

Viewing Employee Job Data

Learning Guide

State of Minnesota

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Contents

Getting Started.....	3
Introduction	4
Viewing Job Data.....	5
Viewing Workforce Job Summary.....	13
Searching by National ID.....	19
Conclusion.....	24
Evaluation	25

Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

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Getting Started

Welcome to the *Viewing Employee Job Data* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Employees who need to view employee records and job summary information.

What skills will I learn?

You will develop skills, using SEMA4, to view information about an employee's job. After you complete this guide, you will be able to perform the following tasks in SEMA4:

- View an employee's job data
- View summary information about an employee's job
- Look up an employee's ID number by a National ID search

What do I need to know before starting?

You must have completed *SEMA4 Overview*.

How much time will this take me?

Actual time will vary, but plan on approximately one hour and make sure you have enough time to complete this guide in one day.

What do I need to proceed?

1. Access to SEMA4
2. Training user ID and password to sign in to the User Training database

How do I obtain a User ID and Password for the User Training Database?

First you must register for the course. After you do so, you will receive an E-mail message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing the exercises.

Follow-Up

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

Overview

In this guide, you will learn to view employee job information in SEMA4.

The following topics are included in this guide:

- Viewing Job Data
- Viewing Workforce Job Summary
- Searching by National ID

Continue to the first topic, *Viewing Job Data*.

Introduction

To look up information about an employee's job, you will use the Job Data component. In this component, you view job data such as the employee's job code, position entry date, grid ID and range.

View SEMA4 Help

Before starting to view the various pages that include job data, you should view the information in SEMA4 Help that describes these pages in detail. Always consult SEMA4 Help as a first resource for answering questions that may arise as you work in the system. Complete the following steps to locate a comprehensive listing of the Job Data pages, as well as field definitions.

ACTION	RESULT
1. Access SEMA4 Help. You can access Help without signing in to SEMA4 by clicking SEMA4 Help on the Database Selection page.	SEMA4 Help Contents displays
2. From the SEMA4 Help Contents page, click HR/Payroll Functions .	HR/Payroll Functions page displays
3. In the Human Resources column, select Viewing HR Information .	Viewing HR Information – Contents displays
4. Select Processes, Tasks, & Steps .	Viewing HR Information – Processes displays
5. Select Viewing an Employee Record .	View an Employee Record – Steps displays
6. Review the information on how to access the Job Data component.	
7. Exit SEMA4 Help.	

Viewing Job Data

The Job Data component contains a variety of job information about employees in the department IDs to which your user ID has access.

Access the Job Data component

In this walk-through, you will view Zelda Livingston's job data, using the pages in the Job Data component.

ACTION	RESULT
1. Sign in to the SEMA4 User Training database, using the User ID and Password you were assigned.	Main menu appears
2. Select Workforce Administration > Job Information > Job Data .	Job Data search page displays
3. To display all effective-dated rows, including current, future and historical information, select the Include History check box. In the Name field, enter Living and click  If a list appears, select the record you want to display.	Job Data component opens, displaying the Work Location page

The screenshot displays the 'Work Location' page for employee Zelda Livingston (Empl ID 00110215). The page is titled 'State Of Minnesota' and includes a search bar and navigation tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Leave /WOC'. The main content area shows the following details:

- Employee:** Livingston, Zelda L. (Empl ID 00110215, Empl Record 0)
- Work Location:**
 - *Effective Date: 10/19/2002
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - *Action: Data Change
 - Reason: INC
 - *Job Indicator: Primary Job
- Position:**
 - Position Number: 00000140 (Project Manager)
 - Position Entry Date: 08/01/1995
 - Regulatory Region: USA (United States)
 - Company: SMN (State of Minnesota)
 - Business Unit: R29MG (DNR-Managers)
 - Department: R29J710 (Engineering-Central Office-Adm)
 - Department Entry Date: 08/01/1995
 - Location: R2929 (Engineering)
 - Establishment ID: EI001 (DNR Central Office)
 - Date Created: 10/20/2002

At the bottom of the page, there are several action buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

