SEMA4 HR/Payroll

MN-PS150S

April, 2015

Employee Maintenance

Learning Guide

State of Minnesota

Minnesota Management & Budget (MMB)

HR Business Systems

658 Cedar St, Suite 400

Saint Paul, MN 55155

This document contains Section A. Other sections are on the SEMA4 Training web page.

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

This document is available in alternative formats to individuals with disabilities. Call Statewide Administrative Systems Help Line at (651) 201-8100. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Section A
Getting Started

Welcome to the *Employee Maintenance* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Employees who need to maintain records of current employees or process changes in position records.

What skills will I learn?

After you complete this guide, you will be able to perform the following tasks in SEMA4:

- Find employee maintenance resources
- Process transactions
- Process pay rate changes
- Process changes to a position
- Process leaves
- Process layoffs
- Process separations
- Sequence transactions
- Change employee personal information
- Enter employee general information

What do I need to know before starting?

You must have completed *SEMA4 Overview* and *Position Management*.

How much time will this take me?

Actual time will vary, but plan on approximately 20 hours if you take all topics. You can select the specific topics needed for your job.

What do I need to proceed?

- Access to SEMA4 via the Internet
- Training user ID and password to sign in to the User Training database
- Code (two-digit) to access training records

How do I obtain User Training database information?

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 how to use SEMA4 to perform employee transactions that require changing employment, job or position information.

Before you begin this guide, sign in to the SEMA4 User Training database.

Topics in this Learning Guide

The following topics are included in this guide:

Section A (required)

1. Accessing Employee Maintenance Resources
2. Processing Transactions
3. Hire

Section B

4. Viewing Public Data and Processing an Department ID Change
5. Concurrent Job
6. Rehire

Section C

7. Promotion, Demotion, Transfer, Movement

Section D

8. Fill-Behind

Section E

9. Progression Increase and Increase Based on Performance
10. Sequencing Transactions
11. Work Out of Class

Section F

12. Changes to a Filled Position
13. Reallocation
14. Unclassified Conversion

Section G

15. Leave of Absence
16. Return from Leave

Section H

17. Permanent Layoff
18. Seasonal Layoff
19. Recall from Layoff

Section I

20. Separation
21. Retirement

Section J

22. Changing Employee Personal Information
23. Entering Additional Employee Information

Based on your needs, take the topics that you will use on your job. Section A is required. For the remaining topics, you may skip the ones that you don't need, but be sure to take the topics in sequential order. For example, you might take topics 1, 2, 3, 4, 7, 9, and 12, in that order.

Maintaining employee records will be easier if you keep the following features in mind:

1. Position-Employee Link
2. Action and Reason Code
3. SEMA4 Help Check Lists
4. Effective Dates
5. Update/Display, Include History, Correct History

1. Position-Employee Link

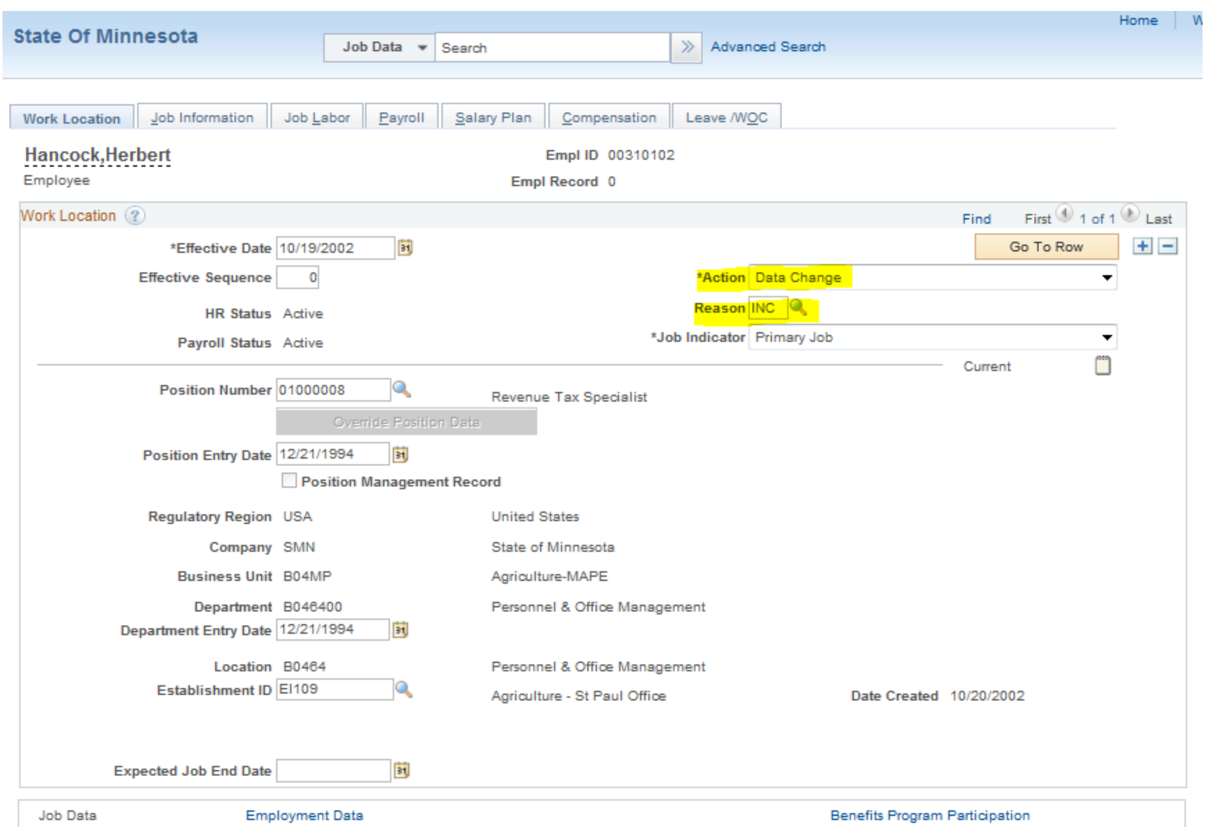
When you process a hire, data from the position record fills into the incumbent's job data automatically. When you *update* data on the position record, however, the incumbent's job data is *not* automatically updated by the system. It's up to you to update the position record, and then access each *incumbent's* record and update the information.

2. Action and Reason Code

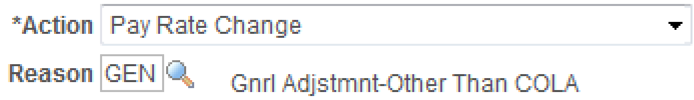
For most employee maintenance transactions, you enter effective-dated information, including an action and reason code.

- **Action**: The action you select indicates the *type of transaction* you are processing, such as a pay rate change or a leave of absence.
- **Reason Code**: After you select an action, you select a reason code that explains *why you are processing the transaction*.

Notice the action and reason code below.



For each action, you select a reason code to explain why the action took place. For example, in the case of a resignation, the action is Separation and the reason code is Resignation (RES). After you have selected an action, SEMA4 will accept only the reason codes that are valid for that action.



For some changes to employee information, you don't need to select an action and reason code. For instance, if you change personal information such as a home address, you don’t need an action and reason code.

Some pages have a pre-selected action. For instance, in the Pay Rate Change component, the action is automatically filled in.

What Do the Actions Mean?

Exercise

To become better acquainted with the action terms, try matching each of the following actions with their definitions below.

Actions

Data Change
Demotion
Hire
Layoff
Leave of Absence
Mobility
Movement
Paid Leave of Absence
Pay Rate Change
Position Change
Promotion
Recall from Layoff
Rehire
Retirement
Return from Leave
Seasonal Layoff
Separation
Transfer

Definition	Action
1. To change an employee's rate of pay when the employee receives one of the following: • A routine salary adjustment, such as a step increase or performance-based increase • A salary adjustment related to a work-out-of-class assignment. This applies to individual adjustments only, not to general adjustments.	

DEFINITION	ACTION
2. To temporarily inactivate someone's employment, without pay.	
3. To cease employment of an eligible employee who is retiring from state service.	
4. To reactivate someone's employment following a leave of absence.	
5. To appoint an employee with permanent or probationary status to a position with permanent or probationary status in a higher job class. The higher class has a salary range maximum which: • Is two or more salary steps higher than the maximum of the current class; or • Requires an increase of two or more steps to pay the employee at the minimum of the new range.	
6. To cease employment for one employment record number. (The employee may still have one or more records of employment.)	
7. To temporarily lay off employees at the end of a season, with the expectation that they will return the next year, when that employment season begins.	
8. To change information on the position record, and then enter the same change on the job record.	
9. To obtain someone's services when one of the following applies: • Appointing someone to their first state position • Returning to the state service a former state employee who left state employment before SEMA4 was implemented.	
10. To appoint an employee with permanent or probationary status to a position with permanent or probationary status in a lower job class. The new class has a maximum salary that is two or more salary steps below the maximum of the current job class.	
11. To recall to work an employee who was on a permanent layoff list or seasonal layoff.	
12. A voluntary, limited assignment of a permanent classified employee to alternative duties in the classified service, in another state agency or appointing authority.	

DEFINITION	ACTION
13. To modify an employee's record when one of the following applies: • An employee is moving to a different position as a result of a successful bid • An employee is returning to a former position during the trial period or as the result of a noncertification • An employee's probationary period is ending • An employee needs an extension on a leave of absence, an emergency appointment or another nonstatus appointment • An employee's record needs modifying and the changes are not linked to a particular transaction (for example, an employee's position number changes).	
14. To temporarily inactivate *with* pay someone's employment in the state service.	
15. To remove an employee from their position under conditions defined in collective bargaining agreements. In a permanent layoff situation, the employee is generally placed on layoff lists.	
16. To return to work a former state employee who has an employee record in SEMA4. Use this action code for former state employees who left state employment after SEMA4 was implemented.	
17. An employee with permanent or probationary status moves laterally to another position with permanent or probationary status in: • The same job class in a different agency or organizational unit; or • A different job class assigned to the same salary range; or • A different job class assigned to a salary range which differs by less than two steps at the minimum and maximum, or • A different job class assigned to a salary range which differs by less than two steps a the maximum but differs by more than two steps at the minimum if less than a two-step increase is required to pay the employee at the minimum of the new range. May occur within an agency or organizational unit, or between two different agencies or organizational units. Not the reassignment of an employee.	

DEFINITION	ACTION
18. To place an employee into another position when one of the following situations applies: • An employee moves from a **non-status** appointment (such as emergency, temporary, or limited) to a **status** (permanent or probationary) appointment • An employee moves from a **status** (permanent or probationary) appointment to a **non-status** appointment • An employee moves from a **non-status** appointment to another **non-status** appointment.	

SOLUTION

COMPARE YOUR ANSWERS TO THOSE BELOW.

1. Pay Rate Change
2. Leave of Absence
3. Retirement
4. Return from Leave
5. Promotion
6. Separation
7. Seasonal Layoff
8. Position Change
9. Hire
10. Demotion
11. Recall from Layoff
12. Mobility
13. Data Change
14. Paid Leave of Absence
15. Layoff
16. Rehire
17. Transfer
18. Movement

3. SEMA4 Help Check Lists

Every action and reason combination has a check list in SEMA4 Help. Each check list contains links to further detail such as policies and procedures, and step-by-step instructions.

Depending on the type of transaction, you might begin in the Organizational Development menu or the Workforce Administration menu. Sometimes, you need to work in each of these menus. For example, you may need to update a position record before processing an employee transfer. Refer to the check lists in SEMA4 Help to find out where to begin.

4. Effective Dates

In SEMA4, effective date means "from this day forward." For example, a separation effective-dated 3/9/2015 means that 3/9/2015 is the *first* day the employee is gone (*not* the last day of work). Effective dates associate information with specific dates, allowing you to simplify data entry and maintain a historical record of transactions. Using effective-dated transactions allows you to:

- Enter new information in an employee record, while preserving the information that's already there.
- Maintain history on information such as pay rate changes, appointments, or leaves of absence.
- Control when transactions take effect. For example, by entering pay rate changes on an effective-dated basis, you can enter a transaction today, to take effect next week.

Effective-dated information is often displayed on one or more pages in a component. Click to insert a new effective date. When you click , the system copies the contents of the original row. You can change the date, if necessary; then you move to the field or page to make your changes.

