SEMA4 HR/Payroll

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Vendor Deduction Detail and Report Information

Learning Guide

State of Minnesota

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Vendor Deduction Detail and Report Information

A summary of each pay period's deduction information for your organization will be available to you by accessing SEMA4 via the Internet. The data will be available in several formats. You use this information to reconcile the funds you receive.

Payroll processing that summarizes pay period activity, and makes deduction reports available, runs on Tuesday evening of payday week. In a normal pay period (one that does not include a holiday), information will be available to you starting Wednesday morning of payday week.

The information available will include the three (3) most recent pay periods. This means that you can access information for the most current pay period in addition to the two prior pay periods.

You will have the following options for accessing deduction detail and activity information for a specific pay period:

- View the deduction detail information
- Run and print a deduction detail report
- Request a text file for downloading the data

If you already use a computer on the job, you might log in with an ID and password. You will access SEMA4 in a similar way.

The next several pages discuss:

- Signing into SEMA4 and signing out
- Accessing the SEMA4 Home page
- Changing a SEMA4 password

What is SEMA4?

The Statewide Employee Management System (SEMA4) incorporates the distinct data management responsibilities of human resources (HR), payroll, and benefits.

- HR provides complete coverage of personnel administration, affirmative action, training and development, health and safety, and position management.
- Payroll provides control over all aspects of payroll operation including time reporting, payroll calculation, tax computation, deductions calculation and processing, check preparation and reporting.
- Benefits provides administration over insurance and certain benefit related deductions as well as benefit-related inquiries.

Think of SEMA4 as a single integrated system which shares and transfers data among various functional areas. For example, when you enter a position number in the employee's job record, information associated with that position, such as salary range, is automatically added to the job record.

SEMA4 interfaces with other state systems such as the state's staffing system, SWIFT (Statewide Integrated Financial Tools) the state's system of record for accounting and procurement, and those systems handling workers' compensation, and retirement.

The SEMA4 Sign in Process

Welcome to SEMA4! Before you can do anything in the system, you must access SEMA4 by signing in.

Signing In

1. Open your Web browser.
2. Go to mn.gov/adminportal.
   In the User ID field, type your User ID capitalizing all letters.
   In the Password field, type your password.

NOTE: Type the password correctly. After a number of consecutive, incorrect attempts, the system suspends the ID. If that happens, contact Karen Gustafson at 651-201-8067 or karen.gustafson@state.mn.us; or Jason Kienholz at 651-201-8172 or jason.kienholz@state.mn.us.

3. On the My Homepage, select the SEMA4 tile.

At this time, the SEMA4 (production) database is the only database that contains the tables and queries that support the deduction detail and activity viewing and reporting functionality.

User ID

Your user ID is a unique code assigned to you. Attached to your user ID is a security profile. Security profiles allow users to access only specific SEMA4 data and perform certain functions. Each SEMA4 user may have a distinctly different profile.

Password

A password is a secret code that you use to access SEMA4. Protect your password. Your password authorizes anyone typing your user ID to access SEMA4 using your security profile. To protect unauthorized use of the SEMA4 system, you will be required to change your password on a regular basis.

Your user ID and password combination together create a unique identity, a special sort of key.

Tip: When signing in…..

- If you cannot access the system:
  - Check the status of SEMA4 on the Minnesota's Statewide Systems Message & Information Center at https://mn.gov/mmb/mmbhome/systems/
  - Contact your LAN administrator or other agency support
- If you make a typing error:
  - Tab or click back to the field and retype
- If your Web browser stalls and does not appear to respond:
  - Wait a few minutes. If it is still unresponsive, close your browser.
  - Wait a few minutes. Then open it, and try again.

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 enter your password correctly. If you type your password incorrectly you will receive the following message:

Your User ID and/or Password are invalid.

After a number of 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 60 days. In order to change your password, you must know what the current password is, even if it is expired.

- If the message "Your password has expired" displays, follow the links and directions displayed on the screen to change your password.

    - 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 of your previous six passwords and prevents you from reusing them.
- Expire after 60 days.

