MINNESOTA Management & Budget

Manage Hires – Quick Start

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Using Manage Hires - Quick Start Guide

Important! Check the position record in SEMA4 before processing the hire transaction and make updates if needed.

Manage Hires will bring the selected candidate's data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer. This Quick Start Guide provides the steps you need to process 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!

Using 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

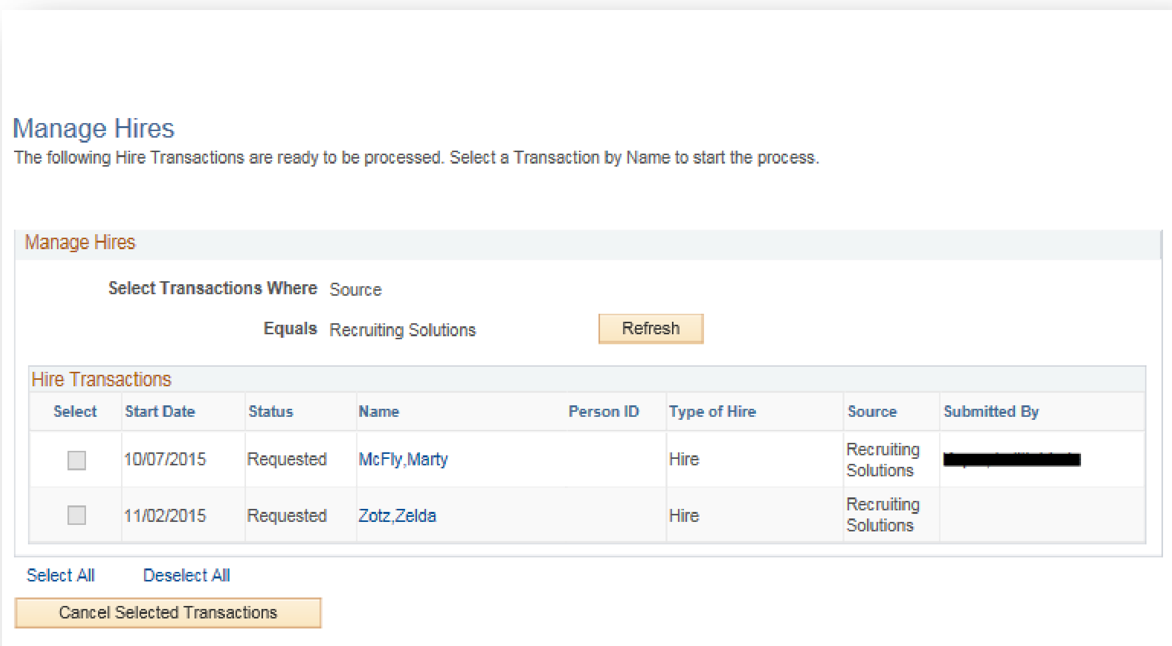
*For Rehires, these fields will already be in SEMA4. The Rehire will have the opportunity to update home address, if necessary, in the Activity Guide.