Effective dates are defined in relation to today's date. SEMA4 categorizes effective dates into three types:

- **Future** effective-dated information has an effective date *after* today's date.
- **Current** effective-dated information is before or the same as today's date. One and only one row of information is current. This is the row that is closest to today's date but not beyond today's date.
- **Historical** effective-dated information is *before* the effective date of the current row.

5. Update/Display, Include History, and Correct History

Let's review how the page actions Update/Display, Include History and Correct History work with effective dates.

Update/Display 

- View current and future information (pages default to this mode).
- Change future information only.
- Insert a new group of fields with an effective date that is the same as, or more recent than, the current effective-dated information by clicking .

Include History 

- This is the same as Update/Display, with the added ability to view historical information.

Correct History 

- View all information, whether current, future or historical.
- Change all information, whether current, future or historical.
- Insert a new group of fields with any effective date, by clicking .

EXAMPLE OF EFFECTIVE DATES

EXERCISE

Suppose today's date is 12/13/2014 and you see the following effective-dated transactions in an employee record. Fill in the effective-dated relationship (Historical, Current, or Future) for each action.

Effective Date	Action	Historical, Current, or Future
11/15/2009	Pay Rate Change	
05/06/2014	Transfer	
11/13/2014	Pay Rate Change	
01/02/2015	Leave of Absence	

SOLUTION

Compare your answers to those below.

Effective Date	Action	Historical, Current, or Future
11/15/2009	Pay Rate Change	Historical
05/06/2014	Transfer	Historical
11/13/2014	Pay Rate Change	Current
01/02/2015	Leave of Absence	Future

THINGS TO CONSIDER BEFORE YOU ENTER TRANSACTIONS

To save time and improve accuracy, consider these items *before* entering data in SEMA4.

- Before you enter transactions into SEMA4, you have to make decisions. Some of these decisions are easy to make. Others are more complex.

- When working with Job and Position records, ask yourself the following questions:
  1. Am I entering additional data, or correcting erroneous data that's already in SEMA4? Should I add an effective-dated row, or use Correction?
  2. Which action and reason code should I select?
  3. Should I enter this transaction on the Position record, or Job record, or both?
  4. Which Position Change is the *cause* and which change is the *effect*?
  5. Is there a transaction to be entered on Job Data?

- If you enter the transaction only on the Job record, but it should have been entered on both the Job and Position records, the records will not match.

- Determine the effective date. Remember, the effective date is the *first* day the transaction takes effect (not the last day of a previous transaction).

- When changing multiple field values in a position record, identify which change is the *cause* and which change is the *effect.*

  - The *cause* is entered as the reason code, with action Position Change. For example, if the changes are a department ID change, location change, and funding change, the *cause* is the department ID change. The other changes are the *effect* of the department ID changed. You enter action Position Change, reason Department ID Change (DID), on both the Position record and the Job record.

  - If no cause/effect relationship is present, you must determine the relative importance of the changes. For example, a job code change is more important than a work hour change.

  - Three fields take precedence when making entries on the position record: Job Code, Department, and Classified Indicator designation. Of the three, a job code change, recorded as change in allocation or various reallocations, is the most important.

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. In which ways can you access SEMA4 Help?

    a. Click the SEMA4 Help button on the SEMA4 Home Page or the Help button on a SEMA4 page’s navigation bar.
    b. Press F1 or selecting Help on your browser’s menu bar.
    c. Navigate to Workforce Administration > Help.
    d. Click a lookup button in SEMA4.

2. An employee retires. The last day of work is March 22, 2014. What is the effective date of the retirement?

    a. 03/21/2014
    b. 03/22/2014
    c. 03/23/2014

3. Which SEMA4 page action would you normally use to insert new information with a future effective date?

    a. Correct History
    b. Update/Display
    c. Self Service
    d. Refresh

4. The action code you select indicates what?

    a. Why you are processing the transaction
    b. When you will process the transaction code
    c. Who will process the transaction
    d. The type of transaction you are processing

5. If today’s date is February 12, 2015, which of the following dates and actions, on an employee’s record, would be considered the Current effective date?

a.	July 1, 2005	Pay Rate change
b.	September 26, 2006	Data Change
c.	September 10, 2014	Promotion
d.	March 24, 2015	Pay Rate Change

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. In which ways can you access SEMA4 Help?

   a. Click the SEMA4 Help button on the SEMA4 Home Page or the Help button on a SEMA4 page’s navigation bar.

2. An employee retires. The last day of work is March 22, 2014. What is the effective date of the retirement?

   c. 03/23/2014 because this is the *first* day of retirement

3. Which SEMA4 action would you normally use to insert new information with a future effective date?

   b. Update/Display

4. The action code you select indicates what?

   d. The type of transaction you are processing

5. If today’s date is February 12, 2015, which of the following dates and actions, on an employee’s record, would be considered the Current effective date?

   c. September 10, 2014 Promotion

Continue to the next topic, *Accessing Employee Maintenance Resources*.

Introduction

As you maintain employee records, many resources are available to help you understand the transactions for which you are responsible. By the end of this topic, you will be able to locate and use these valuable resources:

1. Operating Policies and Procedures
2. Bargaining Agreements and Compensation Plans
3. Legislative Statutes
4. References
5. Report Descriptions
6. Web Sites

1. Operating Policies and Procedures

Operating policies and procedures are the business rules and guidelines for Human Resources and Payroll. Easy to locate, they are found throughout SEMA4 Help in:

- SEMA4 Help Contents page
- HR/Payroll Functions pages, such as Position Management – Contents
- Employee Maintenance check lists

Access Operating Policies and Procedures

In this walk-through, you will access the Temporary Unclassified Appointment operating policy and procedure in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	A new window with the SEMA4 Help Contents displays
2. Click **Operating Policies and Procedures**.	Operating Policies and Procedures page displays
3. Under the Human Resources Policies and Procedures, select **Listed by Business Function**.	Human Resources Policies and Procedures – By Business Function page displays
4. Select **Appointments**.	Human Resources Policies and Procedures – Appointments page displays

ACTION	RESULT
5. Scroll down and select **Temporary Unclassified Appointment (HR017)**.	Temporary Unclassified Appointment/Extension - Operating Policy and Procedure page displays
6. Read the Objective, Forms, and References information. • Look at the References. Notice the Minnesota statutes (M.S.) that are applicable for a temporary unclassified appointment.	
7. Click **Policy**. • Review the policy.	Temporary Unclassified Appointment/Extension - Policy page displays
8. Click the Back button on the browser toolbar.	Temporary Unclassified Appointment/Extension - Operating Policy and Procedure page displays
9. Select **Original Appointment** and scroll down to review the procedure.	Temporary Unclassified Appointment/Extention Procedure - Original Appointment - page displays

2. Bargaining Agreements and Compensation Plans

Employees are assigned to bargaining units or are covered by compensation plans. It is important to be able to reference these documents when processing HR transactions. Links to each contract/plan are found on the MMB web site.

ACCESS THE CURRENT AFSCME CONTRACT

In this walk through, you will access the current AFSCME contract on the Web.

ACTION	RESULT
1. Access the MMB web site. Look for **Labor Relations** information, and then click **AFSCME**.	AFSCME page opens
2. Use the links to view the contract.	Contract opens in a new window
3. Click the Back button on the browser.	

You can also find a link to Salary Plans on this page.

You may want to add this Internet address to your Web browser's list of favorites.

3. Legislative Statutes

In SEMA4 Help, the policies and procedures list the relevant Minnesota state statutes. For example, for an Emergency appointment you'll see the following reference:

References: M.S. 43A.15, subd. 2

You can find the Minnesota statutes and session laws on the Web at: http://www.leg.state.mn.us/leg/statutes.htm

You may want to add this address to your Web browser's list of favorites.

4. References

A reference is like an appendix in a book. Most of the references for Employee Maintenance transactions are found in SEMA4 Help.

References in SEMA4 Help

In SEMA4 Help, you can find a reference three ways:

- Click **HR/Payroll Functions**, then click a function listed (such as **Employee Maintenance**), and click **Reference**
- Click **Index** and enter: reference
- Click **Index** and enter the name of the reference (or part of it)

In this walk-through, you will access three references: Add or Correct?, Critical HR Data Elements, and Unclassified Authorization Codes.

Action	Result
1. Access SEMA4 Help.	A new window with the SEMA4 Help Contents displays
2. Select **HR/Payroll Functions**.	HR/Payroll Functions display
3. Select **Employee Maintenance**.	Employee Maintenance - Contents page displays
4. Click **Reference**.	References are listed
5. Click **Add or Correct?**	Add or Correct? - Reference displays
6. Scroll down and look through the reference. Be sure to note the warning about working with Correct History. • This reference reviews the concept of adding an effective-dated row.	

ACTION	RESULT
7. Click the Back button on your browser.	Employee Maintenance - References page displays
8. Click **Critical HR Data Elements**. • This reference defines important HR fields in SEMA4. Print it using  in the inner window.	The Critical HR Data Elements in SEMA4 reference displays Reference prints
9. Click the Back button on your browser.	Employee Maintenance – Reference displays
10. Scroll down. Click **Unclassified Authorization Codes**.	Unauthorized Authorization Codes - Reference displays
11. Scroll down and look at the codes and descriptions. • The codes indicate why positions are unclassified, and are used to determine if the wage information of the position's incumbents will be sent to the Department of Employment & Economic Development for unemployment insurance purposes. If the wrong codes are entered, incumbents face significant problems when they separate from state service.	
12. Click Back twice.	Employee Maintenance - Contents page displays

5. Report Descriptions

SEMA4's standard reports are available to view on-line. By viewing standard reports on-line, you will save paper, save space, and get the information you need when you need it. In the SEMA4 Overview learning guide, you were introduced to Document Direct, the system used for viewing and printing SEMA4 reports.

FIND REPORT DESCRIPTIONS IN SEMA4 HELP

In this walk-through, you will look at the report descriptions in SEMA4 Help, to find out about standard reports used for employee maintenance.

ACTION	RESULT
1. The Employee Maintenance - Contents page displays. Click **Reports**.	Employee Maintenance - Reports page displays
2. To view information about a specific report, click the name of the report. • Scroll down and select the **Salary Increase/Probation End Date Report (HP6150)**.	The report description appears

ACTION	RESULT
3. Read about the report you selected.	
4. Click the Report Fields button.	Salary Increase/Probation End Date - Report Fields displays
5. To get definitions of the fields of the report, click some of the fields listed.	Definitions appear
6. To return to the list of HR reports, click Back twice.	Employee Maintenance - Reports appears

6. Web Sites

The World Wide Web is a good source of employee maintenance-related information. Listed here are Internet resources that you may want to add to your Web browser's list of favorites.

Web Site	Web Address
Minnesota.gov home page	http://mn.gov/portal/
State of Minnesota email directory	http://www.mail.state.mn.us/
Telephone yellow and white pages for the U. S.	http://www.dexknows.com/
U. S. Postal Service	http://www.usps.com/
Web seminars	https://mn.webex.com and click Training Center and then Recorded Sessions (note: do not enter 'www')
ZIP codes and correctly-formatted street addresses	http://zip4.usps.com/zip4/welcome.jsp

Access Operating Policies and Procedures

Exercise

Resources

You may use these resources in completing this exercise:

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

Directions

You have just received an email from your supervisor asking you to extend Zelda Livingston on an emergency appointment. Answer the following questions.

1. In SEMA4 Help, where would you look to find the policy on emergency appointments?
   a. Operating Policies and Procedures
   b. Bargaining Agreements and Compensation Plans
   c. Legislative Statutes

2. What would be the action and reason code for this transaction?
   a. Data Change and Class Transfer (CLA)
   b. Mobility and Emergency Appointment (EMR)
   c. Data Change and Extend Emergency Appointment (EEA)

Check your answers on the next page.

SOLUTION

Check your answers to the exercise questions.

1. In SEMA4 Help, where would you look to find the policy on emergency appointments?
   a. Operating Policies and Procedures

2. What would be the action and reason code for this transaction?
   c. Data Change and Extend Emergency Appointment (EEA)

Access Reference Documents

Exercise

Resources

You may use these resources in completing this exercise:

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

Directions

Zelda Livingston has accepted an unclassified position as a legal assistant in the Office of the Attorney General. Find the Unclassified Authorization Codes - Reference in SEMA4 Help and answer the questions listed below.