Password Problems

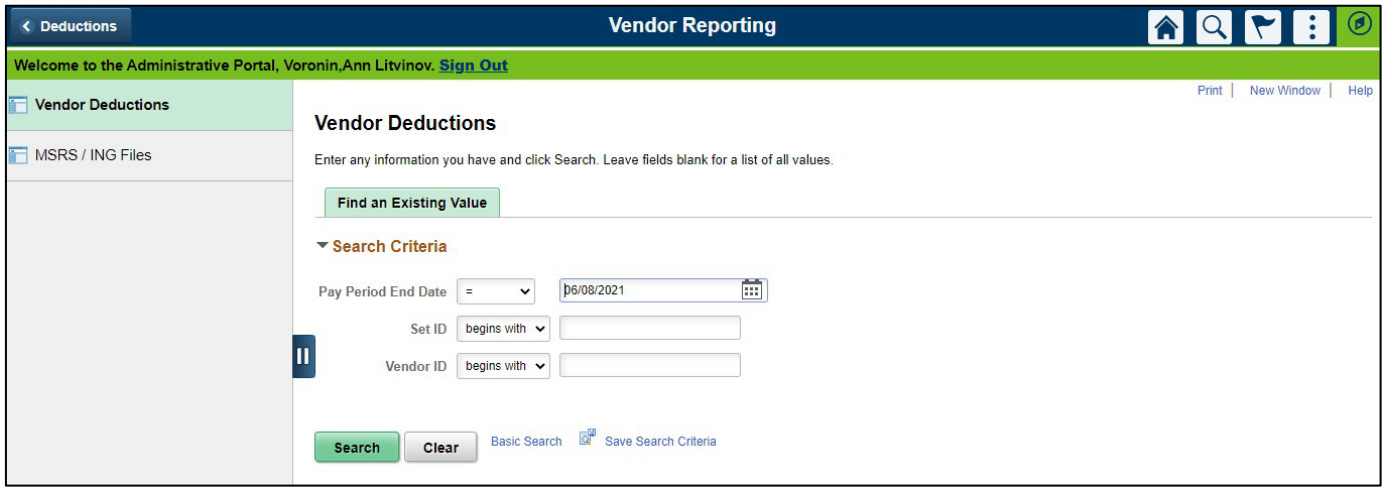
When signing in, you have several opportunities to enter your password correctly. After multiple unsuccessful attempts, the User ID will be suspended for password violations and you must contact Karen Gustafson at 651-201-8067 or karen.gustafson; or Jason Kienholz at (651) 201-8172 or jason.kienholz@state.mn.us.

To VIEW deduction detail information by pay period

The Vendor Deductions page allows vendors to view employee deductions by pay period and Vendor ID. Information on the page can be sorted in different ways for viewing.

Select **Payroll > Deductions > Vendor Reporting > Vendor Deductions**.

The Vendor Deductions search page displays.



FIELD NAME & DESCRIPTION	FIELD DATA
1. In the **Pay Period End Date** field, the most recent pay period end date will default. Accept the default or enter a previous pay period end date (2 previous pay periods will be available).	Accept the default Pay Period End Date
2. In the **SetID** field, enter VENDR.	VENDR
3. In the **Vendor ID** field, enter your organization's vendor ID (previously known as your Provider ID.)	Your Vendor ID
4. Select the **[SEARCH]** button.	The Vendor Deductions page displays.

Depending on the amount of information that exists for the pay period and vendor ID entered, the system will present different options for viewing.