Hire Step 1: Find the new hire in Manage Hires

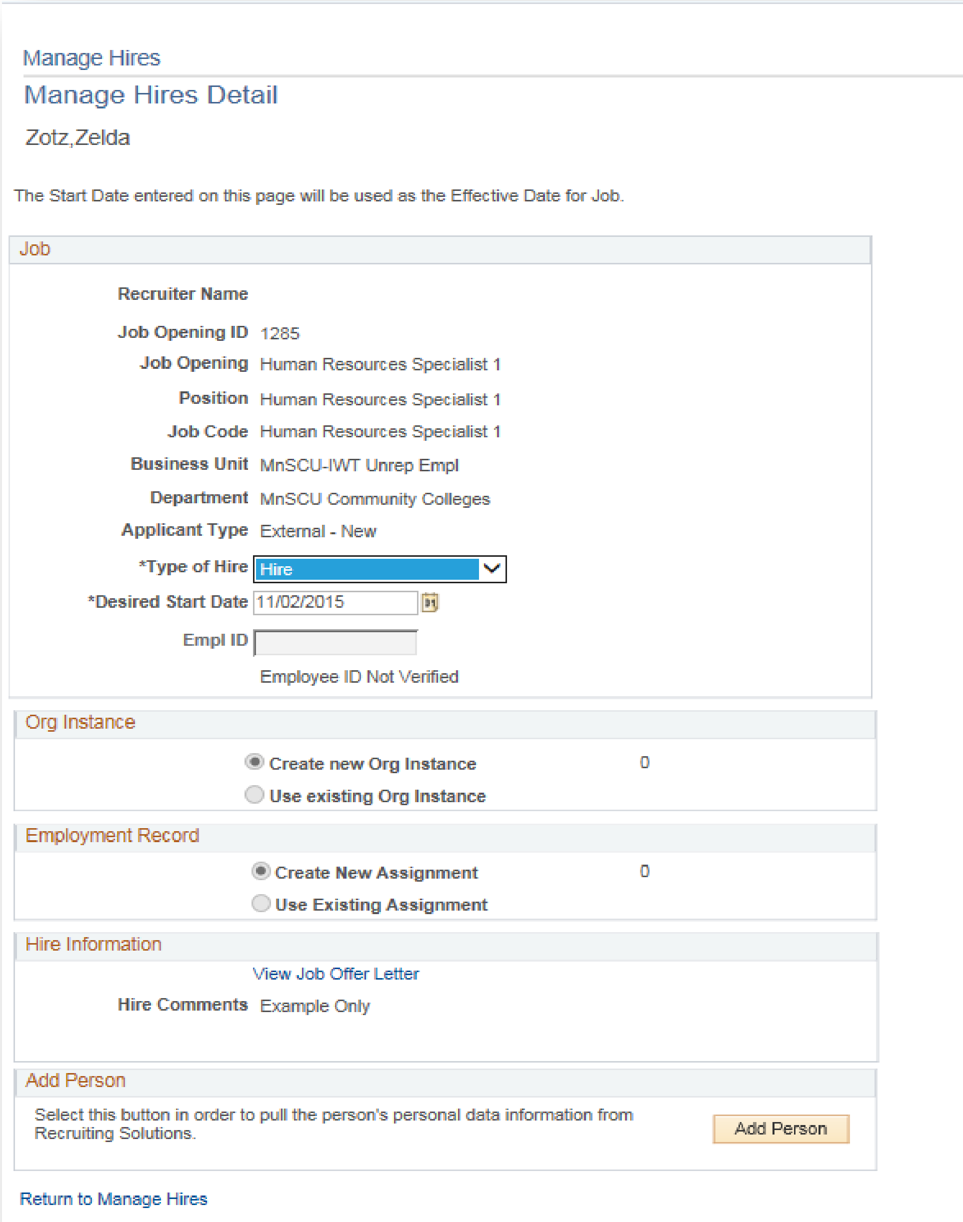
When the new hire's information is ready in Manage Hires, your recruiter will notify you. As soon as possible, use Manage Hires to enter the hire in SEMA4. Do not wait until the employee's first day at work. (The candidate will need time to complete the Activity Guide in Self Service prior to the first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

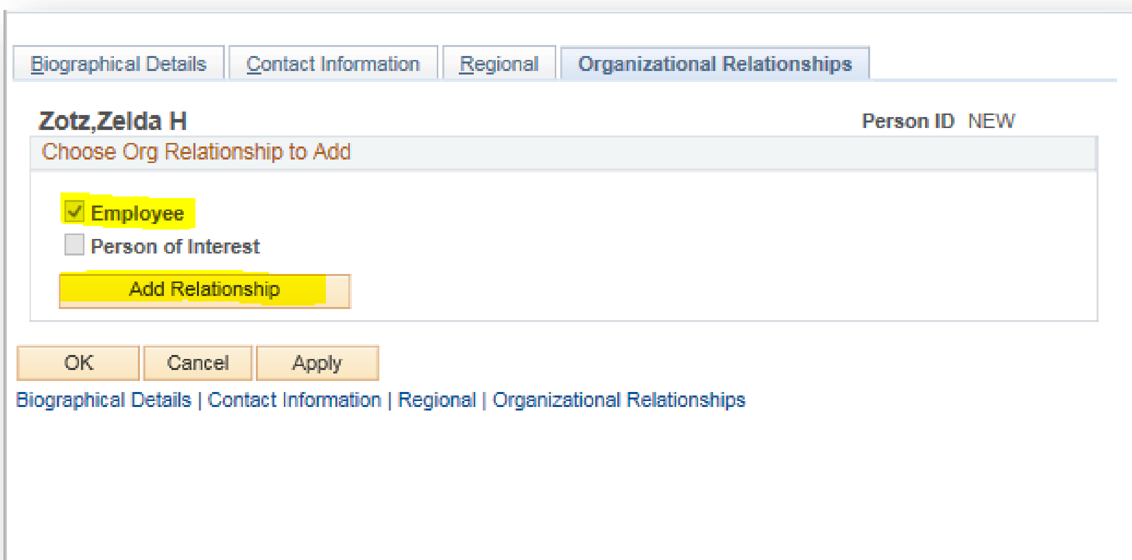
Hire Step 2: Add a Person

The **Biographical Details** page 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)

Complete the Personal Data as you did before the conversion to Manage Hires. You will note that many of the fields have been completed with information from Recruiting Solutions. Do not enter Gender and Ethnic Groups; the employee will complete these fields in Self Service.

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 is Other. The email will include instructions for signing in to Self Service and completing the New Hire/Rehire Activity Guide.

On the Organizational Relationships page, the relationship type will default to Employee. Accept the default.



Click 

. 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. Complete the Job Data pages as you did before the conversion to Manage Hires.

When you save the employee record you will be returned to the Manage Hires page, where you will note that the new employee's name has dropped from the list of those ready for hire.

Hire Step 3: 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.