ACTION	RESULT
4. View the Work Location page, which displays effective-dated information about the employee's job.	
5. On any page, if the Job Data Notepad has lines on it () , then you can click it to see comments. If the Job Data Notepad has no lines () , then there are no comments.	
6. To scroll among effective-dated rows of information, click the blue  button to move backward in time. (If the button is gray, make sure you have selected Include History.)	Effective-dated rows appear
7. Click the blue  button to move forward. Look at the Action and Reason fields for each effective date.	
8. To find the last row, click <u>Last</u> .	Earliest effective-dated row appears
9. To quickly go to a specific row, click  . In the As Of Date field, enter 04/03/1996 and click  <ul style="list-style-type: none"> The Go To Row feature allows you to go to a specific row by entering either an As of Date or a Row Number. 	The 04/03/1996 row displays
10. To find the first row, click <u>First</u> .	Highest effective-dated row appears
11. Click the Job Information tab. Here you see information about the employee's position.	Job Information page displays
12. Click the Job Labor tab. Located on this page is the union code and bargaining unit.	Job Labor page displays
13. Click the Payroll tab. On this page is the information pertaining to payroll.	Payroll page displays
14. Click the Salary Plan page tab to review salary information.	Salary Plan page displays

ACTION	RESULT
15. Click the Compensation tab.	Compensation page displays
16. Click the Leave/WOC tab to view option code, leave eligibility, and work-out-of-class salary information about an employee.	Leave/WOC page displays
<p>17. On the Job Information menu, click Job Data Statewide, enter Empl ID 00110215, and click </p> <ul style="list-style-type: none"> • Job Data Statewide displays view-only Job Data of any employee statewide. • Not all users have clearance to Job Data Statewide. 	Job Data Statewide component opens, displaying the Work Location page

View Job Data Exercise

Resources you may use these resources in completing this exercise:

- The step-by-step instructions in this self-study guide
- SEMA4 Help

Directions

Let's assume that Zelda Livingston works in the Department of Natural Resources. You just received a phone call asking you to look up information about Zelda's job. Answer the following questions regarding Zelda by viewing the Job Data components and pages.

1. What is Zelda's FTE?

2. What is the position number?

3. What bargaining unit does Zelda currently belong to?

4. What is the Salary Administration Plan?

The answers to the exercise questions are on the next page.

SOLUTION

Check your answers to the exercise questions.

1. What is Zelda's FTE?

Answer: 1.00 (on the Job Information page)

2. What is the position number?

Answer: 00000140 (on the Work Location page)

3. What bargaining unit does Zelda currently belong to?

Answer: 220 (on the Job Labor page)

4. What is the Salary Administration Plan?

Answer: 20A (on the Salary Plan page)

REVIEW QUESTIONS

Review what you learned by answering the following questions.

1. To see all effective-dated rows, select _____ on the search page.
 - a. Update/Display All
 - b. Include History
 - c. Return to Search
 - d. Page Down

2. What two ways may you proceed to the next page within a component?
 - a. Click  or click on the page tab
 - b. Use the arrow keys or press the Tab key
 - c. Select Update/Display All or press Page Down
 - d. Press Enter or choose Include History

3. Which field is displayed on all pages within the Job Data component?
 - a. Empl ID
 - b. Employee Type
 - c. Location
 - d. HR Status

4. To quickly go to a specific effective-dated row, click the _____ button.
 - a. 
 - b. 
 - c. 
 - d. 

5. To view comments entered, click the _____ button.
 - a. 
 - b. 
 - c. 
 - d. 

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. To see historical effective-dated rows, select _____ on the search page.
 - b. Include History
2. What two ways may you proceed to the next page within a component?
 - a. Click  or click on the page tab
3. Which field is displayed on all pages within the Job Data component?
 - a. Empl ID
4. To quickly go to a specific effective-dated row, click the _____ button.
 - c. 
5. To view comments entered, click the _____ button.
 - a. 

Please continue to the next topic, *Viewing Workforce Job Summary*

Viewing Workforce Job Summary

Introduction

To view a summary of an employee's job, use the Workforce Job Summary component. Although this information is also contained in the Job Data component, you may find this quick summary helpful when answering job data-related questions.