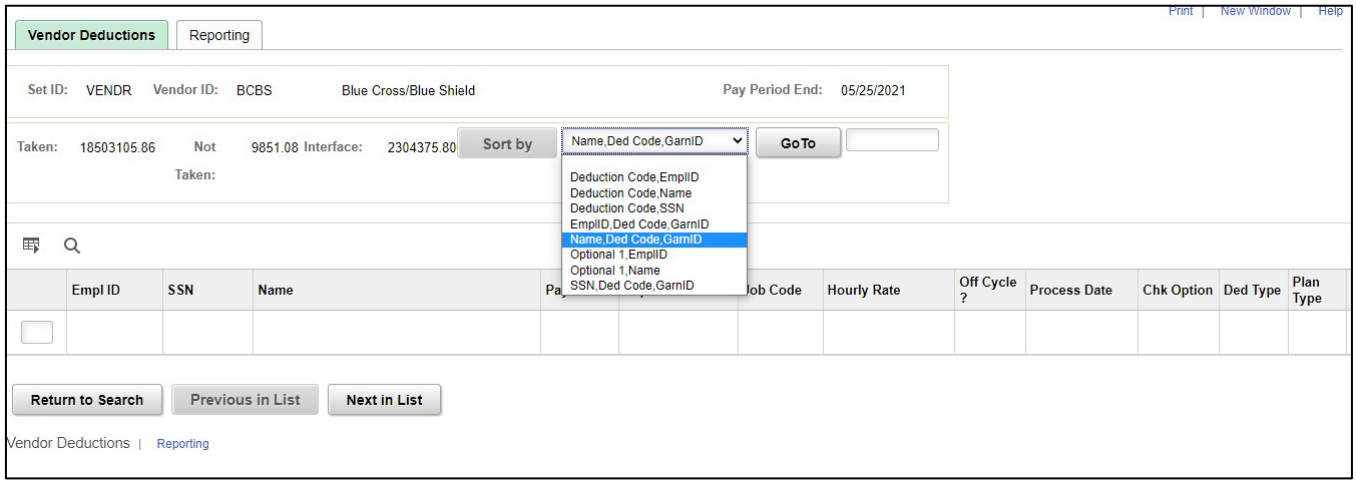
- If the number of deduction detail records is small (roughly, less than 1000), two buttons will display: **Sort by** and **Load**.
- If the number of deduction detail records is large (roughly, 1000 or more), memory limitations do not allow SEMA4 to load and display ALL the records at one time. Therefore, **Load** is not an option.

  Instead of loading all the records, SEMA4 will display roughly 200 records at a time that follow the order you indicate using the **Sort by** and **Go To** fields and buttons.

Examples for viewing both a small and a large number of records follow.

EXAMPLE #1

The **Vendor Deductions** page displays for a Vendor ID with **less than** 1000 records for the pay period.



ACTION	RESULT
1. In the **Sort by** field, select the down arrow button and select the sequence that you would like to use for displaying the records.	
2. Select the **[LOAD]** button. To change the sort order, in the **Sort by** field, select the down arrow button and select a different sort sequence. Then re-sort the records by selecting the **[SORT BY]** button.	All the deduction records will display in the requested sort order and you can view all information by using the scrolls bars.

If you want to view a specific record or group of records, you can use the Go To functionality.