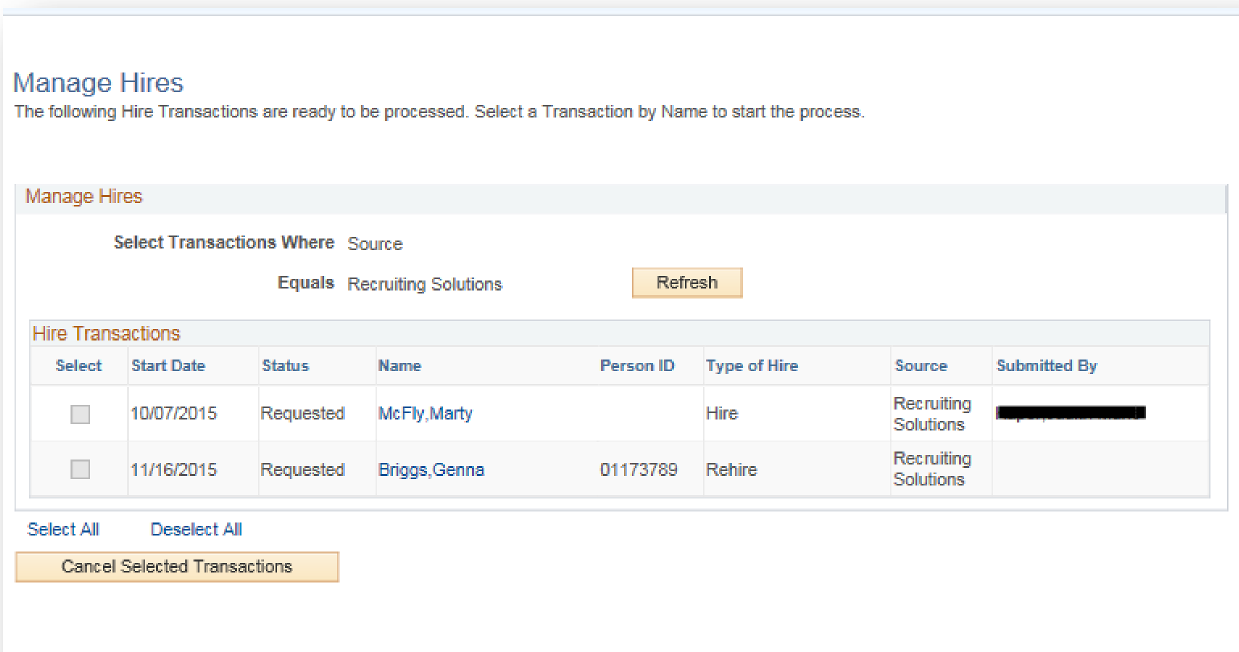
What if the New Hire fails to show up for work?

If the new hire fails to start the job, add a sequenced job row for 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).

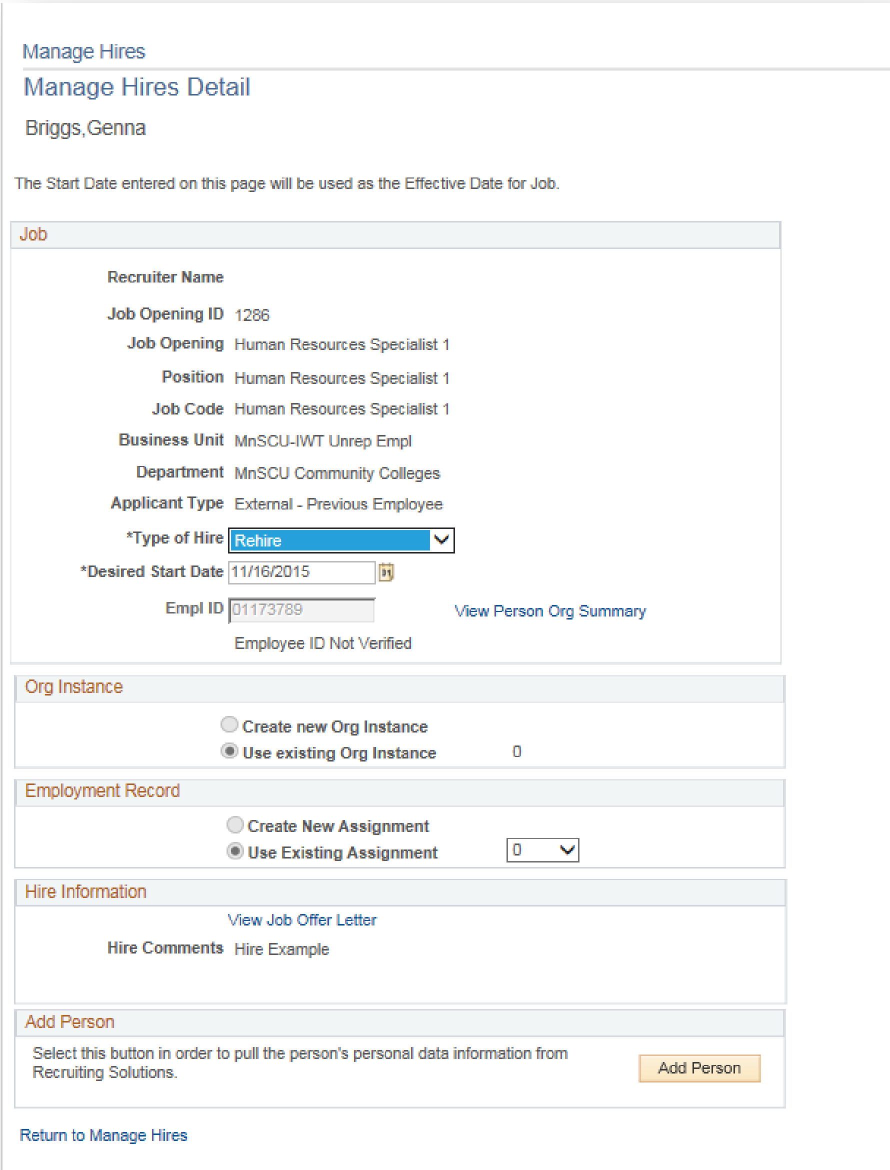
Rehire Step 1: Find the rehire in Manage Hires.