1. Which Unclassified Authorization code would you enter for Zelda's position at the Office of the Attorney General?

   a. PXXX
   b. 1AXX
   c. KXXX
   d. TXXX

2. Which statute defines unclassified positions for Attorney General Employees?

   a. M.S. 43A.15, Subd. 2
   b. M.S. 43A.421
   c. M.S. 43A.15, Subd. 4
   d. M.S. 43A.08, Subd. 1 (11)

3. What other organization is interested in knowing why this position is unclassified? Why?

   a. Department of Revenue, for income tax reasons
   b. Department of Employment and Economic Development, for unemployment insurance reasons
   c. Department of Public Safety, for a background check
   d. Treasury Division, for funding reasons

Check your answers on the next page.

SOLUTION

Check your answers to the exercise questions.

1. Which Unclassified Authorization code would you enter for Zelda's position at the Office of the Attorney General?

   c. KXXX

2. Which statute defines unclassified positions for Attorney General Employees?

   d. M.S. 43A.08, Subd.1 (11)

3. What other agency is interested in knowing why this position is unclassified? Why?

   b. Department of Employment and Economic Development, for unemployment insurance reasons

Access Report Descriptions

Exercise

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 to find out more information about the following two reports:

- Appointment/Leave End Date
- Delinquent Performance Appraisal Notification Report

Find the answers to the following questions, using the Reports Inventory in SEMA4 Help.

1. What is the report frequency of the Appointment/Leave End Date (HP6151) report?

   a. Monthly – Month End
   b. Beginning of each month
   c. Biweekly
   d. Daily

2. Find the report description of the Delinquent Performance Appraisal Notification (HP6290). Fill in the blanks: The report lists all _____________ _______________ _____________ which have not been completed by the As Of date.

   a. scheduled performance reviews
   b. unsatisfactory performance reviews
   c. employee performance ratings
   d. chronically tardy employees

Check your answers on the next page.

SOLUTION

Check your answers to the exercise questions.

1. What is the report frequency of the Appointment/Leave End Date (HP6151) report?

   c. Biweekly

2. Find the report description of the Delinquent Performance Appraisal Notification (HP6290). Fill in the blanks: The report lists ____________ ______________ ____________ which have not been completed by the As Of date.

   a. scheduled performance reviews

Continue to the next topic, *Processing Transactions*.

Introduction

Now that you have an understanding of the key parts of a transaction (effective date, action, and reason code), and where you can access user resources, this topic will show you how to determine which transaction you need. Although ironclad rules don't exist for entering every kind of SEMA4 HR transaction, this topic provides a framework that can help. Before you begin an employee maintenance transaction, view the SEMA4 Help check list.

SEMA4 Help Check Lists

Every action and reason combination has a check list containing the following:

- A short overview explaining circumstances under which you would select a specific action/reason code
- A list of items to do, with links to step-by-step instructions, and policies and procedures related to the transaction
- Specific data you must enter in some fields
- Information regarding how this transaction may affect employee insurance eligibility

For some complex tasks, you may need to use more than one check list.

Avoid selecting reason code Other. If you're not sure which reason code to select, look at the lightning-quick hints in SEMA4 Help, or contact an HR Specialist in SEMA4 HR Services.

Hang Onto These Rows

On Job Data records, do *not* delete the 04/05/2003 row of action Data Change, reason INC. This row is necessary for benefits processing.

Do *not* delete or correct the row(s) with action Data Change and reason ABR (ABBR Change – Benefits Use Only), effective-dated 12/17/2003 or later. These transactions were inserted because of changes in Basic Life insurance coverage limits.

Business Address and Business Email Address on the primary job

After you enter any transaction on an employee's *primary* job that results in a new or changed work location or work email address, you add or update the Business address and Business email address on the Contact Information page in the Modify a Person component. This information is used by the state Enterprise Learning Management (ELM) system to communicate with learners.

On the Contact Information page, enter a Business address matching the work location address displayed in the Location table, for the employee's location code; and enter a Business email address matching the Email Address on the Additional Employment Info page. Do *not* enter any private data, such as a home address, or home or other email address, when the type is Business.

View Check Lists in SEMA4 Help

You can refer to a list of all valid actions and reason codes in SEMA4 Help. Lightning-quick hints help you decide which check list to select.

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 find the check list for a temporary unclassified appointment.

Action	Result
1. Access SEMA4 Help by clicking Help on the SEMA4 Home page.	SEMA4 Help – Contents displays
2. From the SEMA4 Help Contents page, click **Check Lists**.	A list of HR and Payroll functions appears
3. Click **Hire**.	A list of reason codes appears
4. Scroll down and click next to Temporary Unclassified Appointment (TUN). • Click again, and the hint disappears.	A lightning-quick hint. helps you decide whether this is the right check list to choose
5. Click the reason **Temporary Unclassified Appointment (TUN)**. • Scroll down and review the tasks you would complete if you were going to process a hire, temporary unclassified appointment.	Hire – Temporary Unclassified Appointment – Check List appears
6. Scroll down and click **WHOA! Better Check Those Critical Fields Before Saving This Transaction**. • These fields must contain the specified values.	A list of required field values appears
7. Close SEMA4 Help.	

Access Check Lists

Exercise

In this exercise, you will find the check list to process a paid leave of absence.

Action	Result
1. Access SEMA4 Help.	The SEMA4 Help Contents page displays
2. From the SEMA4 Help Contents page, click **Check Lists**.	HR & Payroll Check Lists page displays
3. From the HR list, select **Paid Leave of Absence**.	Paid Leave of Absence – Reason Codes page displays
4. Click next to Administrative Leave (ADM). • Click again, and the hint disappears.	A lightning-quick hint helps you decide whether this is the right check list to choose
5. Select the **Administrative Leave (ADM)** check list.	Paid Leave of Absence – Paid Administrative Leave – Check List appears
6. Click **Paid Leave of Absence** to see the definition of this action.	Paid Leave of Absence definition displays
7. Scroll down and review the check list.	
8. Click **WHOA! Better Check Those Critical Fields Before Saving This Transaction**. • These values are required, for this action/reason combination.	A list of required field values appears

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. Lightning-quick hints help you decide which ___________ ____________ to select.

    a. Step-by-step instructions
    b. Policy and procedure
    c. Check List
    d. Reference

2. Every action and reason combination has a ____________ ____________.

    a. Menu
    b. Check List
    c. Data Component
    d. File Record

3. If you're unsure of the reason code to select, you should:

    a. Select anything and fix it later.
    b. Select reason code Other.
    c. In SEMA4 Help, click Check Lists, and then click the lightning bolts.
    d. Contact SEMA4 HR Specialist for advice.
    e. c or d.

4. Should you delete the 04/05/2003 row of action Data Change, reason INC?

    a. Yes
    b. No

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. Lightning-quick hints help you decide which ___________ ____________ to select.

   c. Check List

2. Every action and reason combination has a ____________ ____________.

   b. Check List

3. If you're unsure of the reason code to select, you should:

   e. c or d.

4. Should you delete the 04/05/2003 row of action Data Change, reason INC?

   b. No

Continue to the next topic, *Hire*.

Introduction

There are two reasons to process a hire:

1. Someone is appointed to their first state position.
2. Someone, who does not have a SEMA4 record because they left state service prior to SEMA4's implementation, is returning to state service.

Do *not* use action Hire to add a concurrent job.

THINGS TO CONSIDER BEFORE YOU BEGIN THE HIRE PROCESS

To save time and improve accuracy, consider these items *before* the hire process begins. Review them again before you enter the hire in SEMA4.

- Before processing a new hire, look at the *position* record and make sure the information is correct, especially:

Field	Page
Status	Description
Position Status	Description
Job Code	Description
Reg/Temp	Description
Full/Part Time	Description
Union Code	Description
Title	Description
Department	Description
Location	Description
Reports To	Description
Standard Hours	Description
Classified Indicator	Specific Information
FTE	Specific Information
Seniority Unit	Barg Unit/Cost Projection
Not To Exceed Date	Barg Unit/Cost Projection
Bargaining Unit	Barg Unit/Cost Projection
Salary Authority	Barg Unit/Cost Projection
Position Funding	Position Funding

  The Position Data fields **Salary Authority**, **Union Code**, **Reg/Temp**, and **Full/Part Time** can affect an employee's eligibility for insurance, so it's important that they are correct!

- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

Hire Student Workers with a reason code of SUN (Stat Uncl Appt-Non Academic), not TUN (Temporary Unclassified Appointment).

- Review the contract or plan to determine the employee's rate of pay.

- Check the contract or plan to determine eligibility for vacation leave and sick leave accruals.

- Check the contract or plan to determine if the employee is eligible for holidays.

- **Classified, temporary** employees may be appointed for only 12 months in a 24-month period with the same agency. Compare the hire date to the appointment end date, to ensure that the appointment is not more than 12 months. Refer to the contract or plan.

- **Temporary unclassified** appointments must not exceed three years. Compare the hire date to the appointment end date, to make sure the appointment does not exceed three years. Refer to the contract or plan.

- **Emergency** appointments may last only 45 days. Compare the hire date to the appointment end date, to ensure that it is 45 days or less. Refer to the contract or plan.

- You may need approval for the rate of pay. To document the approval, include a note with the hire record. Do this if the employee is in:

  The Commissioner's Plan, and the rate is 12 percent above minimum or over the midpoint.
  The Manager's Plan, and the rate of pay is above the first quartile.
  The Minnesota Nurses Association - refer to the contract.
  Any other contract or plan, and the rate is above step 3.

- If the compensation is off step, refer to the *Off Step Rate Codes - Reference* in SEMA4 Help to select the off step Rate Code.

- Refer to the *Special Eligibility Codes - Reference* in SEMA4 Help to select the Special Elig code on the Benefit Program Participation page.

- Collect all the information you need, before starting to enter data in SEMA4. It may be helpful to print out a similar record, as a reminder of the type of information you need to gather.

Check these components: **Search by National ID**, **Job Data Statewide**, and **Multiple Jobs Summary**, to see if this individual already has a record in SEMA4. If a record exists, choose an action other than Hire.

Process a Hire (Add a Person)

When processing a Hire, you need to complete a series of pages in SEMA4. The pages are grouped into four components:

Person	Job Data	Employment Data	Benefits Program Participation
• Biographical Details • Contact Information • Regional • Organizational Relationships	• Work Location • Job Information • Job Labor • Payroll • Salary Plan • Compensation • Leave/WOC	• Employment Information • Additional Employment Info	• Benefit Program Participation

In SEMA4, records can be created for two types of persons: **Employees** and **Persons of Interest** (POI). A Person of Interest (POI) is a person about whom the organization maintains information, but who is not part of the workforce – not an employee, but may be included in some system processing. In the Hire process, you will be adding an **Employee**.

Important: Allow yourself enough time to complete all the pages! If you exit without completing the process, then a Person of Interest (POI) type Unknown will be created instead of an Employee. If you accidentally create a Person of Interest type Unknown record, then you will need to use the Add Employment Instance component (found at Workforce Administration > Job Information > Add Employment Instance) to complete the hire.

A POI type Unknown is not processed through benefits or payroll until it is fixed via the Add Employment Instance component. The creation of POI Unknowns will be monitored by SEMA4 HR Services, and agencies will be contacted if records need to be fixed.

Future-Dated Hires

The Effective Date fields in Personal Data must contain an effective date *equal to or before today's date*. SEMA4 uses this date to "recognize" that the person has been added. The Leave Accrual Date field does not have the same restriction – it can be a future date. The Effective Date on the Work Location page in Job Data can be future-dated.

Therefore, when you process a future-dated hire, enter today's date in the Effective Date fields in Person Data, and enter the future date in the Effective Date field in Job Data.

If the new hire fails to start his or her job, enter a separation record using the Separation Action reason code **FTS** (Failure to Start). Be sure to sequence the separation, using the same effective date as the Hire or Rehire row. Refer to the SEMA4 check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).