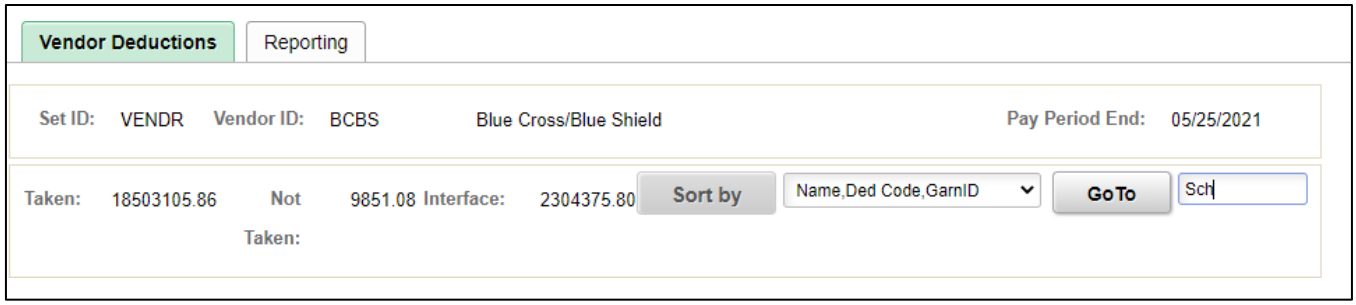
Go To functionality

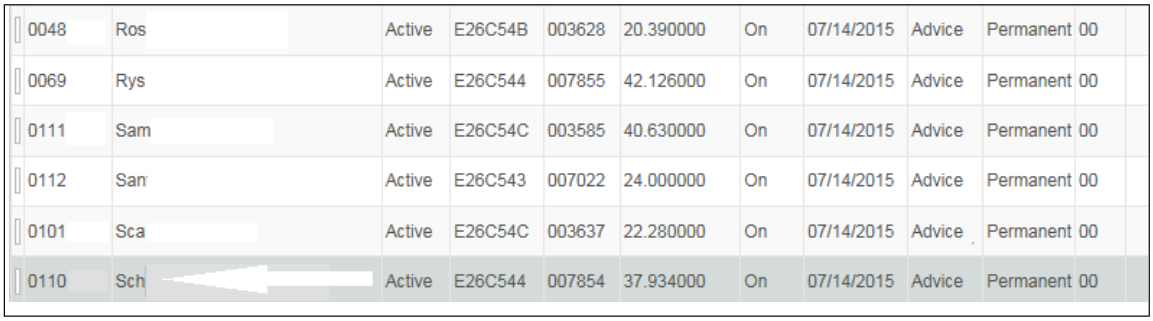
The **Go To** functionality works in conjunction with the first value in the sort order selected.

- If the sort order includes 'Name' as the **first** sort in the sequence, you can ask the system to "go to" and display specific last name(s).
- If the sort order includes 'EmplID' as the **first** sort in the sequence, you can ask the system to "go to" and display particular employee ID(s), or the first few digits of an ID.

To use this functionality, enter your search criteria in the field to the right of the **[GO TO]** button. Then, select the **[GO TO]** button. The system will scroll through the list and stop at the first record matching the search criteria in the initial sort sequence field.

To view a name not on the screen using the Go To functionality:



ACTION	RESULT
3. Enter the last name (or the first few letters) in the **Go To** field, for example, "Sch".	
4. Select the **[GO TO]** button.	SEMA4 locates the first record with the characters in the "Go To" field and displays it at the bottom of the page. For example: If a name(s) beginning with "Sch" is found, it will be displayed as the last record on the page. If there are no records with "Sch" the system will scroll to the place where those characters would appear IF they existed.
Example of the Go To function locating the first "Sch" record 	
5. Use the scroll bars to view all the detail information.	

EXAMPLE #2

The **Vendor Deductions** page displays for a Vendor ID with **more than** 1000 detail records.

Notice the **[LOAD]** button does **NOT** display.

If the number of deduction detail records is large (roughly, 1000 or more) memory limitations do not allow SEMA4 to load and display ALL the records at one time. Therefore, **Load** is not an option.

Instead of loading all the records, SEMA4 will display roughly 200 records at a time that follow the order you indicate using the Sort by and Go To fields and buttons.

ACTION	RESULT
1. In the **Sort by** field, select the down arrow button and select the sequence that you would like to use for displaying the records.	
2. Select the **[SORT BY]** button.	The system will display the first 200 (or so) records out of the 1000 or more that exist for the PPE and Vendor ID.

You can then use the **Go To** function to "zoom in" on the record, or group of records, you want to view. SEMA4 will scroll to and display records using the directions you give via the **Sort by** and **Go To** fields and buttons. But, it will never display more than about 200 records at one time.

If the first sort in the sequence is Name, and no search criteria are entered in the **Go To** field, the system will display the first 200 records sorted alphabetically by Name, beginning with "A." Using the scroll bar only allows you to view the roughly 200 records in the display. You must use the **Go To** functionality to view names further down in the sorted listing which are beyond the displayed range of records – for example, names beginning with "S" or "T."

To view a name not on the screen, and not within the range accessible in the display (approximately 200 records):