View SEMA4 Help

Before starting to view job summary information, check SEMA4 Help. Complete the following steps to find step-by-step instructions and field definitions in SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. From the SEMA4 Help Contents page, click HR/Payroll Functions .	HR/Payroll Functions page displays
3. In the Human Resources column, click Viewing HR Information .	Viewing HR Information – Contents displays
4. Click Pages and Fields .	Viewing HR Information – Pages and Fields displays
5. Click Workforce Job Summary . Read the overview.	Workforce Job Summary – Page Overview displays
6. Click  Steps . Step 1 shows the menu path for the Workforce Job Summary page.	View Workforce Job Summary Information – Steps displays
7. Click the Back button on your browser.	Workforce Job Summary – Page Overview reappears
8. Click  Fields .	Workforce Job Summary – Field Definitions page displays
9. Review the definitions for several of the fields on the page by clicking the field names.	Field definitions appear
10. Click the Back button on your browser.	
11. Exit SEMA4 Help.	

Access the Workforce Job Summary Component

Now, suppose that you need a summary of Zelda Livingston’s job information. In this walk-through, you will view the Workforce Job Summary page.

Complete the following steps to view the workforce job summary for Zelda Livingston.

ACTION	RESULT
1. Select Workforce Administration > Job Information > Review Job Information > Workforce Job Summary.	Workforce Job Summary search page displays
2. In the EmplID field, enter Zelda’s employee ID number 00110215 and click 	Workforce Job Summary page opens with the General grid tab displayed

State Of Minnesota

Workforce Job Summary

Livingston,Zelda L

EMP

Empl ID 00110215

Go To Job Data

Job Information Personalize | Find | First 1-5 of 5 Last

General	Job Information	Work Location	Salary Plan	Compensation		
Organizational Relationship	Empl Record	Effective Date	Seq	Action	Action Reason	Key Person
EMP		0 10/19/2002	0	Data Chg		<input type="checkbox"/>
EMP		0 08/01/1996	0	Pay Rt Chg	Perf Inc	<input type="checkbox"/>
EMP		0 04/03/1996	0	Return-LOA	Rtrn LOA	<input type="checkbox"/>
EMP		0 03/01/1996	0	LOA	Pers LOA	<input type="checkbox"/>
EMP		0 08/01/1995	0	Hire	Temp Uncl	<input type="checkbox"/>

ACTION	RESULT
3. On the General grid, view the personnel action taken, reason for the action, and the effective date.	
4. Click Job Information to view Zelda's job information.	Job Information grid displays
5. Click Work Location to view Zelda's position, department ID, and location.	Work Location grid displays
6. Click Salary Plan to view Zelda's salary plan.	Salary Plan grid displays
7. Click Compensation to view Zelda's compensation rate.	Compensation grid displays
8. Click General to return to the General grid.	General grid displays
9. Click the <u>Go To Job Data</u> link to go to the Job Data component. To view a different effective-dated row, click  at the bottom of the page, and use the blue arrow buttons to navigate.	Job Data component opens in a new window, displaying Work Location page

VIEW WORKFORCE JOB SUMMARY

EXERCISE

In this exercise, you will find Zelda's job summary information.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the self-study guide
- SEMA4 Help

Directions

Your supervisor has asked you for a summary of Zelda Livingston's job information. Find the answers to the questions, using pages in the Workforce Job Summary component. If you need step-by-step instructions to complete this exercise, refer to the walk-through that you just completed. Write the answers to the questions listed below.

1. To access the Workforce Job Summary page, select Workforce Administration > Job Information > _____ > Workforce Job Summary.
2. Which grid is the Department ID on?

3. Which grid is the Job Code on?

The answers to the exercise questions are on the next page.

SOLUTION

Check your answers to the questions in the exercise.

1. To access the Workforce Job Summary page, select Workforce Administration > Job Information > _____ > Workforce Job Summary.

Answer: Review Job Information

2. Which grid is the Department ID on?

Answer: Work Location

3. Which grid is the Job Code on?

Answer: Job Information

REVIEW QUESTIONS

Review what you learned by answering the following questions.

1. You use the Workforce Job Summary component for data entry.
 - a. True
 - b. False
2. To quickly navigate from the Workforce Job Summary to Job Data, click the _____ link.
 - a. Job Summary
 - b. Review Job
 - c. Job Information
 - d. Go to Job Data

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions:

1. You use the Workforce Job Summary component for data entry.
 - b. False
2. To quickly navigate from the Workforce Job Summary to Job Data, click the _____ link.
 - d. Go To Job Data

Please continue to the next topic, *Searching by National ID*.

Searching by National ID

Introduction

There are situations where all that is known about an employee is a Social Security Number. The Search by National ID page allows you to look up an employee ID by using a Social Security Number. The Social Security Number can belong to an employee or to an employee's dependent/beneficiary.