To process 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.

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

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)[1]. (Click Cancel to return to the Manage Hires Detail page.)

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

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

Rehire Step 2: Personal Information

The **Biographical Details** page 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. Complete the pages as you did before the conversion to Manage Hires. Do not enter Gender and Ethnic Groups; the employee will complete these fields in Self Service.

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

When you save the personal information pages you will return to the Manage Hires Detail page. Click the **Add Job** button. You will be directed to the Job Data pages.

Rehire Step 3: Job Data

The **Work Location** page is the first Job Data page. Complete the Job Data pages as you did before the conversion to Manage Hires.

When you save the record, you will return to the Manage Hires page. The employee's name no longer appears on the list.

Rehire Step 4: Activity Guide instruction email is triggered

When the Rehire record is saved, the system automatically sends an email to the employee with instructions for the Activity Guide. See the Appendix for an example of the email.

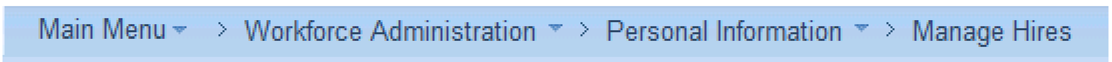
As the Activity Guide is completed, any changes the rehire enters and saves for phone numbers, gender, I-9, ethnic code, disability, veteran status, tax withholding, direct deposit, address, email and emergency contacts are updated in SEMA4.

What if the Rehire fails to show up for work?

If the rehire fails to start the job, add a sequences 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).

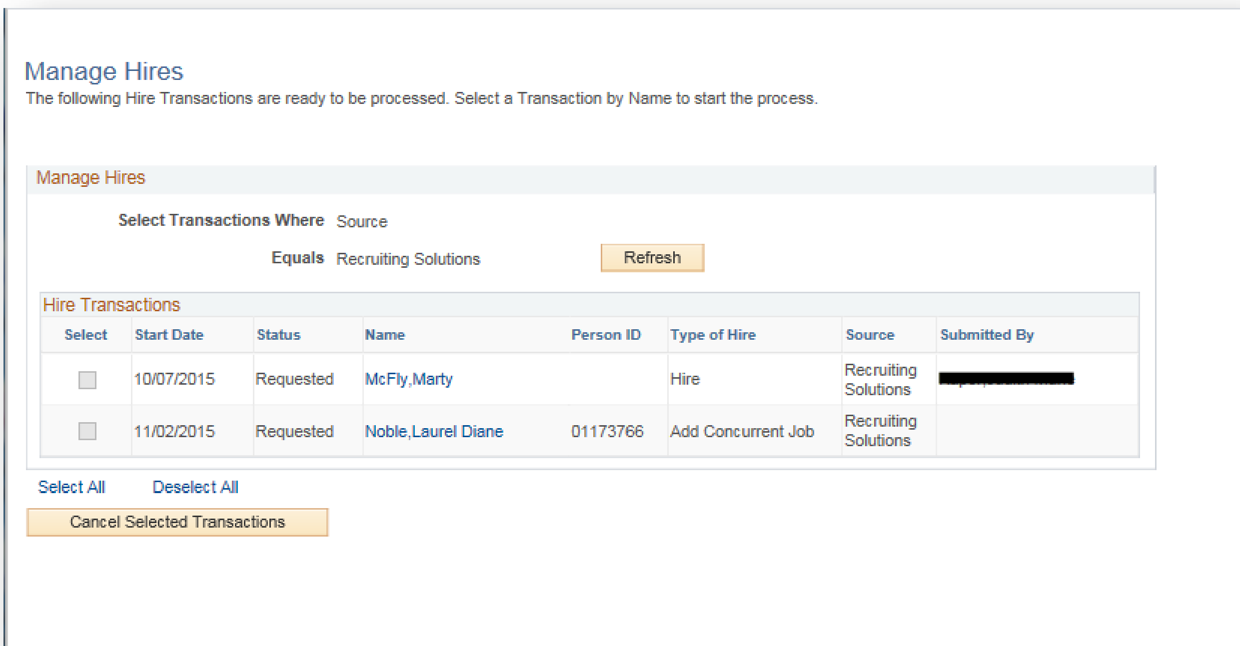
Add Concurrent Job Step 1: Find the employee in Manage Hires