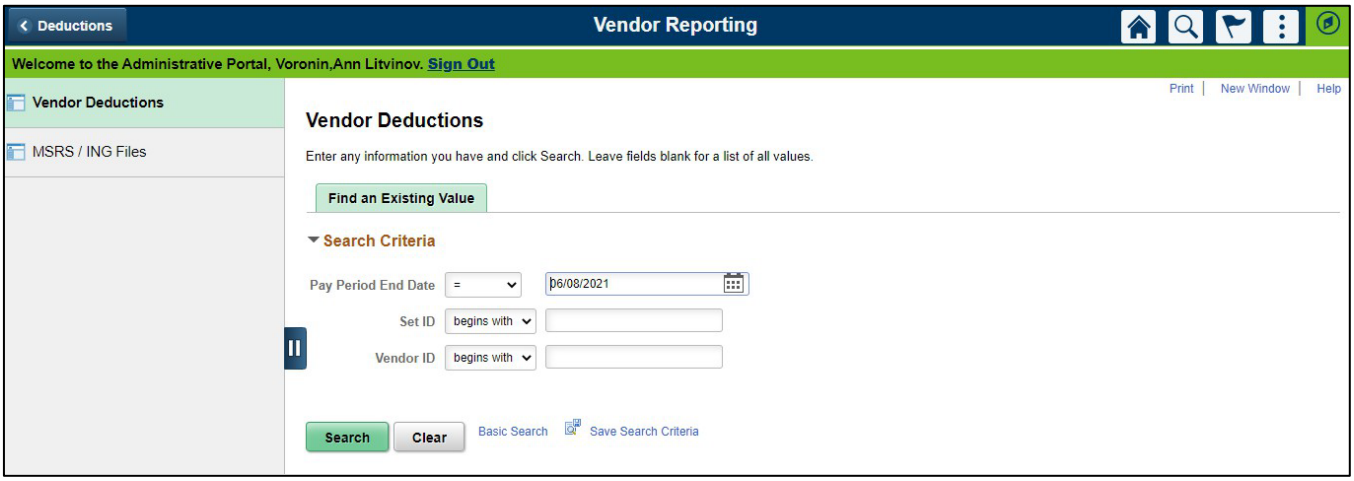
ACTION	RESULT
3. Enter the last name (or the first few letters) in the **Go To** field, for example, "Smith"	
4. Select the **[GO TO]** button.	SEMA4 locates the first record with the characters in the "Go To" field and displays it at the top of the page, along with about 200 records that follow. For example, if the name "Smith" is found, it will be displayed as the first record on the page and be followed by approximately 200 records that follow Smith in alphabetical order. If there are no records with "Smith" the system will scroll to the place where those characters would appear IF they existed.
5. Use the scroll bars to view all the detail information.	

To RUN a Deduction Detail Report for Printing

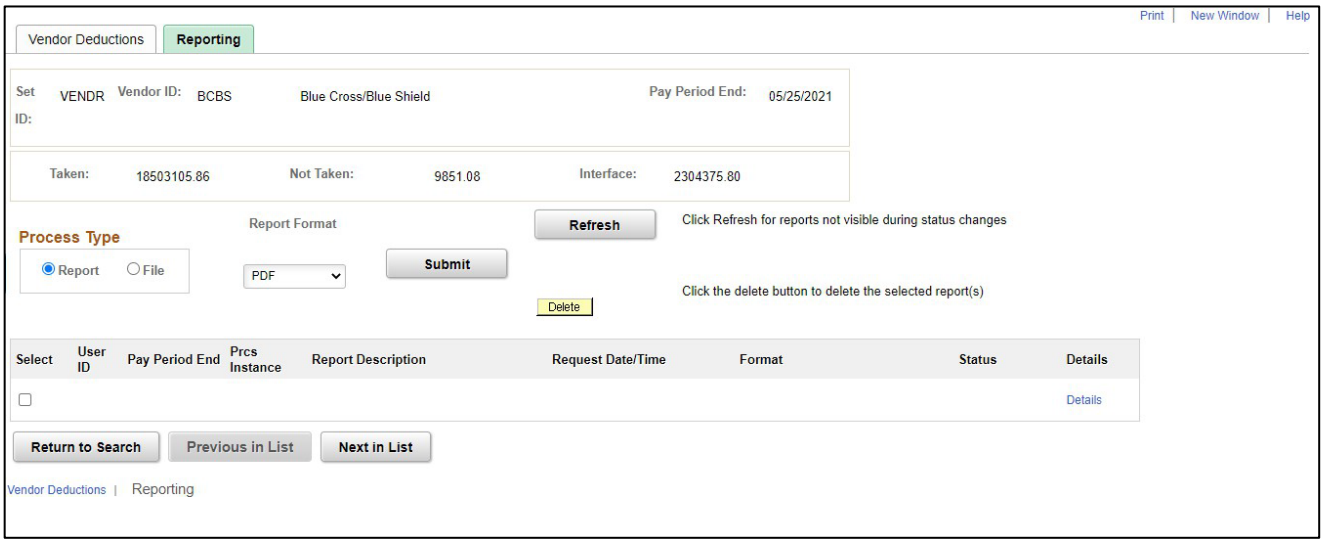
The **Reporting** page is the second page in the component and it allows vendors to run reports that represent deduction detail information for a specific pay period. Reports are available in a variety of formats.