ACCESS SEMA4 HELP

There are several steps to the Hire transaction. Complete the following walk-through to become familiar with finding the steps in SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Select **HR/Payroll Functions**. Select **Employee Maintenance**. Click **Reference**.	Employee Maintenance – Reference displays
3. Select the **Off-Step Rate Codes**. Print this reference, to use when processing a hire.	Reference prints
4. Click Back on the browser toolbar.	Employee Maintenance – Reference displays
5. Scroll down and select the **Special Eligibility Codes**. Print this reference, to use when processing a hire.	Reference prints
6. Click Back on the browser toolbar until you return to the Employee Maintenance – Contents.	Employee Maintenance – Contents displays
7. Click **Selecting an Action**.	Selecting an Action displays
8. Select **Hire**.	Hire – Reason Codes display
9. Select **Competitive Open Appointment (COM)**. • Read the check list. • Notice the links to the operating policy and procedures.	Hire - Competitive Open Appointment – Check List displays
10. Scroll down and click **WHOA! Better Check Those Critical Fields Before Saving This Transaction**. Notice the required values for these fields: • Regular/Temporary • Classified Indc • Empl Class	Required values display
11. Scroll up and select **Processes a New Hire**.	Processing a New Hire – Tasks appears
12. Click **Hire an Employee New to SEMA4**.	The steps to Hire an Employee New to SEMA4 appear

ACTION	RESULT
13. Read the steps. Click **To view step-by-step instructions for entering this information, click here**. • Notice that there are two sections: When entering a new person's record, and To add or update biographical information.	Add/Update Name Information, Leave Accrual Date and Marital Status (Biographical Details) page displays
14. Read the steps. Scroll down and click **To view step-by-step instructions for the next page, click here**.	The Add/Update Address, Phone and Email Information (Contact Information) page displays
15. Read through the steps. Scroll down and click **To view step-by-step instructions for the next page, click here**. • This link is at the bottom of each page of steps in the Hire process. We have seen three of the 15 pages.	The steps for the Add/Update Military Status and Proof of Employment Eligibility (Regional) page displays
16. Exit SEMA4 Help.	

Hire an Employee New to SEMA4

In this walk-through, you will hire Haley Mallman in the User Training database.

Keep the following SEMA4 Help references handy, which you printed in the previous walk-through:

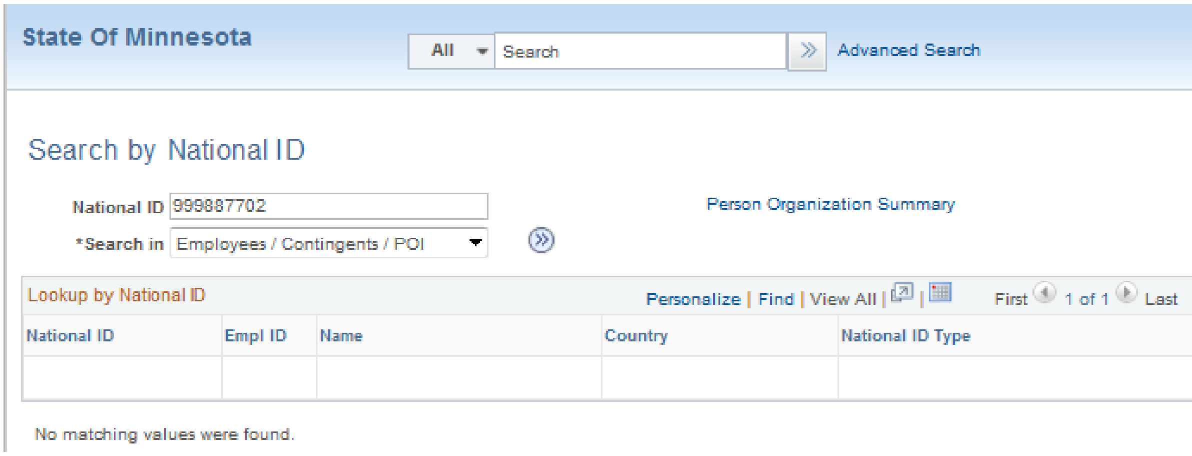
- Off-Step Rate Codes – Reference
- Special Eligibility Codes – Reference

As you enter a Hire, keep these points in mind:

- Be sure to click **Add the Relationship** rather than Save. If you click Save, then a Person of Interest (POI) type Unknown will be created instead of an Employee.
- If you exit without completing the Job Data record, then a Person of Interest type Unknown will be created instead of an Employee.

If you accidentally create a Person of Interest type Unknown record, then you will need to use the Add an Employment Instance component to complete the hire.

Action	Result
1. Sign in to the **User Training** database, using the training User ID and Password.	Main menu displays
2. Select **Workforce Administration > Personal Information > Add a Person**.	The **Add Person** page displays
3. To find out if the person already has a record in SEMA4, click the **Search By National ID** link.	The **Search by National ID** page displays

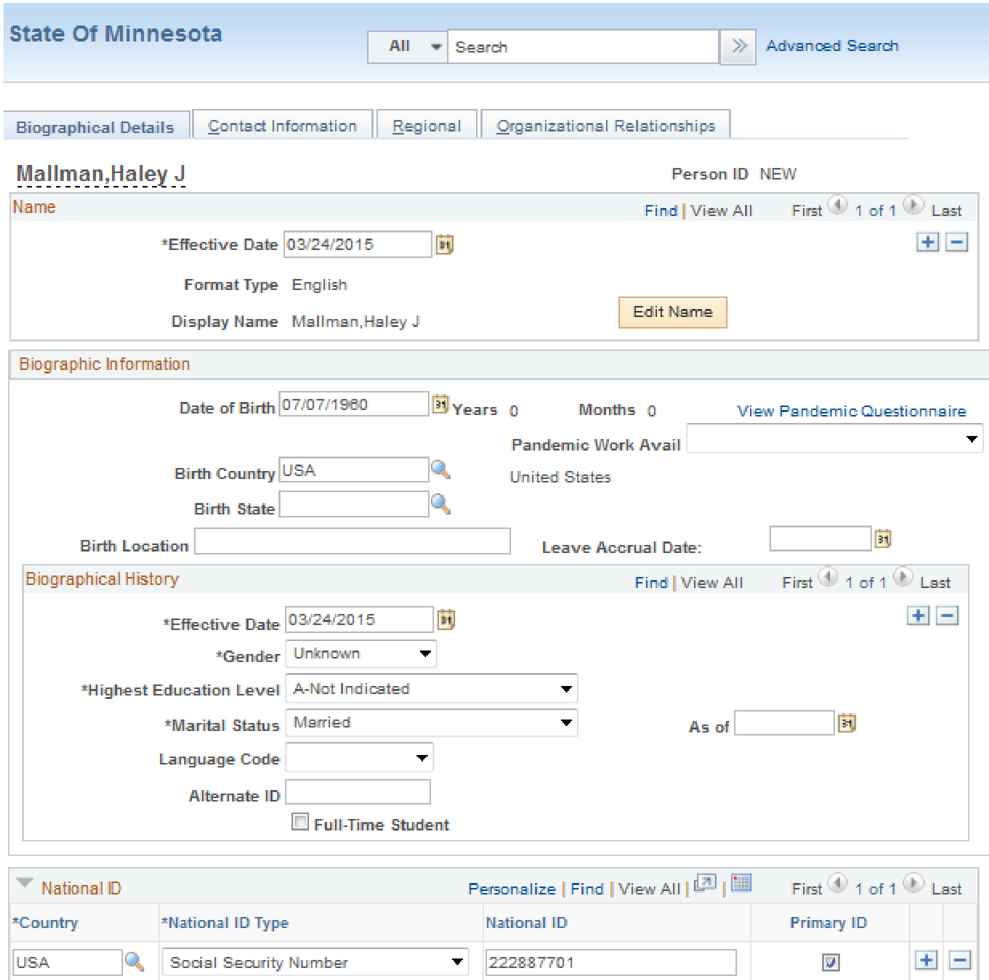


Field Name & Description	**Data**
1. **National ID** • Enter the Social Security Number of the person you want to hire.	9998877 _ _ (substituting your two-digit code for the blanks)
2. **Search in** • Accept the default.	Employees / Contingents / POI

Action	**Result**
1. Click to search for a person with this Social Security Number. • If the person you are hiring already has an Employee record in the database, then you will either process a rehire, or add a concurrent job for a current employee.	No matching values were found
2. To return to the Add Person page, under the Biographical menu click **Add a Person**.	The **Add Person** page displays again
3. Click the **Add the Person** link.	The **Biographical Details** page displays

The **Biographical Details** page is the first page in the Personal Data component.

The Person ID will change to the next available number after you add the relationship.



FIELD NAME & DESCRIPTION	DATA
1. **Effective Date** • Enter the effective date of the hire. This is the *first* day the employee is working. • The Effective Date fields in Personal Data must contain an effective date *equal to or before today's date*. SEMA4 uses this date to "recognize" that the person has been added. • If you receive a warning that the date is out of range, click **OK**. If you receive another warning, click **OK**.	03/23/2015

Field Name & Description	Data
2. Click the **Add Name** link. • To help ensure proper credit to the person's Social Security account and to avoid the imposition of penalties on the State and your agency, you must enter the person's name as it appears on the Social Security card.	The **Edit Name** page displays
3. **Prefix** • If the person wishes to indicate a prefix, select the prefix.	
4. **First Name** • Enter the person's first name as it appears on the employee's Social Security card.	Haley
5. **Middle Name** • Enter the person's middle name or middle initial as it appears on the person's Social Security card.	J
6. **Last Name** • Enter the person's last name as it appears on the person's Social Security card.	Mallman
7. **Suffix** • If the person's has a suffix on the Social Security card, select the desired suffix. • If the suffix you need is not in the list, contact SEMA4 HR Services to request that the suffix be added to those available for selection.	Leave blank
8. Click Refresh Name to check for name format errors and to display the person's name in the **Display Name, Formal Name** and **Name** fields. Click OK to return to the Biographical Details page. • If you receive a warning message, click **OK**.	Mallman, Haley J displays
9. **Date of Birth** • Enter the new hire's date of birth, using the date format mm/dd/yyyy. Use numbers only. • The system-calculated age will fill into the **Years, Months** fields after you exit this page.	7/7/1960

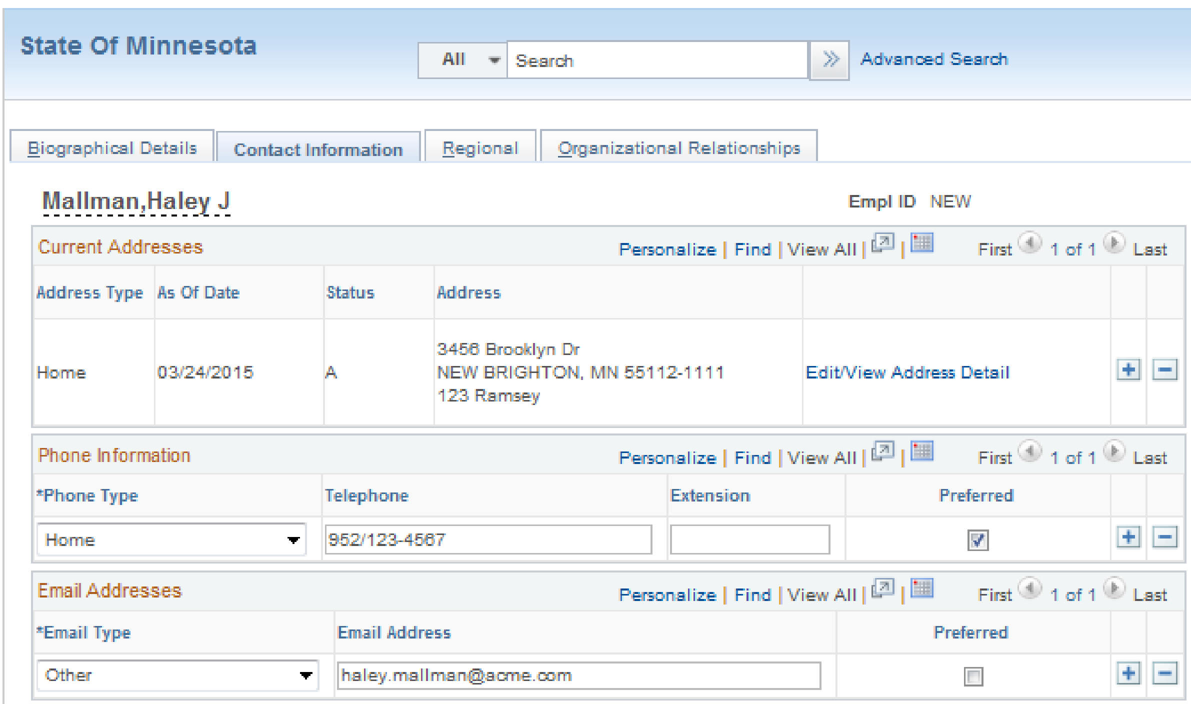
FIELD NAME & DESCRIPTION	**DATA**
10. **Birth Country** • Accept the default (USA) or change it if appropriate.	USA
11. **Birth State** • Complete the field or leave it blank.	Leave blank
12. **Pandemic Work Availability** • If the employee is unable to respond to the pandemic availability question in Employee Self Service, then you may select the employee's answer in the Pandemic Work Availability field. To view the question, click the **View Pandemic Questionnaire** link.	Leave blank
13. **Birth Location** • Complete the field or leave it blank.	Leave blank
14. **Leave Accrual Date** • Enter the date when the employee can start accruing leave, if eligible. • Agency staff are responsible for updating this field.	03/23/2015
15. **Effective Date** • Accept the default.	03/23/2015
16. **Gender** • Select the person's gender. Avoid selecting Unknown.	Female
17. Skip the **Highest Education Level** field.	
18. **Marital Status** • Select the employee's marital status.	Married
19. Skip the **As of**, **Language Code, Alternate ID and Full-Time Student** fields.	
20. **National ID – Country** • Accept the default.	USA
21. **National ID Type** • Accept the default.	Social Security Number

FIELD NAME & DESCRIPTION	DATA
22. **National ID** • Enter the person's Social Security Number. • This field is required for employees and some other payees.	222-88-77 _ _ (substituting your two-digit code for the blanks)
23. **Primary ID** • Accept the default.	Check box is selected

Do *not* save. All the components in the Hire process must be completed before you save.

