

Critical HR Data Elements in SEMA4

Field Name	Component	Page Name	Field Definition
Action	Job Data	Work Location	Type of transaction entered. Examples: Hire, Transfer, Leave of Absence, Separation Some actions can result in a change in an employee's eligibility for insurance.
Agency	Position Funding	Position Funding	Three-character agency code that identifies the agency funding the position.
Agency Seniority Date	Job Data	Additional Employment Info	Start date of continuous employment with the employee's current agency. Appears on the seniority roster.
Anniversary/Progression Date	Job Data	Employment Information	<p>A specific date from which the Eligible for Next Increase date is calculated for all progression (aka step) increases. Anniversary date (MMA, MAPE, etc.) and progression date (AFSCME) are basically the same thing - the date of the last hire, rehire, or promotion for salary purposes. Progression increases are granted on an annual or semi-annual basis as noted in contract, based on satisfactory performance. The Anniversary/Progression Date is maintained by the agency user, and must be changed if the employee gets a promotion or has a break in service. If there are multiple job records, and one of the records is in layoff status, consideration must be given to the layoff record when determining the Anniversary/Progression Date.</p> <p>For all progression increases, the Eligible for Next Increase date is determined by applying contract language to the Anniversary/Progression Date. For example, an AFSCME General Maintenance Worker at step 1 with an Anniversary/Progression Date of February 8, 2010 would have an Eligible for Next Increase date of August 4, 2010, which is the first day of the pay period in which the new step could be granted. Again, satisfactory performance would be necessary for the progression increase.</p>
Appointment End Date	Job Data	Employment Information	The last day of the employee's appointment.
Appointment Status			See Regular/Temporary
Appr	Position Funding	Position Funding	Three-character appropriation unit code for the position.
Barg Unit Seniority Date	Job Data	Additional Employment Info	The date the employee is assigned to a bargaining unit. If the employee's contract has no provision for bargaining unit seniority, this field is left blank.
Bargaining Unit	Add/Update Position Info Job Data Job Data	Barg Unit/Cost Projection Job Labor Benefit Program Participation	Identifies the group of employees in similar occupational categories, to which a position belongs. Example: 214

Benefit Authority			See Leave Authority
Benefits	Job Data	Benefit Program Participation	The benefit program provider, either STATE or COUNTY.
Business Title	Job Data	Employment Information	The position title or job code title of the employee.
Business Unit	Add/Update Position Info	Description	A code used for grouping records into categories. The business unit value is agency code + 2 characters representing a bargaining unit or compensation plan. Examples: T79AF (for AFSCME), T79MP (for MAPE)
	Job Data	Work Location	
Classified Indc	Add/Update Position Info	Specific Information	Indicates whether the position is Classified, Unclassified or Non-Status.
	Job Data	Job Information	
Comp Frequency	Add/Update Position Info	Barg Unit/Cost Projection	The frequency of compensation, for the compensation displayed in the Intend to Fill Amount field. Used, along with the Intend to Fill Date, to calculate cost projections for a position that will be vacant for a period of time.
Comp Rate	Job Data	Compensation	The salary for the pay component rate code. See also Compensation Rate
Comp Rate Code			See Rate Code
Company Seniority Date	Job Data	Employment Information	<p>The employee's state seniority date, which is the starting date of the employee's most recent <i>continuous</i> service at the state. If an employee is rehired after a break in state service, this is the date of the rehire.</p> <p>This field is maintained manually by the user. The system default value is <i>not</i> necessarily correct. The user must fix the date in this field when adding a concurrent job or rehiring an employee who left state service.</p> <p>The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</p> <p>Commonly known as state seniority date.</p>
Compensation Rate	Job Data	Compensation	Displays the employee's calculated rate of pay based on the compensation frequency and pay component comp rate. See also Comp Rate
County	Modify a Person	Contact Information	Identifies the county of the employee's residence.
Date of Birth	Modify a Person	Biographical Details	The employee's date of birth. Influences the cost the employee pays for optional life insurance.
Department	Add/Update Position Info	Description	Identifies an organizational entity, such as a department, division or work group. The first three characters identify the agency.
	Job Data	Work Location	
Disabled	Disability	Disability	If the check box is selected, it indicates the employee is disabled. This information is used for regulatory reporting.