Select **Payroll > Deductions > Vendor Reporting > Vendor Deductions**

The Vendor Deductions search page displays.



ACTION	RESULT
1. In the **Pay Period End Date** field, the most recent pay period end date will default. Accept the default or enter a previous pay period end date (2 previous pay periods will be available).	Accept the default Pay Period End Date
2. In the **SetID** field, enter VENDR.	VENDR
3. In the **Vendor ID** field, enter your organization's vendor ID (previously known as your Provider ID.)	Your Vendor ID
4. Select the **[SEARCH]** button.	The **Vendor Deductions** page displays.
5. To access the **Reporting** page, select the **Reporting** page tab.	

ACTION	RESULT
The **Reporting** page displays.  	
6. In the **Process Type** box, accept the default, **Report**.	
7. In the **Report Format** field select the desired report format. • HTM – Web • PDF – Adobe • RTF – Rich Text • XLS – Excel **TIP:** SEMA4 will default the recommended file format for you depending on the number of records (rows) that exist in the report.	
8. Select the **[SUBMIT]** button.	After being submitted, the User ID, Pay Period End, Prcs Instance, Report Description, Request Date/Time, Format and Status values will display for the report as part of the report listing in the middle of the page.

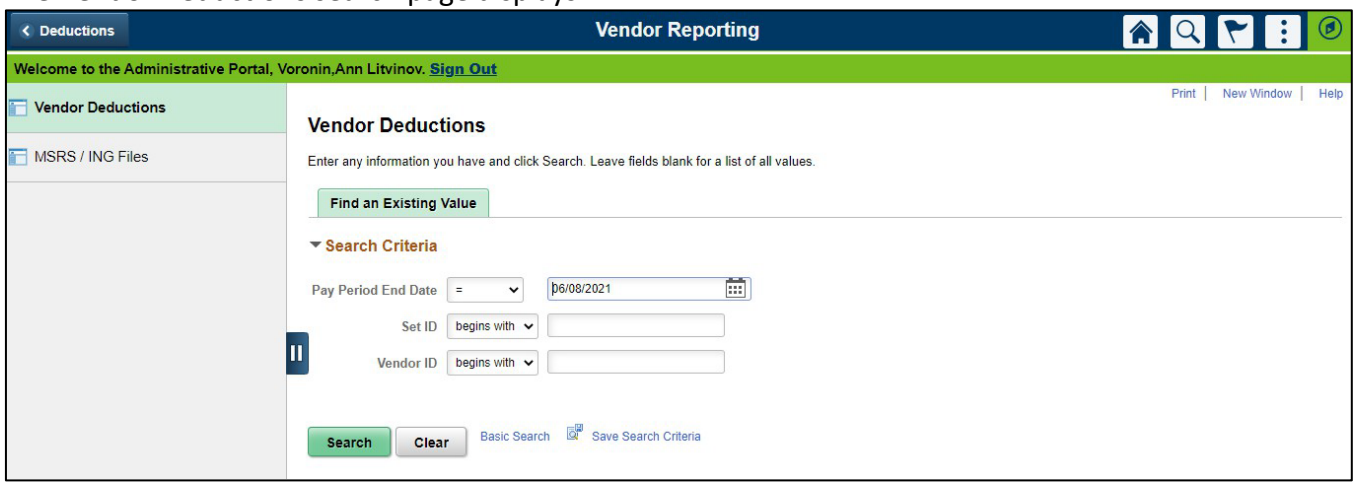
ACTION	RESULT
9. Select the **[REFRESH]** button periodically until the status is *Posted*. The status may disappear for a short time while status transitions from 'Processing to 'Posted.' You may need to select the {REFRESH] button a few times during this transition. **NOTE:** As the report is processed, the Status field displays the following values: • Scheduled • Processing • Generated • Posted After the report status changes to Posted, the **[VIEW]** button displays to the right of the Details link. • The Details link will display processing details for the report. • The View button allows you to view and print the finished report.	The Status row field changes.
10. Select the **[VIEW]** button. **TIP:** If the report/file output does not display correctly, re-run the report/file.	One report will display.
11. Select the link that begins with FIHU1643. The report displays and can now be printed. **TIP:** Depending on the report format you selected, you may need to make changes in the page or print setup in order to print the report properly (i.e. you may need to change the Paper Size/Orientation to Landscape.)	The report displays in the format chosen.
12. To exit the report, close the report window.	
13. To return to the Reporting page, select the **[CANCEL]** button.	