Select the **Contact Information** page.

Use this page to enter the person's address, phone and Email address. (The steps for entering Canadian addresses are different; see SEMA4 Help.)



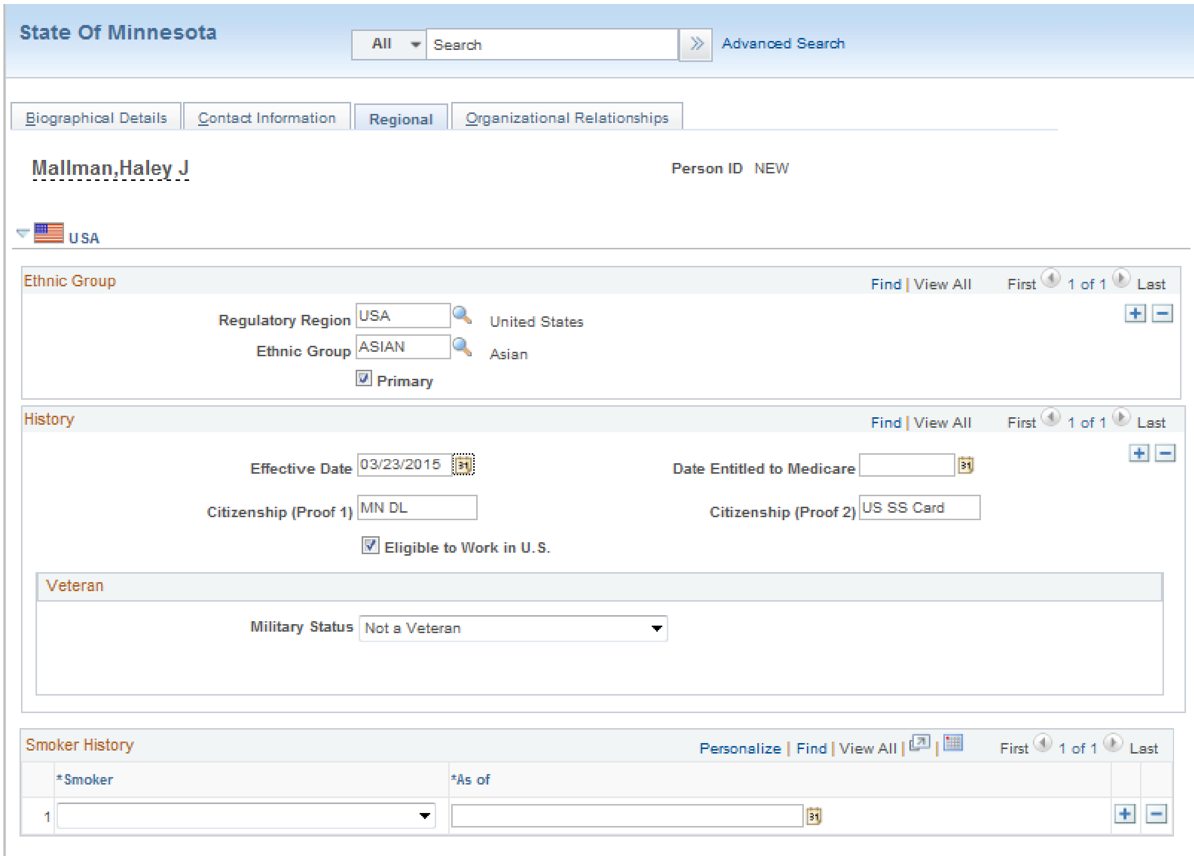
FIELD NAME & DESCRIPTION	DATA
1. Click the **Add Address Detail** link next to address type Home. • An employee *must* have a Home address. • For employees who do not have 100% of their net pay direct deposited, payroll warrants are *always* mailed to the employee's Home address.	Address History page displays

FIELD NAME & DESCRIPTION	DATA
2. **Effective Date** • Because this is a new hire, the effective date will be the same as the effective date entered on the Biographical Details page.	03/23/2015
3. **Country** • Accept the default of USA.	USA
4. **Status** • Accept the default of A.	A
5. Click the **Add Address** link.	Edit Address page displays
6. **Address 1** • Enter the entire delivery address line, followed by the apartment number or suite. Use the U.S. Postal Service directional abbreviations, common abbreviations, and street abbreviations. Do not use commas and periods.	3456 Brooklyn Dr
7. **Address 2** • Leave it blank if you entered the entire delivery address line in the **Address 1** field. If the address includes the name of a school residence hall, department, or c/o, enter that information in this field.	Leave blank
8. **City** • Click . Enter part of the city, N (it's case-sensitive), and click Look Up A list of cities that begin with N will display. Select New Brighton from the list. *City names in the User Training database are uppercase. In the Production database they are mixed case.* • Always use the Lookup function in the City field. The city must be entered correctly before you can select a county. Exception: Do not use the Lookup page for Canadian cities. Note: In the User Training database, cities are uppercase. In the production database, cities are mixed case.	NEW BRIGHTON
9. **State** • Select the state of the address.	MN

FIELD NAME & DESCRIPTION	DATA
10. **Postal** • Enter the ZIP+4 code.	55112-1111
11. **County** • Click and select the county. • Click OK to return to the Address History page. • Click OK to return to the Contact Information page. • If you need to add *another* address, click + to add a new row, and then select the type of address in the Address Type field. For a Business address, enter the address listed in the Location table for the employee's State of Minnesota primary job work location. Do **not** enter any private data, such as a home address or other business address, in the Business address.	123
12. **Phone Type** • Select the type of phone.	Home
13. **Telephone** • Enter the person's phone number. • For a Business telephone, enter the same telephone number as the Main Business phone on the Additional Employment Info page of the Job Data component of the primary job. Don't enter any private data, such as a home phone, cellular phone or other business phone, in the Business telephone. • To enter an additional phone record, click + and complete both fields.	952/123-4567
14. **Preferred** • For the preferred telephone, select this check box.	
15. **Email Type** • Select the proper type for the person's Email address.	Other

FIELD NAME & DESCRIPTION	DATA
16. **Email Address** • Enter the email address. • For a Business email address, enter the email address found on the Additional Employment Info page of the Job Data component of the primary job. Don’t enter any private data, such as a home email address or other business email address, in the Business email address. • To enter an additional email address, click + and complete both fields.	haley.mallman@acme.com
17. **Preferred** • For the preferred email address, select this check box.	

Select the **Regional** page.

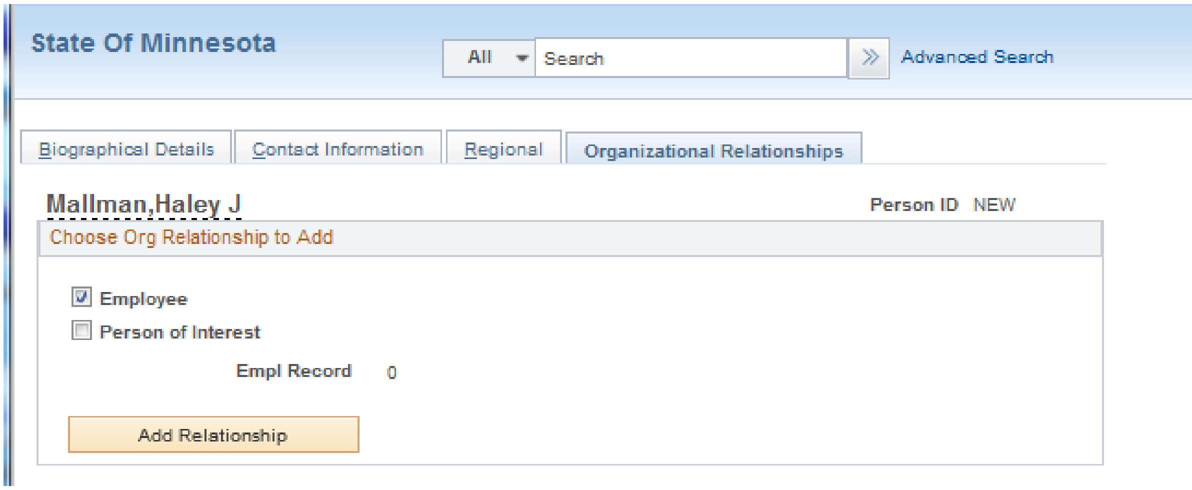


FIELD NAME & DESCRIPTION	DATA
1. Regulatory Region • Accept the default.	USA
2. **Ethnic Group** • Click and select a value. Avoid selecting Not Specified. Select the Primary check box.	ASIAN
3. **Effective Date** • Notice the effective date displayed.	03/23/2015
4. **Date Entitled to Medicare** • If the employee is enrolled in Medicare A and/or B, enter the enrollment date.	Leave blank

Field Name & Description	Data
5. **Military Status** • Select the employee's military status. • Agencies are responsible for obtaining veteran status from their new hires. This data can be entered on the Regional page or in Employee Self Service. • The number of veterans in the state government workforce is reported to the Minnesota Legislature annually.	Not a Veteran
6. **(Proof 1) and (Proof 2)** • List the documentation, provided by the employee necessary to be eligible to work in the United States. For example: Minnesota Driver's License and U.S. social security card.	MN DL US SS card
7. **Eligible to Work in U.S**. • Select the check box if the employee is eligible to work in the United States. • Clear the check box if the employee is *not* eligible to work in the United States.	Accept default, selected check box
8. Skip the **Smoker** and **As of** fields.	

Select the **Organizational Relationships** page.

Use this page to specify the person's relationship to the organization: Employee or Person of Interest (POI).



FIELD NAME & DESCRIPTION	DATA
1. **Employee**	Select the check box
2. Click Add Relationship • Note: Be sure to click Add the Relationship button. Do *not* click Save. If you click Save, a Person of Interest type Unknown will be created.	The Work Location page displays, with *Saved* in the upper right corner
3. If a warning message displays, click **OK**.	

If you see that a record was saved with an incorrect Social Security number, you must contact SEMA4 HR Services to correct it.

