



Date: December 4, 2015  
To: SEMA4 HR Users  
From: Nancy Erickson, HR Business Systems Supervisor  
Subject: New and Updated Pages on Employee Self Service Effective December 8

Effective December 8, 2015, state employees will see new and updated pages on the My Personal Information menu in Self Service.

**New pages:**

- **Ethnic Groups:** Employees have the opportunity to self-identify in one or more racial and ethnic categories. Data entered by the employee is located on the Regional page in SEMA4.
- **Gender:** New employees will self-identify their gender on this page. Please note that the Insurance Division needs gender data for insurance purposes and may contact the hiring agency if the employee declines to provide their gender. Data entered by the employee is located on the Biographical Details page in SEMA4.
- **Complete and Submit I-9 Form:** Employees can access this page to complete their I-9 form. Data entered by the employee is located on the Personal Information menu in SEMA4.

**Updated pages:**

- **Disability:** Employees may self-identify as 1) a person with a disability; 2) a person with no disability; or 3) decline to provide their disability status. Data entered by the employee is located on the Disabilities page in SEMA4.
- **Veteran Status:** Employees may identify their veteran status. Data entered by the employee is located on the Regional page in SEMA4.