To REQUEST a Text File for Downloading

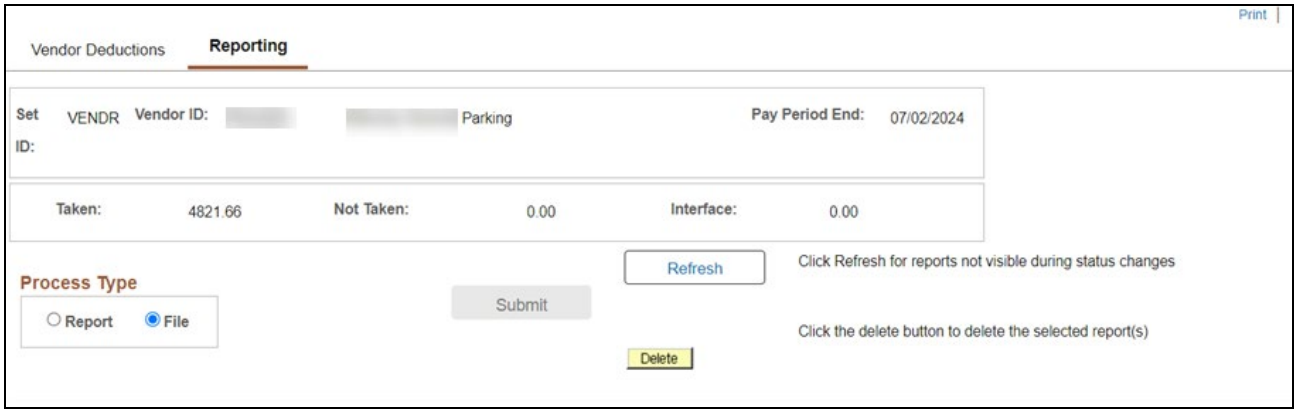
The **Reporting** page also allows you to request a text file that can be saved and downloaded.

Select **Payroll > Deductions > Vendor Reporting > Vendor Deductions**

The Vendor Deductions search page displays.



ACTION	RESULT
1. In the **Pay Period End Date** field, the most recent pay period end date will default. Accept the default or enter a previous pay period end date (2 previous pay periods will be available).	Accept the default Pay Period End Date
2. In the **SetID f**ield, enter VENDR.	VENDR
3. In the **Vendor ID** field, enter your organization's vendor ID (previously known as you Provider ID.)	Your Vendor ID
4. Select the **[SEARCH]** button.	The **Vendor Deductions** page displays.
5. To access the **Reporting** page, select the **Reporting** page tab.	

ACTION	RESULT
The **Reporting** page displays.  	
6. In the Process Type box, select the File radio button.	The Report Format field no longer displays.
7. Select the **[SUBMIT]** button.	After being submitted, the User ID, Pay Period End date, Prcs Instance, Report Description, Request Date/Time, Format and Status values will display for the report as part of the report listing in the middle of the page.
8. Select the **[REFRESH]** button periodically until the status is *Posted*. **NOTE** As the report is processed, the Status field displays the following values: • Scheduled • Processing • Generated • Posted After the report status changes to Posted, the **[VIEW]** button displays to the right of the Details link.	The **Status** field changes.

ACTION	RESULT
9. Select the **[VIEW]** button. **TIP:** If the report/file output does not display correctly, re-run the report/file.	Four reports will display, however only the .SPF file is needed.
10. Select the **FIHR2003SEQ.SPF** link.	
11. Select the **[SAVE]** button and select from the options to name and save the text file on your PC or agency network system.	
12. Using the software available on your PC or agency network system; you can then open and manipulate the file.	

Conclusion

In this guide, you reviewed the following processes:

- Signing into SEMA4
- Signing out of SEMA4
- Viewing information on the **Vendor Deductions** page
- Sorting information on the **Vendor Deductions** page
- Using the **Go To** search functionality on the **Vendor Deductions** page
- Submitting a report for printing on the **Reporting** page
- Requesting a text file for downloading on the **Reporting** page