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

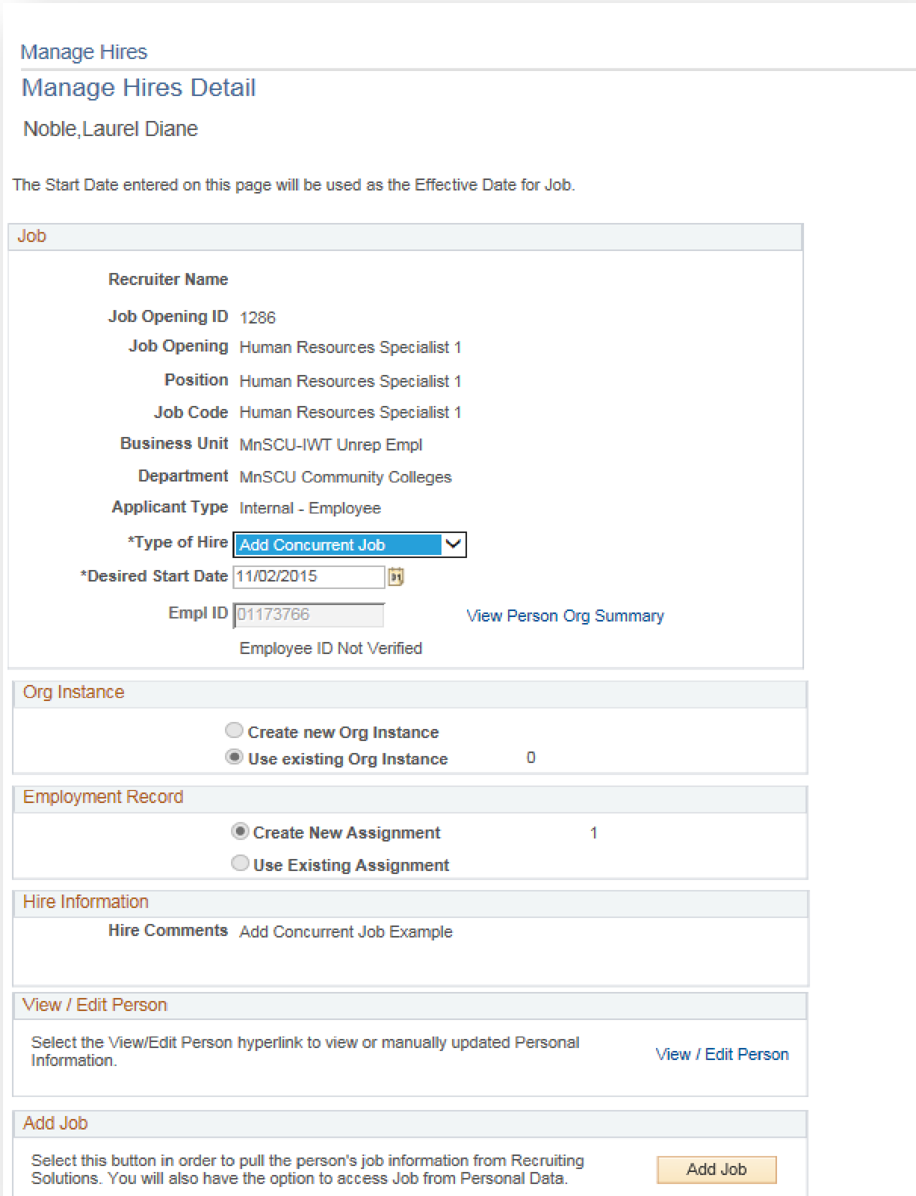


You will see *only* the candidates for the positions in the departments in your security access.

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



The Manage Hires Detail page will display.



