



Completion of *Correcting HR Data* Learning Guide

You have requested Correct History as part of your SEMA4 security access. It is important to know that Correct History is more powerful than Update/Display and Include History. With Correct History, users can change historical and current effective-dated information, and insert historical effective-dated information.

If you have clearance to Correct History, remember that it's **not** a good idea to use Correct History all the time. You could accidentally type over existing data without inserting an effective-dated row, or insert a historical effective date by mistake. Select Correct History **only** when you need to change historical or current data, or insert historical data.

Because Correct History involves higher risk transaction, the following requirements must be completed before being granted access.

Requirements for Granting Correct History:

- 1) You must successfully complete the *Correcting HR Data* learning guide and submit a signed statement to that effect. The *Correcting HR Data* learning guide may be accessed at http://mn.gov/mmb/accounting/sema4/training/training_courses/correcting-data.jsp. This guide explains how to use Correct History in SEMA4 appropriately and safely when maintaining human resource records.
- 2) Sign this form and return to your Agency SEMA4 Security Administrator. Once the above requirements have been met, you will be granted Correct History.

If you have questions about the information in this document, contact your Agency SEMA4 Security Administrator.

By signing this form, I verify that I have completed the *Correcting HR Data* Learning Guide and will use Correct History **only** to change historical or current data, or insert historical data.

Signature

Print name

Name of Agency

Date: _____