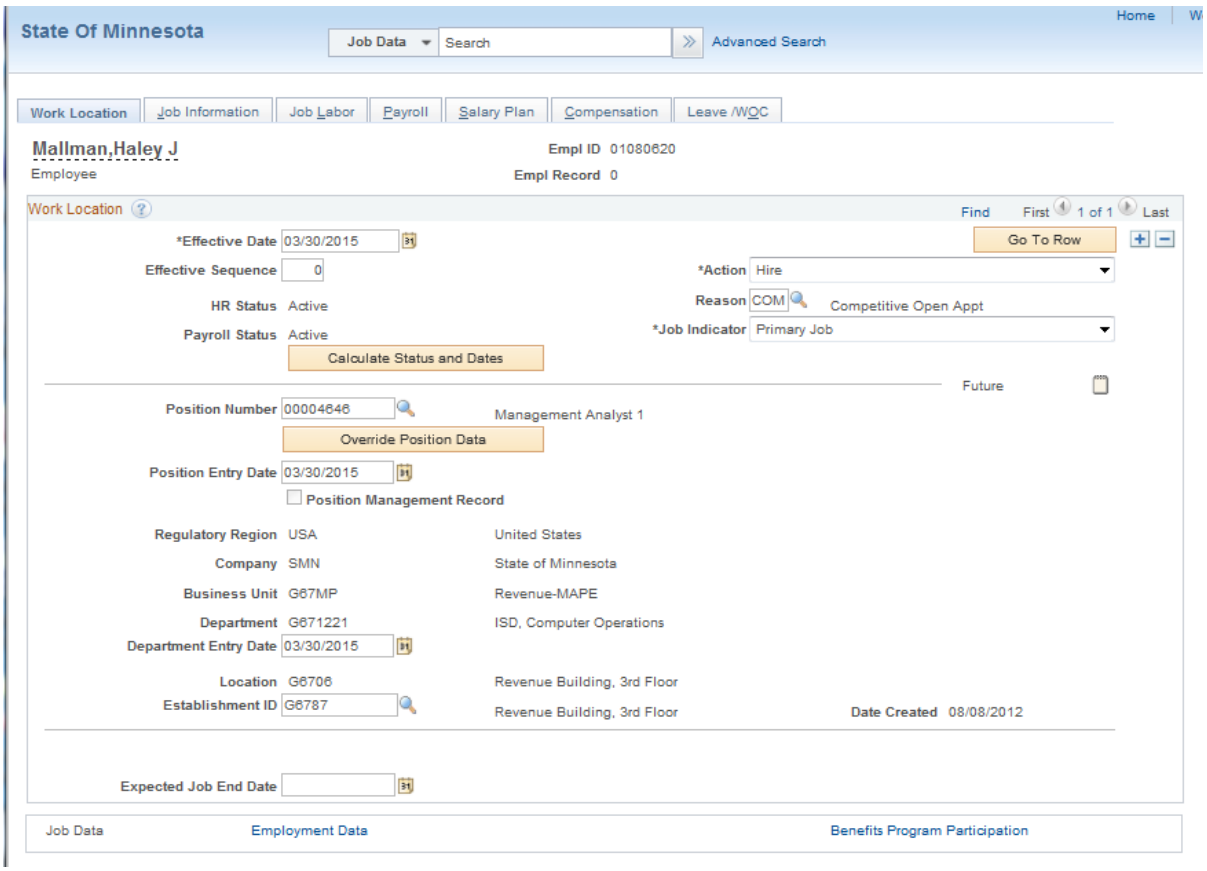
Job Data Component

Use the Job Data pages to record effective-dated human resource and payroll information.

Several fields will fill in with data from the position record. Salary Authority does *not* fill in from the position record; you will have to enter it.

The **Work Location** page is the first in the Job Data component.

Note: If you exit without completing the Job record, the person will exist in SEMA4 not as an Employee but as a Person of Interest (POI) type Unknown. If you accidentally create a POI type Unknown record, you will need to use the Add an Employment Instance component to complete the hire. A POI type Unknown will not be processed through benefits or payroll until the record is converted to Employee via the Add an Employment Instance component.



Write down the 8-digit ID of the employee: ___________________________________

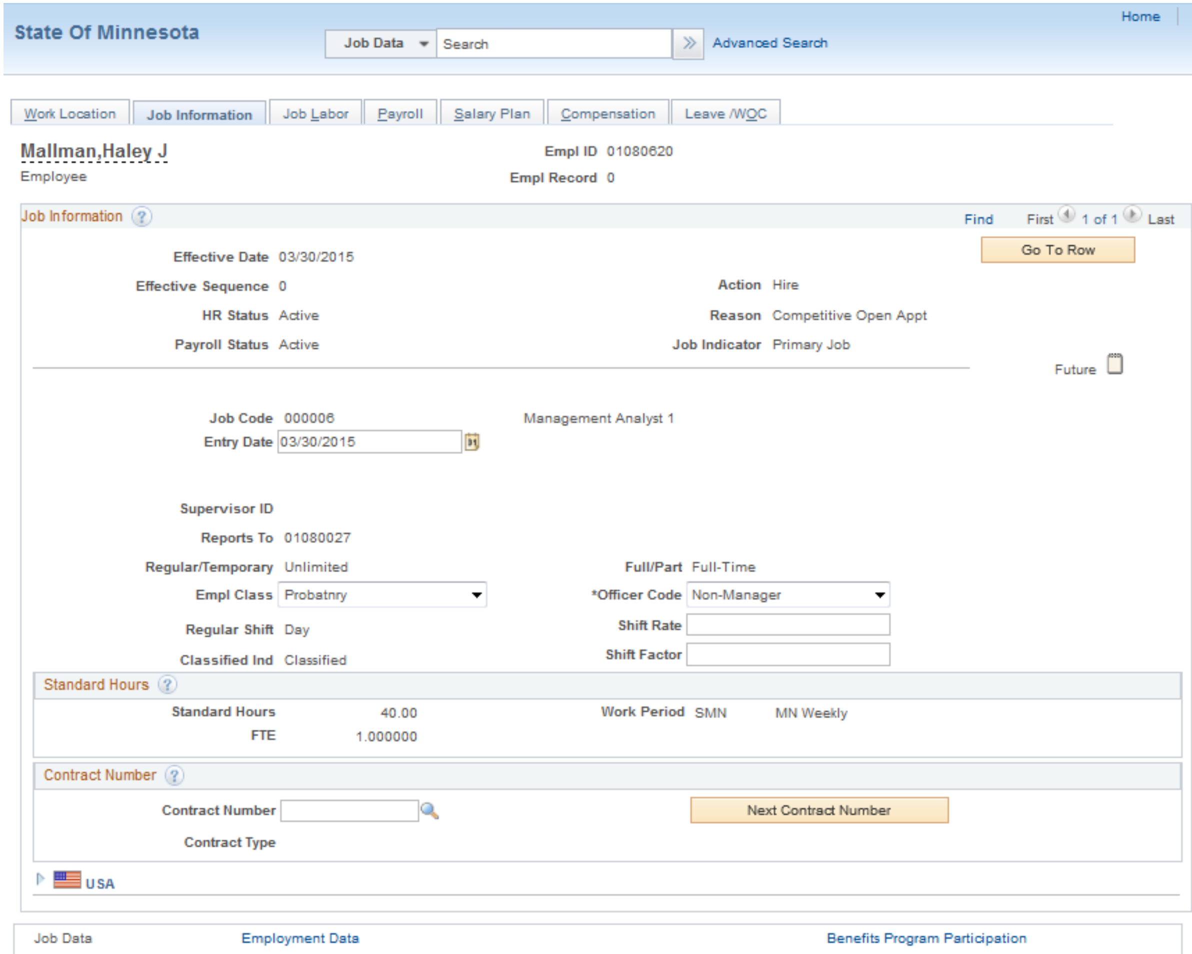
FIELD NAME & DESCRIPTION	DATA
1. **Effective Date** • Enter the date the hire takes effect. • In Job Data, this field *can* be future-dated, even though Personal Data cannot be future-dated. • If a warning message appears, click **OK**. • After you enter an effective date on this page, the same date displays on other pages of Job Data.	3/30/2015

FIELD NAME & DESCRIPTION	DATA
2. **Effective Sequence** • If you are entering a second or additional action with the same effective date, increase the effective sequence number by one. The field defaults to 0, indicating the first row effective that day. • The Effective Sequence number is a unique number (0 through 999) assigned to an effective date on a job record. This number enables you to create multiple job records with the same effective date.	0
3. • The Job Data Notepad can be found on all Job Data pages. The Job Data Notepad is used to record comments about the transaction. Example: If you hire someone over step 3, you would record who approved the step in the Job Data Notepad. • If the Job Data Notepad contains information, the button will contain horizontal lines:	Skip
4. **Job Indicator** • Accept the displayed value, or select Primary Job (if this is the employee's main job) or Secondary Job (if this is a secondary job for the employee). • An employee must have exactly *one* primary job. • The primary job determines insurance eligibility and level of employer contribution.	Primary Job
5. **Action** • Select the appropriate action. When adding a new employee, Hire is the default value. • This field affects employee insurance eligibility.	Hire
6. **Reason** • Select the appropriate reason. • This field affects employee insurance eligibility.	COM (Competitive Open Appt)
7. **Expected Job End Date** • **Skip this field** because data entered in this field can prevent other fields from displaying. • Don’t confuse this field with the Appointment End Date, which is on the Employment Information page.	Leave blank

Field Name & Description	Data
8. **Position Number** • Enter the new position number. Press **Tab**. • If you click to get to the position number lookup page and then click Look Up You may receive a partial list that does not include the value you need, and a message indicating that only the first 300 results can be displayed. To narrow the list: complete or partially complete at least one lookup field and click Look Up • Data from the position record fills into some fields.	00004646
9. **Position Entry Date** • Accept the displayed value or enter the correct position entry date. • This is the date the position number was assigned to the employee.	Accept displayed value
10. **Position Management Record** • If this view-only check box is selected, this means that the row you are viewing defaulted from the position record. If the check box is clear, then the row you are viewing was inserted on the employee record and did not default from the position record.	
11. **Establishment ID** • Select a value or accept the default. • This data is used for Federal OSHA reporting purposes.	G6787

There is rarely a need to use the **Override Position Data** button. This causes the position and employee records to be out of sync. If you must use it, remember to turn it off when you have completed your transaction. Do not use this check box to get past an error message. Contact SEMA4 HR Services to verify that your situation warrants using this button.

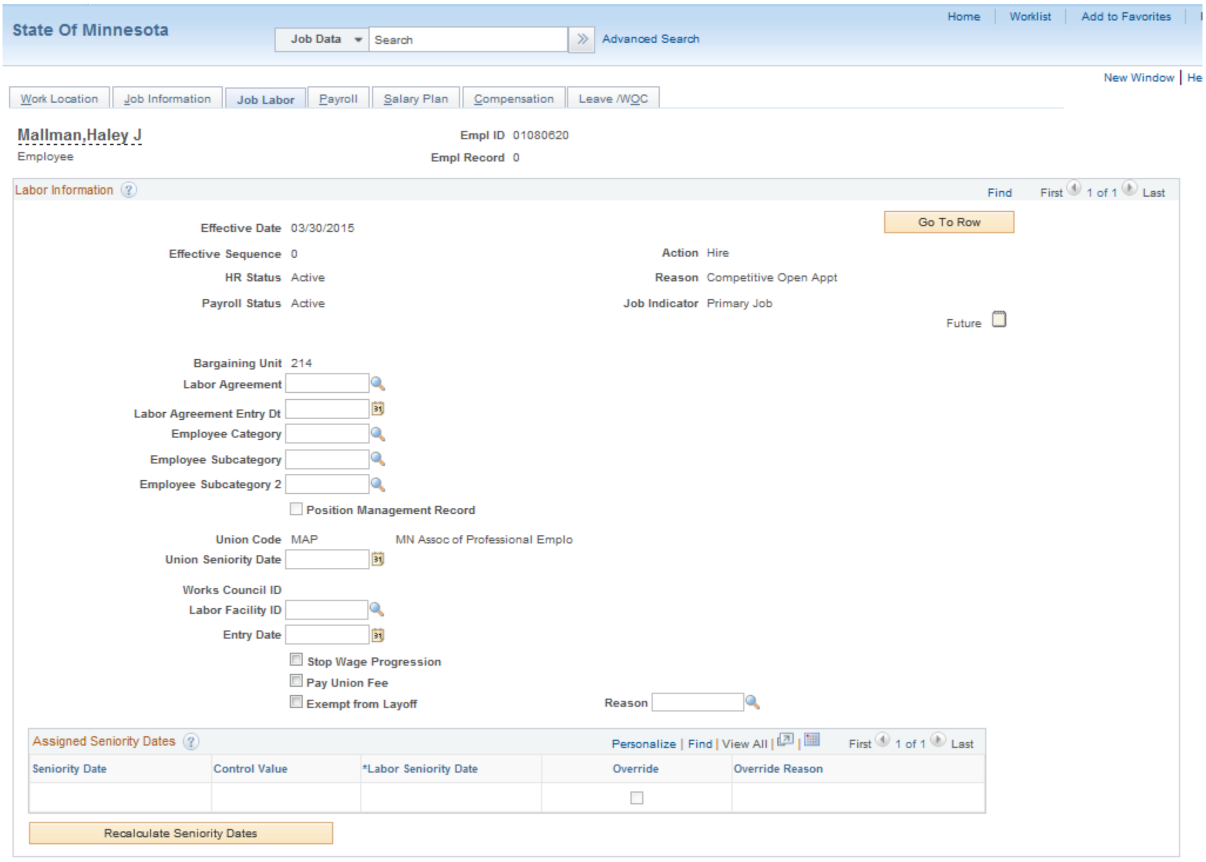
Select the **Job Information** page.



