

Office Memorandum

Date: May 25, 2017

To: SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Capital Division

Subject: SEMA4 transaction required by May 26 due to end of Paid Parental Leave (PPL)

Effective May 23, 2017, the state does not have authority to provide PPL to employees covered by the MOUs:

- AFSCME Council 5, all bargaining units
- MAPE
- MGEC
- MLEA
- MMA
- MNA
- SRSEA

What do you have to do?

Enter a SEMA4 Job Data transaction for all employees who are *currently* on a Paid Parental Leave to end the leave. **Enter the transaction(s) no later than close of business, Friday, May 26.**

Follow these steps for each employee who is currently out on PPL:

1. Access the employee's Job Data component.
2. On the Work Location page, add a Job Data row, effective 5/23/2017.
 - Action Code: **Return from Leave**
 - Reason Code: **NLA** (No Legislative Action) Note: This reason code will only be available to use for a limited period of time.
3. On the Compensation page, select **Calculate Compensation**.
4. Save.

If the employee will be immediately moving to a different type of leave, add an additional Job Data row and increase the Effective Sequence number by 1. Refer to the appropriate check list in SEMA4 Help for details.

No action is needed for employees who are not currently on PPL.

Questions?

If you have questions about ending PPL in SEMA4, please contact your MMB SEMA4 HR Specialist:

- Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us
- Mary O'Connor at 651-259-3633 or Mary.OConnor@state.mn.us
- Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us