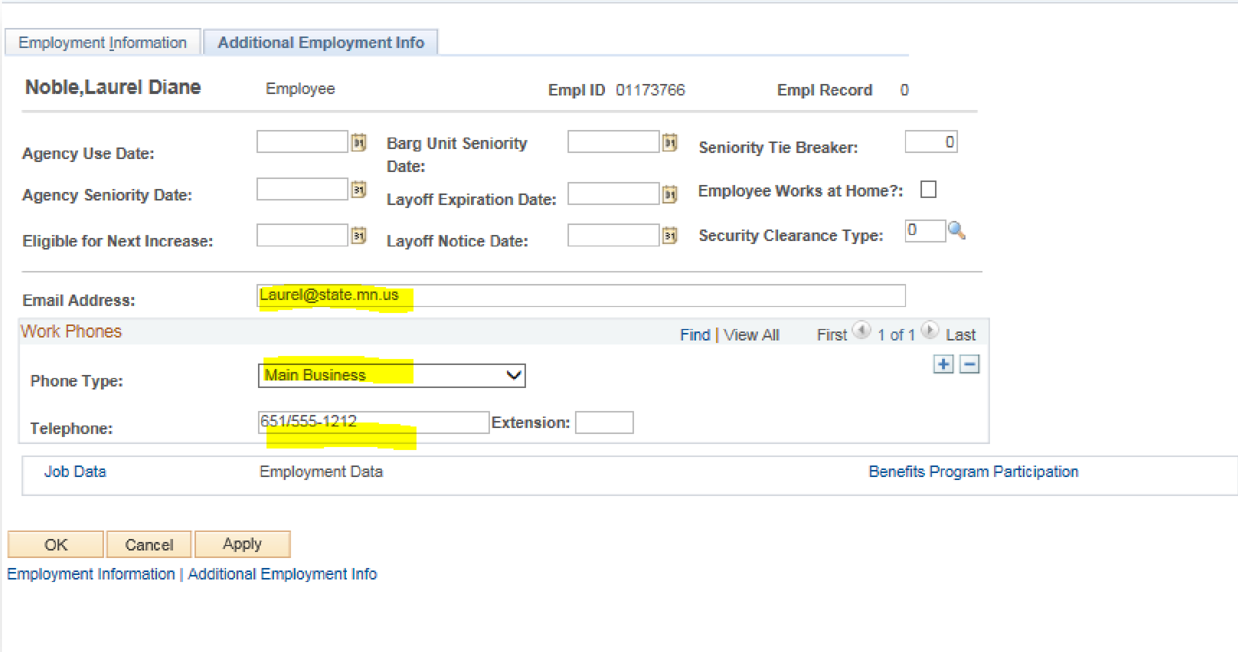
Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

Anniversary/Progression Date: Enter the Anniversary/Progression date.

Last Verification Date, Accrue Tenure Services, **FTE for Tenure Accrual**, **Service Calculation Group**, **FTE for Flex Service Accrual:** Complete the fields if your agency tracks this data.

Do ***not*** save. Click the **Additional Employment Info** tab to continue.