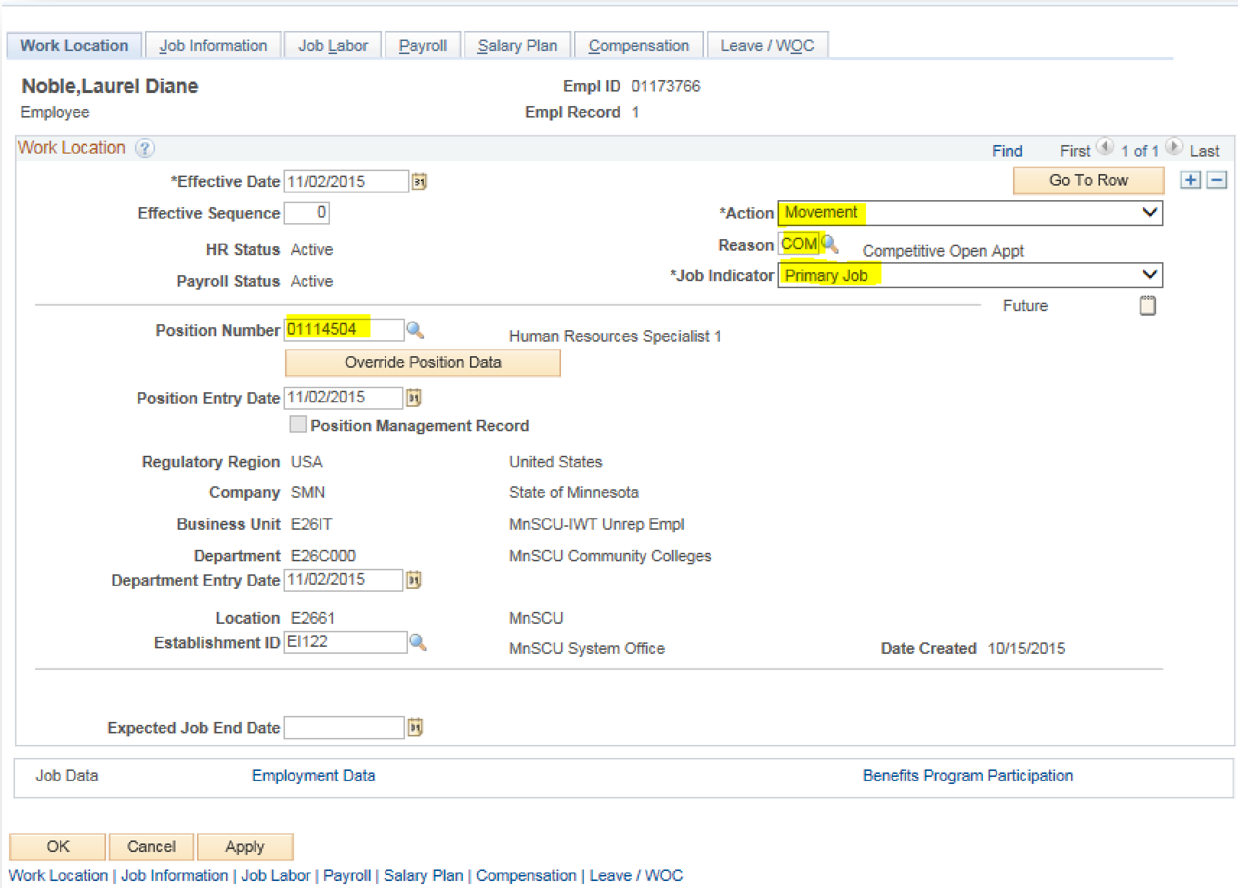
Verify the job title, business unit and department, type of hire, and start date for the added job. Notify your recruiting staff if there are any discrepancies.

Use the “View Person Org Summary” link to see a summary of the employee’s job(s)[2]. (Click cancel to return to the Manage Hires Detail page.) The View/Edit Person link will allow you to review the person’s personal information.

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

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

Add Concurrent Job Step 2: Job Data


Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WOC

Noble,Laurel Diane
Employee
Empl ID 01173766
Empl Record 1

Work Location
Find First 1 of 1 Last

*Effective Date 11/02/2015
Go To Row
Effective Sequence 0
*Action Movement
HR Status Active
Reason COM Competitive Open Appt
Payroll Status Active
*Job Indicator Primary Job
Future

Position Number 01114504 Human Resources Specialist 1
Override Position Data
Position Entry Date 11/02/2015
Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit E26IT MnSCU-IWT Unrep Empl
Department E26C000 MnSCU Community Colleges
Department Entry Date 11/02/2015
Location E2661 MnSCU
Establishment ID EI122 MnSCU System Office
Date Created 10/15/2015

Expected Job End Date

Job Data Employment Data Benefits Program Participation

OK Cancel Apply
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WOC

Add the concurrent job as you did before the conversion to Manage Hires. You will ***not*** see the Add Concurrent Job page – you will go directly to the Job Data pages.

When you save the record, you will be returned to the Manage Hires page. The employee's name no longer appears on the list.