Education fields	Person Profile	School Education; Degrees	Employee's degrees, majors, and schools.
Effective Date	Add/Update Position Info Position Funding Modify a Person Job Data	Description Position Funding Biographical Details, Contact Information Work Location	The date the row of information goes into effect. Example: The effective date of a separation is the first day the employee is separated, not the last day of work. Effective dates may be current, future, or historical.
Effective Sequence	Job Data	Work Location	A number (0-999), which identifies separate transactions occurring on the same effective date in a job record. Defaults to 0 (zero).
Eligible for Next Increase	Job Data	Additional Employment Info	The date the employee is eligible for the next pay increase.
Email Address	Job Data	Additional Employment Info	The employee's work Internet address.
Emergency Contact fields	Emergency Contact	Contact Address/Phone	Names, addresses and phone numbers of people to contact in case of an employee emergency.
Empl Class	Job Data	Job Information	The status of an employee's employment. Examples: Not Applic, Permanent, Probationary Formerly known as Employment Status.
Empl Rcd#	Job Data	Work Location	A sequence number identifying the employment record. All employees start with employment record 0 (zero). Example: A concurrent job (in addition to the first job) would appear on SEMA4 as Empl Rcd# 1.
Employee Status	Job Data	Work Location	See Payroll Status
Employee Type	Job Data	Payroll	Indicates whether the employee is hourly or salaried.
Employment Status			See Empl Class
Entry Date	Job Data	Job Information	The date the job code was assigned to the employee record. This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. The accuracy of this date ensures the accuracy of the Seniority Roster report. This field is maintained manually by the user. The system default value is <i>not</i> necessarily correct. The user must refer to the appropriate contract or plan and fix the default date when entering certain transactions, for example Data Change/NON (Not Certified - Return to Former Job). Also known as Job Entry Date. Commonly known as anniversary date.
Establishment ID	Job Data	Work Location	The code which identifies a specific establishment. Used for Federal OSHA reporting purposes.
Ethnic Group	Personal Data	Regional	The ethnic group in which an employee belongs.

Expected Return Date	Job Data	Work Location	The date the employee is expected to return from a paid or unpaid leave of absence, seasonal layoff, or suspension.
First Start Date	Job Data	Employment Information	When an employee is hired, this field displays the effective date of the Job Data row with the action of Hire. May be blank if there is no Hire row on this employment record. May be blank if the Hire effective date is in the future. May display different dates on different employment records of an employee. Also known as Hire Date.
FLSA Status	Add/Update Position Info	Barg Unit/Cost Projection	Identifies the FLSA (Fair Labor Standards Act) status for the position.
Frequency	Job Data	Compensation	The frequency of compensation. Example: Hourly
FTE	Add/Update Position Info Job Data	Specific Information Job Information	The percent of full-time equivalency based on the value of the Standard Hours field. Example: A full-time position has an FTE value of 1.00. A half-time position may have an FTE value of .50.
Full/Part Time	Add/Update Position Info Job Data	Description Job Information	Indicates if the position requires full-time, intermittent or part-time work hours.
Fund	Position Funding	Position Funding	Three-character fund number that is charged for the earning code. Identifies part of the MAPS code block that is expensed for the hours and dollar amounts for the position. Fills in on labor distribution, adjustments and employee business expense pages, and is used to project salary expenditures in MAPS.
Gender	Modify a Person	Biographical Details	The individual's gender.
Grade	Add/Update Position Info Job Data	Description Salary Plan	A code that identifies a salary range.
Grid ID			See Salary Administration Plan or Salary Plan
Hire Date			See First Start Date
Holiday Schedule	Job Data	Payroll	The employment record's holiday schedule.
Home Address fields	Modify a Person	Contact Information	Employee's home address.
HR Processing Unit	HR Processing Unit Table	HR Processing Unit	An identifier used to select and sort information in human resources standard reports. An HR processing unit covers one or more department IDs.
HR Status	Job Data	Work Location	Derived from Payroll Status. If Payroll Status is deceased, retired, or separated, then the HR Status is inactive; otherwise it is active.
Intend to Fill Amount	Add/Update Position Info	Barg Unit/Cost Projection	The dollar amount of compensation for the position. Completed if the position's salary range does not have steps. Used to calculate cost projections for a position that will be vacant for a period of time.
Intend to Fill Date	Add/Update Position Info	Barg Unit/Cost Projection	The date the position will be filled. Used to calculate cost projections for a position that will be vacant for a period of time.
Intend to Fill Step	Add/Update Position Info	Barg Unit/Cost Projection	The step for the position, if the position's salary range has steps. Used to calculate cost projections for a position that will be vacant for a period of time.

