



Office Memorandum

Date: February 6, 2014

To: SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Resources, MMB

Subject: SEMA4 Data Fields Needed by ELM

Issue

The Enterprise Learning Management (ELM) system uses the Reports To value from the Job record in SEMA4. When the Reports To value is updated in Position Management but not in Job Data, ELM no longer has current information about an employee's reporting relationship. As a result, supervisors are not notified of employees who signed up for training, nor can they plan, approve or assign staff training.

In addition, the ELM system uses business address and business email contact information to communicate with learners. If this contact information is not up to date, the communications features in ELM will not function correctly.

What do you have to do?

To ensure that ELM receives complete and accurate Reports To and business contact data from SEMA4, please follow the process described below.

A. Reports To

In order for the SEMA4 Job record and ELM to have the correct Reports To data, there has to be a row on the Job record which corresponds to any row that contains an updated Reports To field on the Position side. For transactions where the main change is the Reports To value:

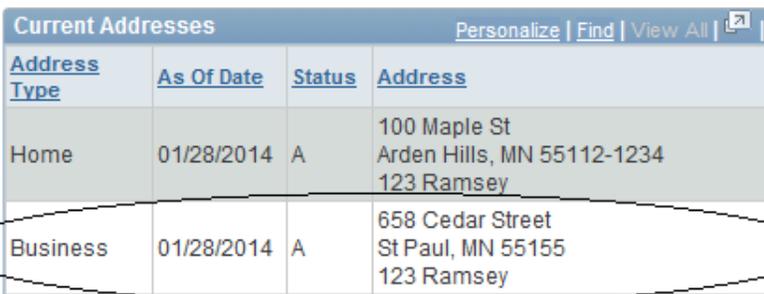
1. Add a row on the Position record with reason RTP (Reports to Position Change), update the Reports To field and save.
2. Add a row on the Job record with action Position Change, reason RTP. The new Reports To information, from Position, will display on the Job Information page.

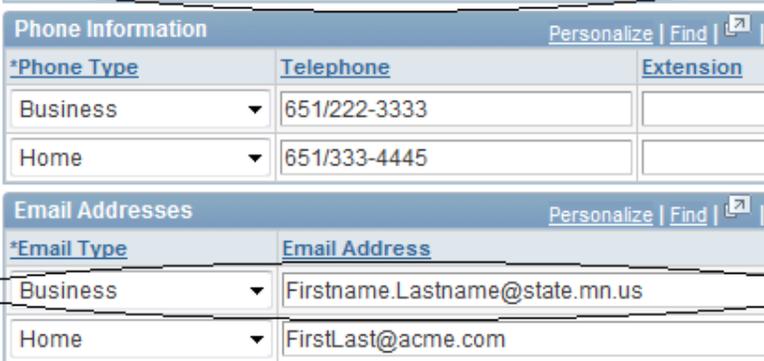
B. Business Address and Business Email Address on the primary job

When you process a new hire (Add a Person or Bring New Hire Onboard), or add a concurrent job that is the primary job, or enter any HR transaction on the employee’s primary job that results in a change to the business location or business email address, complete the following additional steps on the Contact Information page (Workforce Administration > Personal Information > Modify a Person).

1. Enter the **business address**. This is the same as the address on the Location table for the employee’s business location. Select address type Business.
2. Enter the **business email address**. This is the same as the email address on the Additional Employment Info page in the Job record. Select email type Business.

When you select type Business, **do not enter private data such as home address or home email address**. A message will display, reminding you to enter only a work address or work email address.

1. 

2. 

Note: Employees can add and update their email addresses in Employee Self Service. When an employee selects type Business, a message will display reminding the employee to enter only a work email address.

Questions

If you have questions about updating address, email address or Reports To data in SEMA4, please contact your SEMA4 HR Specialist in MMB. If you have questions about the effect of this data in ELM, please contact Ann Canavan (Ann.Canavan@state.mn.us).