FIELD NAME & DESCRIPTION	DATA
1. **Entry Date** • Accept the default or, if necessary, change the job code entry date. • This is the date this job code was assigned to the employee. • This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. **It is important that this date is correct**.	03/30/2015

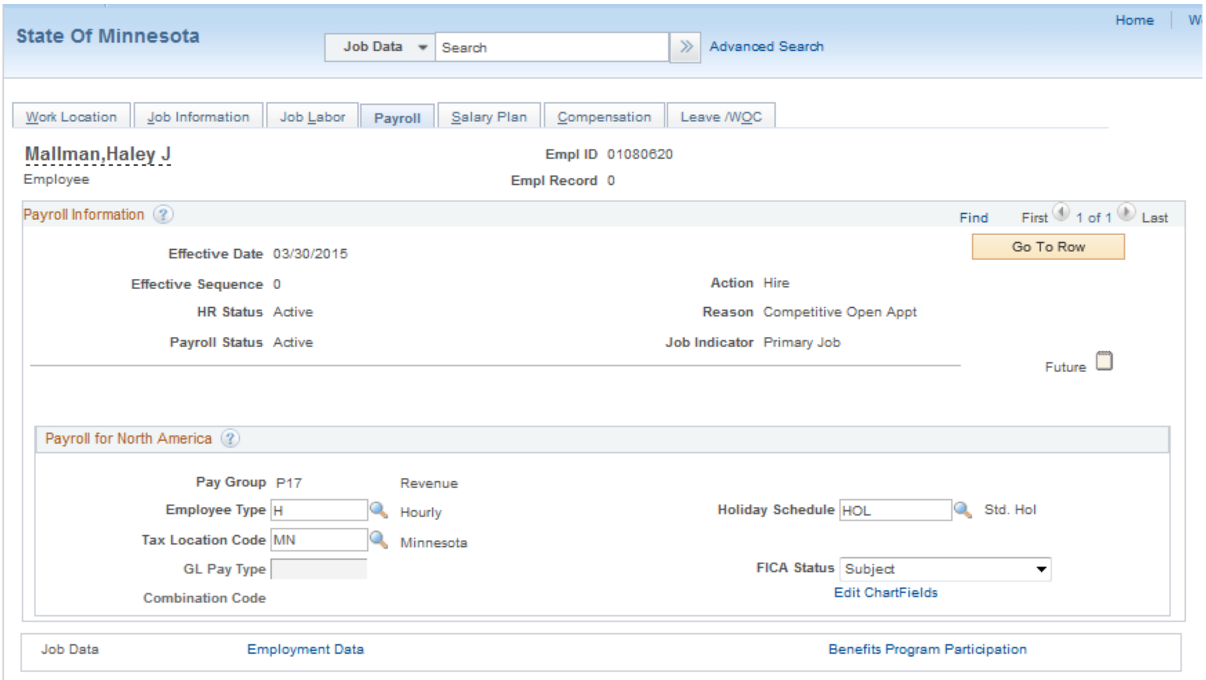
FIELD NAME & DESCRIPTION	DATA
2. **Reports To** • Make sure this field contains the position number of the employee's supervisor. • This field is view-only and the data comes from the employee's position record. The Enterprise Learning Management (ELM) system uses the Reports To field from Job Data to send training enrollment approvals to the employee's supervisor.	01081259
3. **Regular/Temporary** • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	Unlimited
4. **Full/Part** • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	Full-Time
5. **Empl Class** • Select the applicant's employment status. Examples are: Probatnry, Permanent, Not Applic.	Probatnry
6. **Officer Code** • Review the employee's benefit eligibility and select the appropriate value: IBU Manager, Manager, Non-Manager. • This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.	Non-Manager
7. **Shift Rate** and **Shift Factor** fields • Skip these fields. They are intentionally blank.	
8. **Classified Indc** • View for accuracy. Data came from the position record.	Classified
9. **Standard Hours** • View for accuracy. Data came from the position record.	40.00
10. **FTE** • View for accuracy. Data came from the position record. • Skip the rest of the fields on this page.	1.000000

Select the **Job Labor** page.



FIELD NAME & DESCRIPTION	**DATA**
1. **Bargaining Unit** • Review to ensure that it is correct. Data came from the position record. • If it is incorrect, contact the person in your agency responsible for position data. • This field affects employee insurance eligibility.	214
2. **Union Code** • Review to ensure that it is correct. Data came from the position record. • If it is incorrect, contact the person in your agency responsible for position data. • This field affects employee insurance eligibility.	MAP
3. Skip the enterable fields on this page. They do not apply to the State of Minnesota HR processing at this time.	

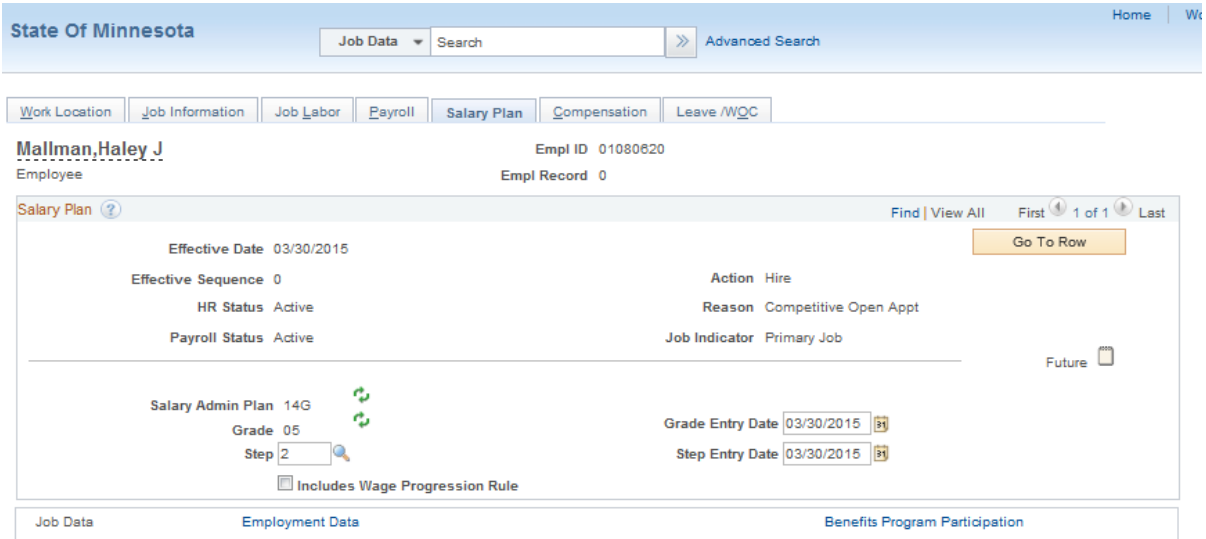
Select the **Payroll** page.



FIELD NAME & DESCRIPTION	DATA
1. **Pay Group** • Look up and select the pay group for the new employee. • Pay groups are used to organize mass time entry records for calculation processes. Once assigned, an employee's pay group never changes even if the employee moves to a different agency.	P17
2. **Holiday Schedule** • Accept the default value, or look up the appropriate value. If the employee is *not* eligible for holidays, select NONE-No Holiday Schedule.	HOL
3. **Employee Type** • Accept the default value, or look up the value to indicate salaried or hourly.	H
4. **Tax Location Code** • Accept the default MN; or if the employee’s primary work location is outside Minnesota, select the state.	MN

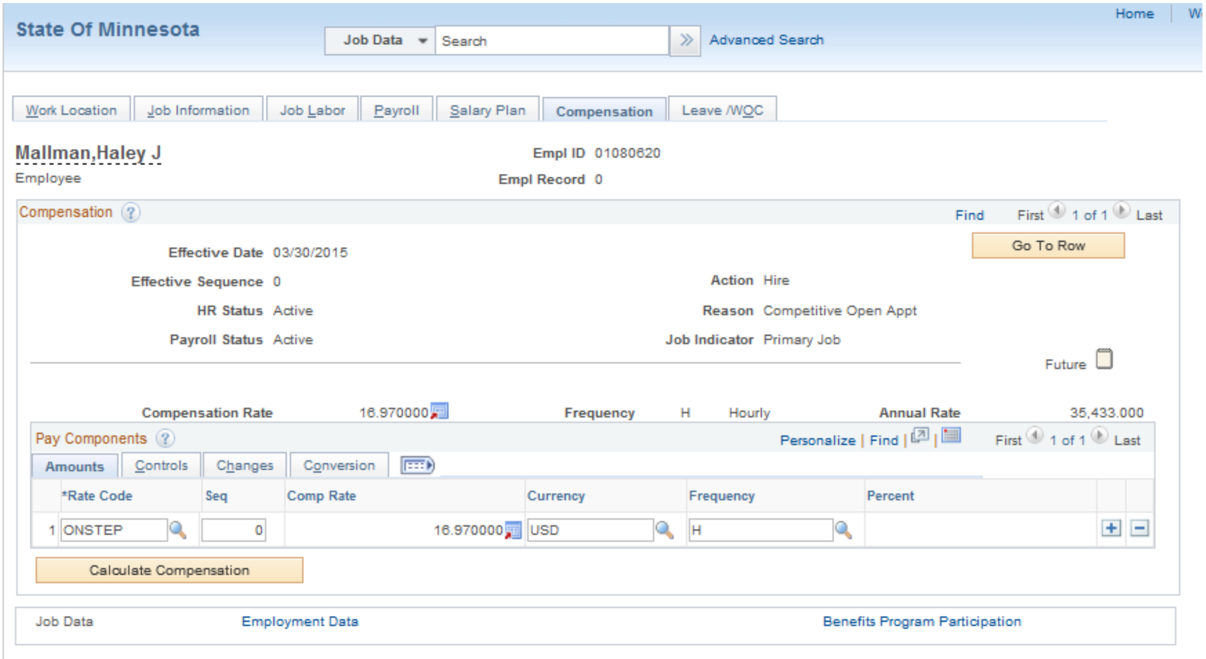
FIELD NAME & DESCRIPTION	DATA
5. **FICA Status** • Accept the default or select a value. Valid values are: **Subject**: Social Security and Medicare is withheld. **Medicare only**: Only Medicare is withheld. **Exempt**: Neither is withheld. • Medicare only and Exempt are rarely selected. For almost all employees, select Subject. • If you have questions regarding this field, see Statewide Payroll Services policies and procedures on Establishing Retirement & FICA/Medicare Deductions.	Subject

Select the **Salary Plan** page.