Job Code	Add/Update Position Info Job Data	Description Job Information	The number assigned to a specific job classification. Minnesota Management & Budget (MMB) is responsible for setting up job codes.
Job Code Entry Date			See Entry Date
Job Code Set ID	Seniority Roster	Seniority Roster Data	Links the job code to a specific salary structure (grid and range). Job codes can be linked to more than one job code set ID. Example: A job code can be linked to the job code set IDs MAP and NUE.
Job Entry Date			See Entry Date
Job Indicator	Job Data	Work Location	Indicates whether this is an employee's primary job, or secondary job, or not applicable. An employee must have exactly one primary job. The primary job determines insurance eligibility and level of employer contribution. Only job data entered on the primary job record is used to determine an employee's eligibility for insurance.
Job Title	Job Code Table	Job Code Profile	The title associated with a job code.
Last Hire Date			See Company Seniority Date
Last Start Date	Job Data	Employment Information	The most recent start date on an employment record. When an employee is hired, this field displays the effective date of the Job Data row with the action of Hire. If the employee is subsequently rehired, this field displays the effective date of the Job Data row with the action Rehire. May be blank if there is no Hire or Rehire row on this employment record. May display different dates on different employment records of an employee.
Layoff Expiration Date	Job Data	Additional Employment Info	The date an employee's layoff list rights expire.
Layoff Notice Date	Job Data	Additional Employment Info	The date the employee received a layoff notice.
Leave Accrual Date	Modify a Person	Biographical Details	Indicates when an employee can start accruing leave, if eligible.
Leave Authority	Job Data	Leave/WOC	The set of rules governing an employee's eligibility for leave calculation, accruals and usage.
License Information	Person Profile	Licenses and Certifications	Licenses and certificates held by the employee.
Location Code	Add/Update Position Info Job Data Location Table	Description Work Location Location Address	The location code and location name where the employee works. Example: T791F – Redwood Falls
Mail Drop ID	Add/Update Position Info	Specific Information	Additional mail delivery information at a work location.
Marital Status	Modify a Person	Biographical Details	An employee's marital status.
Military Status	Modify a Person	Regional	The employee's military service status.
Name	Modify a Person	Biographical Details	The employee's full legal name.
National ID (Social Security Number)	Modify a Person Search by National ID	Biographical Details Search by National ID	The employee's Social Security Number, or the Social Security Number of the employee's dependent/beneficiary.

Next Review Date	Employee Review	Employee Review	Date of the next scheduled review. Commonly known as performance review date.
Not to Exceed Date	Add/Update Position Info	Barg Unit/Cost Projection	The ending date for the position. Blank if the position is ongoing.
Officer Code	Job Data	Job Information	Indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.
Option Code	Add/Update Position Info Job Data	Barg Unit/Cost Projection Leave/WOC	A code that identifies a group of jobs within a job classification that require specialized knowledge, skills and abilities not seen on other positions within the classification.
Org	Position Funding	Position Funding	Organization number of the agency funding the position.
Original Start Date	Job Data	Employment Information	The first day the employee started working for the State of Minnesota. This date remains unaffected by breaks in service (not altered when rehiring a former state employee).
Override Position Data / Use Position Data button	Job Data	Work Location	Controls whether position-related data can be manually entered into the incumbent's employment record.
Pandemic Work Availability	Modify a Person	Biographical Details	Indicates the employee's ability to come to work in the event of a pandemic. Normally this field is completed by the employee in Employee Self Service.
Payroll Status	Job Data	Work Location	Identifies a person's status based on the action/reason code selected on a specific employment record. Examples: Active, Leave of Absence, Separated. Formerly known as Employee Status.
Person ID	Search by National ID Modify a Person Job Data	Search by National ID Biographical Details Work Location	Unique SEMA4 identifier assigned to an employee when initially hired into State service.
Position Entry Date	Job Data	Work Location	The date the position number was assigned to the employee.
Position Number	Add/Update Position Data Job Data	Description Work Location	Identifies a position.
Postal	Modify a Person	Contact Information	The 9-digit postal Zip code of the employee's residence. Determines health and dental carriers the employee may use. Also known as Postal Code and Zip.
Prefix	Modify a Person	Biographical Details	Title such as Ms., Mr., Mrs., Dr.
Probation Date	Job Data	Employment Information	The date the employee's probation period ends.
Range			See Grade
Rate Code	Job Data	Compensation	Identifies the type of pay compensation. Each pay component is identified by a compensation rate code. Examples: ONSTEP (On Step Pay Rate), OFFRNG (Salary Off Step w/Min/Max Check)
Reason	Add/Update Position Info Job Data	Description Work Location	Specifies why an action was taken on this record. Some reasons, entered on the Work Location page, can result in a change to the employee's insurance eligibility. Examples on Add/Update Position Info: Abolish