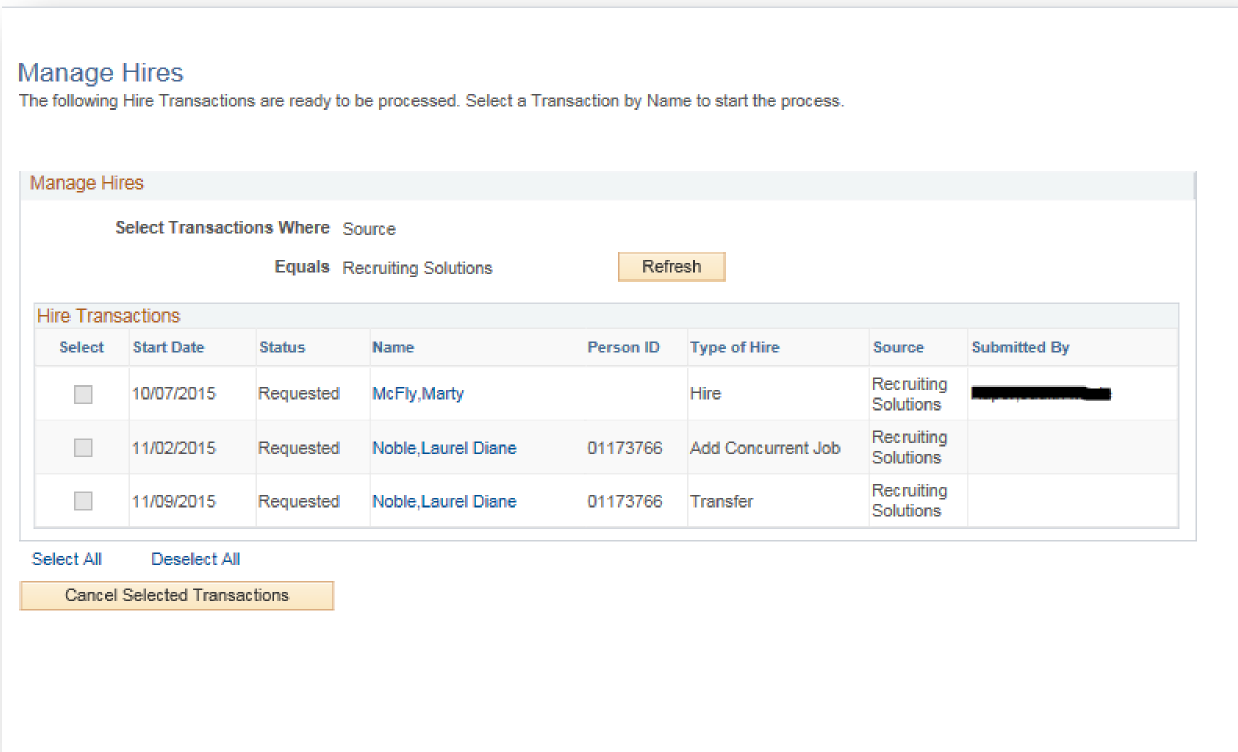
Note: In Manage Hires the term "transfer" refers to all appointment types for current employees who move from one job to another.

Transfer Job Step 1: Find the employee in Manage Hires

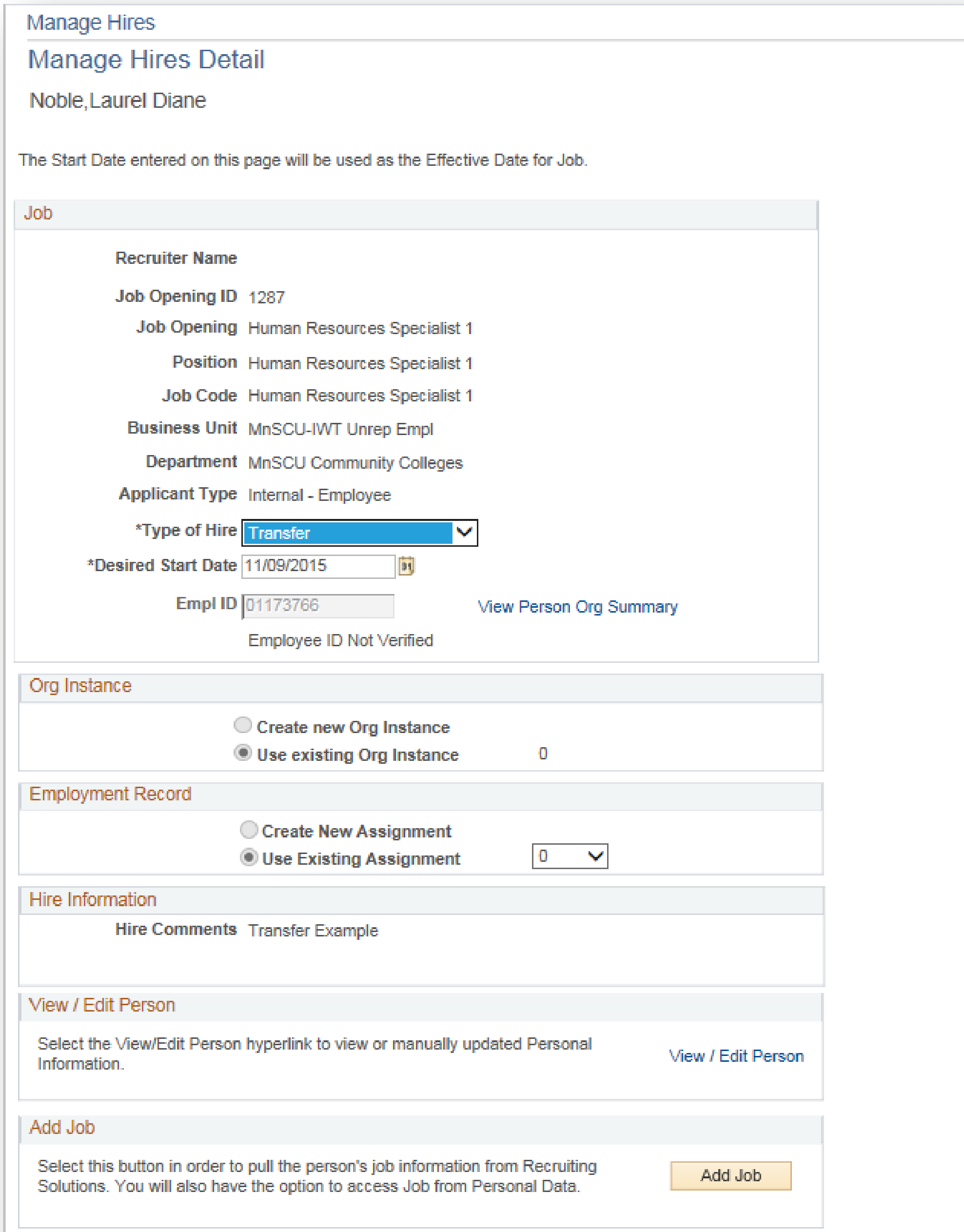
To process the transfer, sign in to SEMA4 and navigate to the Manage Hires component:

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

Click the name of the employee you are transferring.



The Manage Hires Detail page will display.



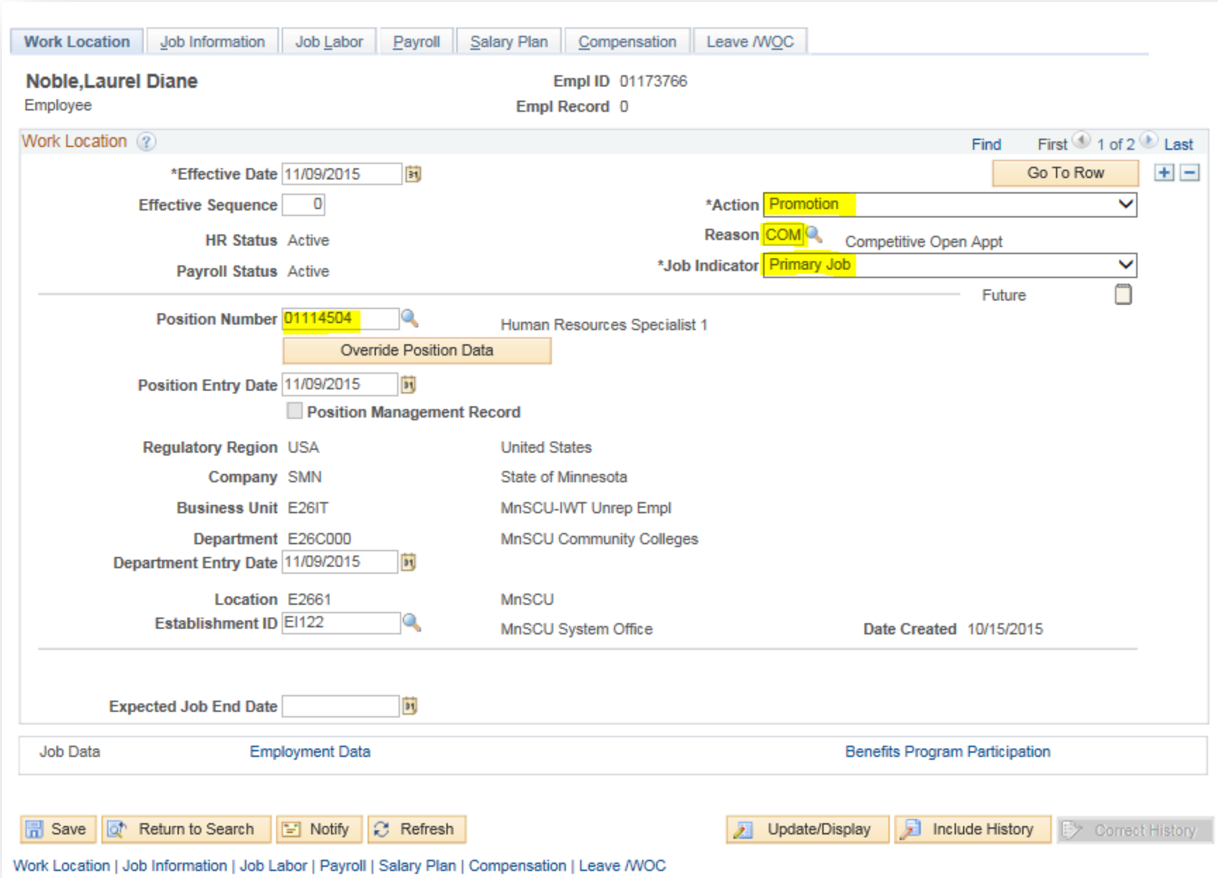
Verify the employee's job title, business unit and department, type of hire, and start date. Notify your recruiting staff if there are any discrepancies.

View the Person Org Summary[3] 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.

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

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

Transfer Step 2: Job Data



Add Job will bring you to the Work Location page of Job Data. The Action field displays Transfer. Select the appropriate Action for the appointment. Complete the Job Data pages as you did before the conversion to Manage Hires.

When you save the record, you will be returned to the Manage Hires page. The employee's name no longer appears on the list.

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!