Transfer Step 10: Additional Employment Info Page



Transfer

Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

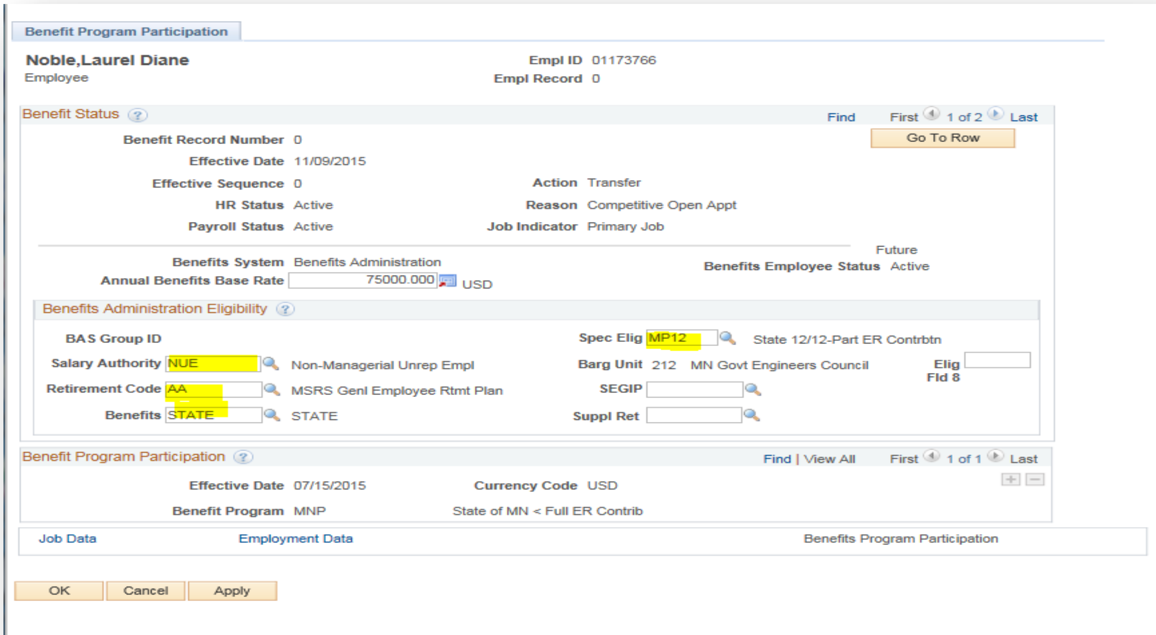
Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number, if available.

Do ***not*** save or exit. Click the **Benefits Program Participation** link to continue.

Transfer Step 11: Benefit Program Participation Page



Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority: Review, click to look up and select the correct value if necessary.

Retirement Code: Select the appropriate retirement plan code.

Benefits: Select STATE for most employees.

Spec Elig: Select the appropriate code.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click and select the correct Benefit Plan. For all other employees, leave it blank.

Click OK. If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in red. Complete or fix the field as needed.

***Saved* appears briefly in the upper right corner.** You will be returned to the Manage Hires list. The employee's name no longer appears.

Transfer

Appendix – Activity Guide Email Template

Email Subject line: Complete the State of Minnesota New Hire/Rehire Activity Guide before your start date

Dear <FirstName>,

Welcome to your new job with the State of Minnesota!

Your State of Minnesota employee ID number is: **XXXXXXXX**. This number is important because it is your permanent employee ID, which you will use for a variety of activities.

The first thing you need to do is complete the New Hire/Rehire Activity Guide. Please follow the steps below as soon as possible *before* your start date. We need this information to establish your employment record.

Note: If you use a screen reader (for example, JAWS) go to the State of Minnesota New Hire Portal for instructions to complete the Activity Guide using a screen reader. This is a temporary process until we receive the next software update.

Steps to complete the New Hire/Rehire Activity Guide

1. Go to the State of Minnesota Self Service website at www.state.mn.us/employee.
2. In the User ID field, enter your employee ID number.
3. **New Hire**: Your temporary password is last four digits of your Social Security number followed by **MN!!**

   Example: 1234MN!!

   Click the Sign In button. You will be prompted to change your password. Note your new password for future access to Self Service to view your paystub, enroll in benefits, and update your personal information.

   Rehire: You will be able to access the Activity Guide one day after the date of this email. If you do not remember your Self Service password, use the "Forgot Your Password" link and change your password.

4. Once you have changed your password, you will be directed to Self Service. Select the **New Hire/Rehire Activity Guide** and follow the steps in the guide to complete the information and forms listed below. Be sure to click the "Save" button on any page where you have added or changed information. If the information is already correct, you do not need to click "Save."

   - Phone Numbers
   - Gender (required for insurance eligible positions)

- Complete and Submit I-9 Form
- Tax Withholding
- Direct Deposit
- Emergency Contacts
- Ethnic Groups
- Disability
- Veteran Status
- Home and Mailing Address
- Email Addresses

5. Email the contact person on your job offer letter to report that you have completed the Activity Guide.

Questions? Contact the person on your job offer letter.

Thank you and welcome to the State of Minnesota!