VIEW SEMA4 HELP

Before starting to view the Searching by National ID page, you should view the information in SEMA4 Help that describes this component in detail. Complete the following steps to develop a better understanding of the Search by National ID component.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents appears
2. From the SEMA4 Help Contents page, click HR/Payroll Functions .	HR/Payroll Functions page displays
3. In the Human Resources column, click Viewing HR Information .	Viewing HR Information displays
4. Click Pages and Fields .	Viewing HR Information – Pages and Fields displays
5. Click Search by National ID .	Search by National ID – Page Overview displays
6. Read the page overview.	
7. Click  . Step 1 shows the menu path for the Search by National ID page.	Search by National ID – Steps displays
8. Click the Back button on your browser.	Search by National ID – Page Overview reappears
9. Click  .	Search by National ID – Field Definitions page displays
10. Review the definitions for several of the fields on the page by clicking the field names.	Field definitions appear
11. Click the Back button on your browser.	
12. Exit SEMA4 Help.	

ACCESS THE SEARCH BY NATIONAL ID COMPONENT

Assume that you already know Zelda Livingston’s Social Security Number, and you need to look up her employee ID. In this walk-through, you will find Zelda's employee ID.

ACTION	RESULT
1. Select Workforce Administration > Personal Information > Biographical > Search by National ID.	Search by National ID page appears
2. In the National ID field, type Zelda’s Social Security Number, 989673718	
3. In the Search in field, accept the default of Employees/Contingents/POI. Click 	Zelda’s employee ID is displayed

State Of Minnesota

Search by National ID

National ID
 *Search in 

[Person Organization Summary](#)

Lookup by National ID				
National ID	Empl ID	Name	Country	National ID Type
989-87-3718	00110215	Livingston,Zelda L	United States	Social Security Number

SEARCH BY NATIONAL ID EXERCISE

In this exercise, you will use a Social Security Number to search for an employee ID.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the self-study guide
- SEMA4 Help

Directions

You are hiring Henry Smith, and you need to find out whether he already has a record in SEMA4. His Social Security Number is 132-11-9105. Using this information, look at the Search by National ID page in SEMA4 to see if he has an employee ID number.

1. What path did you use to locate Henry's employee ID number?

2. What is Henry's Employee ID number?

The answers to the exercise questions are on the next page.

SOLUTION

Check your answers to the exercise questions.

1. What path did you use to locate Henry's Employee ID number?

Answer: Workforce Administration > Personal Information > Biographical > Search by National ID.

2. What is Henry's Employee ID number?

Answer: 00765430

REVIEW QUESTIONS

Review what you learned by answering the following questions.

1. If you do not know the employee ID number, you can search by:
 - a. The employee's date of birth
 - b. The employee's driver's license number
 - c. The employee's Social Security Number
 - d. The first three digits of the employee's Social Security Number
2. Which page displays employee ID number?
 - a. Employee ID Lookup
 - b. Search by SSN
 - c. Search by National ID
 - d. National ID Search

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. If you do not know the employee ID number, you can search by:
 - c. The employee's Social Security Number
2. Which page displays Employee ID number?
 - c. Search by National ID

Please continue to the *Conclusion*.

Summary

In this guide, you learned how to view job data, workforce job summary, and search by National ID in SEMA4.

Evaluation Form

Please complete the Evaluation form in the back of this self-study guide and return it to SEMA4 HR Services.

Thank you for participating!

Viewing Employee Job Data

Your Name (Optional) _____ Date _____

Agency _____

Check the box which best describes what you learned.

VOCABULARY	I FULLY UNDERSTAND	I AM SLIGHTLY CONFUSED	I DO NOT UNDERSTAND	WAS NOT ADDRESSED
Job Data				
Job Data Statewide				
Workforce Job Summary				
National ID				
CONCEPTS				
View-only				
Include History				
Proceeding to the next page				
Backing up to the previous page				
PROCESSES				
Viewing Job Data				
Navigating among effective-dated rows of information using the arrow buttons or 				
Viewing Workforce Job Summary				
Using the <u>Job Data</u> link to quickly access Job Data from the Workforce Job Summary				
Looking up an employee ID number, given the SSN				

In what three ways will you apply what you have learned in this guide?

Write any other comments on the back of this form. Thank you!