			Position, Funding Change, Reallocation Examples on Job Data: Temporary Unclassified Appointment, Increase Based on Performance
Reg/Temp	Add/Update Position Info Job Data	Description Job Information	Indicates the implied length of time of the employee's appointment. Examples: Limited, Temporary, Unlimited
Rehire Date			See Last Start Date
Reports To	Add/Update Position Info	Description	The position number of the supervisor for a position.
Retirement Code	Job Data	Benefit Program Participation	Identifies the retirement plan the employee is enrolled in on a particular employment record.
Salary Administration Plan	Job Data	Salary Plan	A code identifying a salary grid (a matrix of hourly, monthly, and annual rates of pay, usually unique to a group of classes, such as those contained in a bargaining unit). Also known as Salary Plan.
Salary Authority	Add/Update Position Info Job Data Job Data	Barg Unit/Cost Projection Leave/WOC Benefit Program Participation	The contract or plan that covers the terms and conditions of employment. Examples: AFS (AFSCME), MAP (MAPE), MGR (Manager's Plan)
Salary Grade			See Grade
Salary Plan	Add/Update Position Info	Description	A code identifying a salary grid (a matrix of hourly, monthly, and annual rates of pay, usually unique to a group of classes, such as those contained in a bargaining unit). Also known as Salary Administration Plan.
Salary Range			See Grade
Seniority Tie Breaker	Job Data	Additional Employment Info	A number used by the Seniority Roster report program to determine the correct order for employees who have the same Job Code Seniority Dates. This number represents the result of applying all the tie-breaking steps listed in the applicable bargaining unit agreement. It may or may not be the same as the lot number specified in the bargaining unit agreement.
Seniority Unit	Add/Update Position Info	Barg Unit/Cost Projection	An agency, or part of an agency, for which seniority rights are specified in a collective bargaining agreement or plan.
Service Date	Job Data	Employment Information	Used by agencies for service awards. It defaults to the Original Hire Date or the date of Add Concurrent Job. This date is not modified in any way due to breaks in service or rehiring. Agencies maintain this date according to their own service award policies.
Set ID	Job Code Table	Job Code Profile	A code used for grouping records into various categories. The format varies depending on the type of record.
Social Security Number			See National ID
Special Elig	Job Data	Benefit Program Participation	Identifies the insurance eligibility of the employee, including any special benefit eligibility within union contracts.

Standard Hours	Add/Update Position Info Job Data	Description Job Information	The number of standard working hours. Typically, set to 40.
State Seniority Date			See Company Seniority Date
Status	Add/Update Position Info	Description	Indicates whether the position is active or inactive. Inactive means the position is no longer needed and is on its way to being archived.
Step	Job Data	Salary Plan	Indicates the employee is receiving on-step compensation and maintains a record of the step when an employee receives a salary differential.
Telephone	Job Data	Additional Employment Info	The work phone number assigned to an employee. Telephone numbers with phone type Main Business are in the State of Minnesota White Pages directory on the Web.
Telephone	Modify a Person	Contact Information	The personal telephone number for the phone type.
Title	Add/Update Position Info	Description	The title for this position. May be different from the job code title.
Unclassified Authorization	Add/Update Position Info	Barg Unit/Cost Projection	A code that identifies the statutory reference authorizing the unclassified position.
Union Code	Add/Update Position Info Job Data	Description Job Labor	Identifies the union for this position based on the business unit and the job code. Can influence insurance eligibility and the level of employee contributions.
WCRA Code	Add/Update Position Info	Barg Unit/Cost Projection	The Workers Compensation Reinsurance Association (WCRA) code identifies the risk of the position.
Work Address	Location Table	Location Address	Work address based on the Location Code.
Work Out of Class – Appointment End Date	Job Data	Leave/WOC	The date the Work Out of Class appointment ends.
Work Out of Class – Jobcode	Job Data	Leave/WOC	The job code for the Work Out of Class appointment.
Work Out of Class – Step	Job Data	Leave/WOC	The step of the Work Out of Class appointment.
ZIP			See Postal