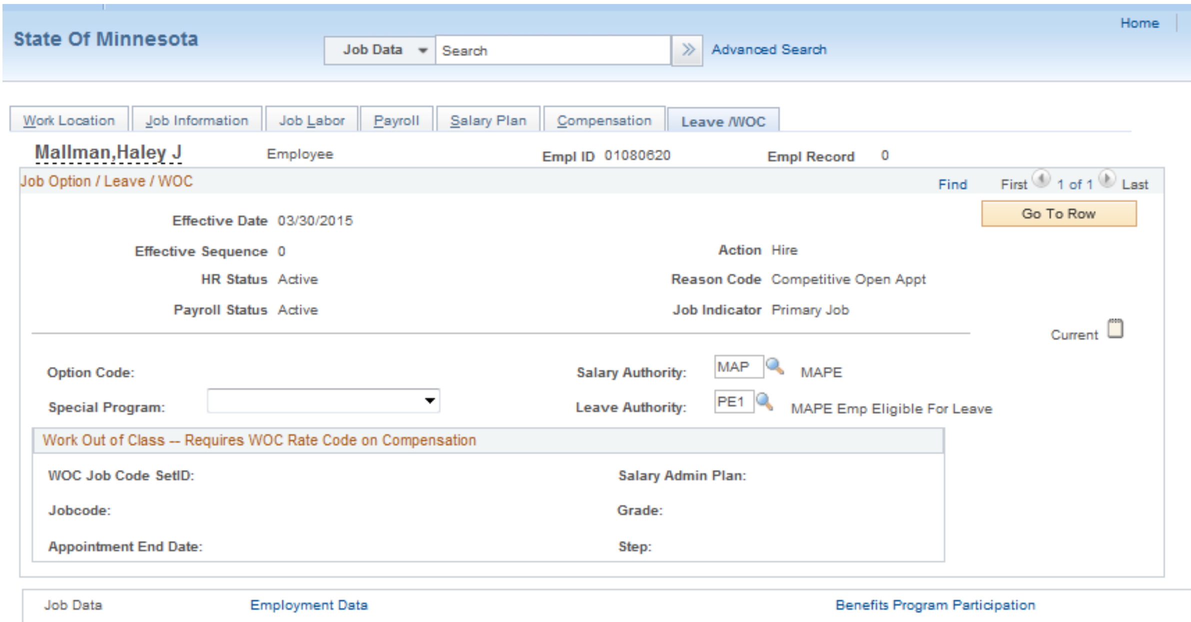
Field Name & Description	Data
1. **Grade Entry Date** • Accept the displayed value. • This is the date the employee first joined this salary grade.	Accept displayed value
2. **Step** • Enter the correct step for the new hire. If the new hire is receiving off-step compensation, leave this field blank.	2
3. If a step value was entered, click  next to the grade field.	
4. **Step Entry Date** • The effective date is displayed. Accept this default, or enter the correct step entry date.	03/30/2015

Select the **Compensation** page.



FIELD NAME & DESCRIPTION	**DATA**
1. **Rate Code** • If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. • If you did not enter a step on the **Salary Plan** page, select the appropriate rate code. • Off step rate codes are defined in the *Off-Step Rate Codes – Reference* which you printed from Help. Take a look at this reference. For this example, however, the employee is **on step**.	ONSTEP
2. **Comp Rate** • Verify the amount is correct. Rate code and comp rate filled in based on the **Step** on the **Salary Plan** page.	16.97
3. **Currency** and **Frequency** • Accept the default values.	Accept defaults
4. Click Calculate Compensation to get the total compensation rate.	The employee's total compensation rate displays
5. **Compensation Rate** (located below **Action**) • Verify the amount is correct.	16.97

Select the **Leave/WOC** page.

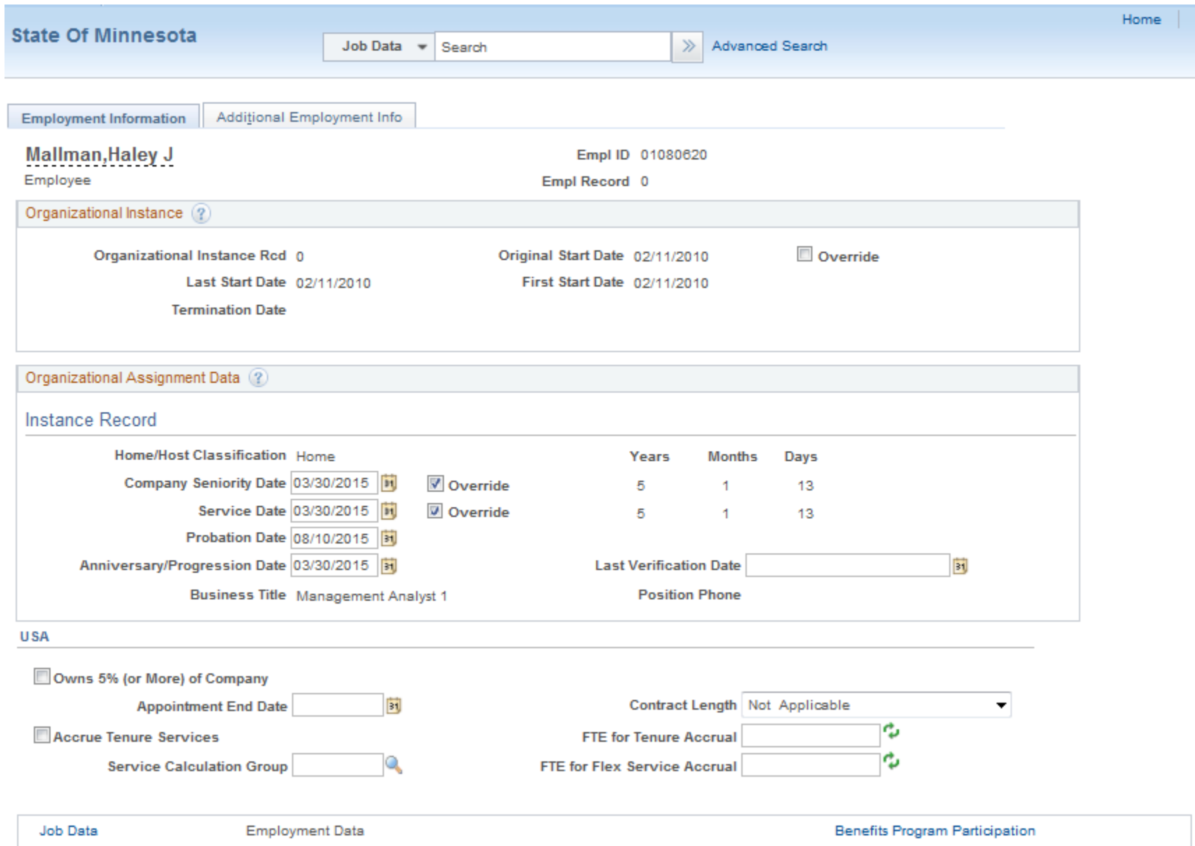


FIELD NAME & DESCRIPTION	DATA
1. **Special Program** • Leave this field blank or select the correct value. • If the employee is appointed as a workers´ compensation-related placement, select Workers´ Compensation. If the employee is filling an essential position, select Essential. Don't select Not Available, which is for historical rows only.	Leave blank
2. **Salary Authority** • Select the code for the contract or plan that covers the terms and conditions of employment. • Data does *not* fill in from the position record. You have to review this field whenever you enter a position number.	MAP
3. **Leave Authority** • Select the appropriate value. • This is the set of rules governing an employee's eligibility for leave calculation, accrual, and usage.	PE1
4. Skip the Work Out of Class fields.	

Do *not* save or exit. All components in the Hire process must be completed. Select the **Employment Data** component link at the bottom of the page.

Employment Data Component

The Employment Data component is *not* effective-dated.

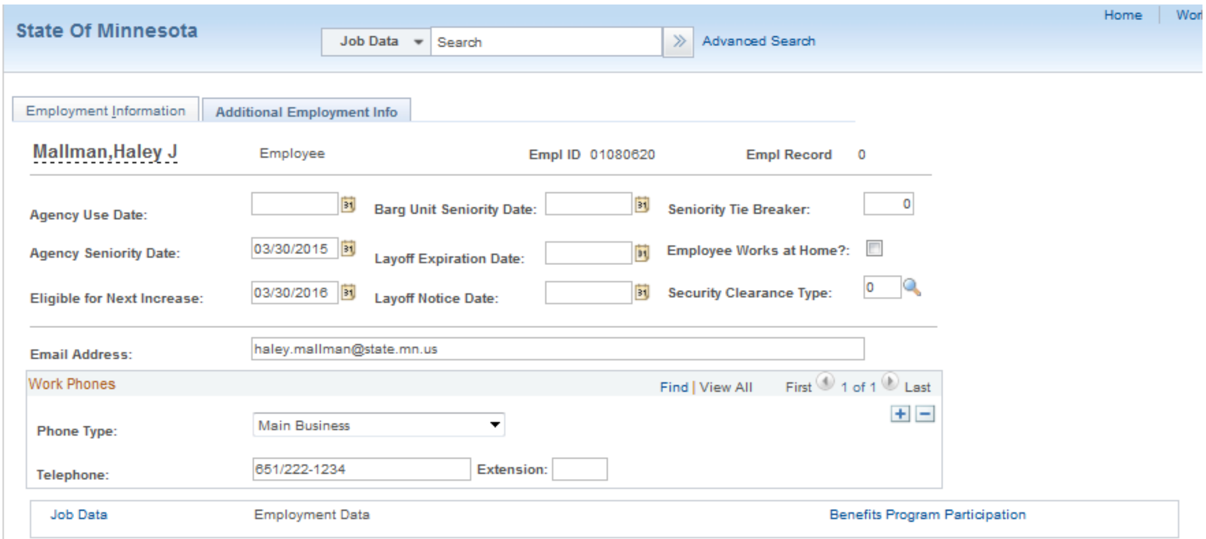


FIELD NAME & DESCRIPTION	DATA
1. **Company Seniority Date** • The date will appear after the Hire record is saved. • This is the employee's state seniority date, which is the starting date of the employee's most recent *continuous* service at the state. If an employee *left state service* and is rehired, this is the date of the rehire. • This field is maintained manually by the user. The system default value is *not* necessarily correct. The user must fix the date in this field when adding a concurrent job or rehiring an employee who left state service. • The accuracy of this date ensures the accuracy of the Seniority Roster report.	Leave blank; will fill in automatically

FIELD NAME & DESCRIPTION	DATA
2. **Service Date** • The effective date will appear after the Hire record is saved. • This date is used by agencies for service awards. 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.	Accept default
3. **Probation Date** • If the Empl Class is Probationary, enter the date the probation ends.	08/10/2015
4. **Anniversary/Progression Date** • If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction. • The anniversary or progression date is a *specific date* from which the Eligible for Next Increase date is calculated for all progression (also known as "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.	03/30/2015
5. **Last Verification Date** • Complete this field if your agency uses it. Agencies may define the date (if any) to enter. Examples: the most recent date the employee verified personal data; the most recent date when student worker eligibility was verified.	Leave blank
6. **Owns 5% (or more) of the Company** • Skip this check box.	
7. **Appointment End Date** • Enter the last date the employee will be on the job, if applicable.	Leave blank
8. **Contract Length** • Accept the default value.	Not Applicable

Field Name & Description	Data
9. **Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual** • Complete the fields if your agency tracks this data.	Leave blank

Select the **Additional Employment Info** page.



Field Name & Description	Data
1. **Agency Use Date** • Enter a date if it applies to the specific purpose set forth by your agency's policy.	Leave blank
2. **Barg Unit Seniority Date** • Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.	Leave blank

Field Name & Description	**Data**
3. **Seniority Tie Breaker** • Type a tie-breaking number for employees who have the same Job Code Seniority Date. Refer to the specific bargaining unit agreement for seniority tie-breaking rules. Work through *all* the tie-breaking steps and enter the number that reflects the order the employees should appear on the seniority roster. The number may not be the same seniority lot number referenced by the bargaining agreements. Refer to the specific bargaining unit's agreement for procedural information. **Example**: Assume that the applicable bargaining agreement lists three steps to break the ties of employees with the same job code seniority (classification seniority): state seniority, then test scores, and then lot numbers. If three employees have the same job code seniority, determine who should be listed first, second and third on the seniority roster by applying *all* the tie-breaking steps. In the Seniority Tie Breaker field, enter **0** for the employee who should appear first on the seniority roster, enter **1** for the employee who should appear second, and enter **2** for the last employee. • This field is used by the Seniority Roster report program (HP6370) to determine the correct order for employees who have the same Job Code Seniority Dates.	Leave blank
4. **Agency Seniority Date** • Enter the date the employee started continuous employment with the current agency (example: Department of Transportation). • Use this field to track agency length of service as defined in collective bargaining agreements and salary plans. This field appears on the Seniority Roster Report (HP6370).	03/30/2015
5. **Layoff Expiration Date** • When processing a new hire, leave it blank.	Leave blank
6. **Employee Works at Home?** • If the employee works at home, select the check box.	Leave blank
7. **Eligible for Next Increase** • Enter the date the employee is eligible for an increase. • If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150).	03/30/2016
8. **Layoff Notice Date** • Leave it blank when processing a new hire.	Leave blank

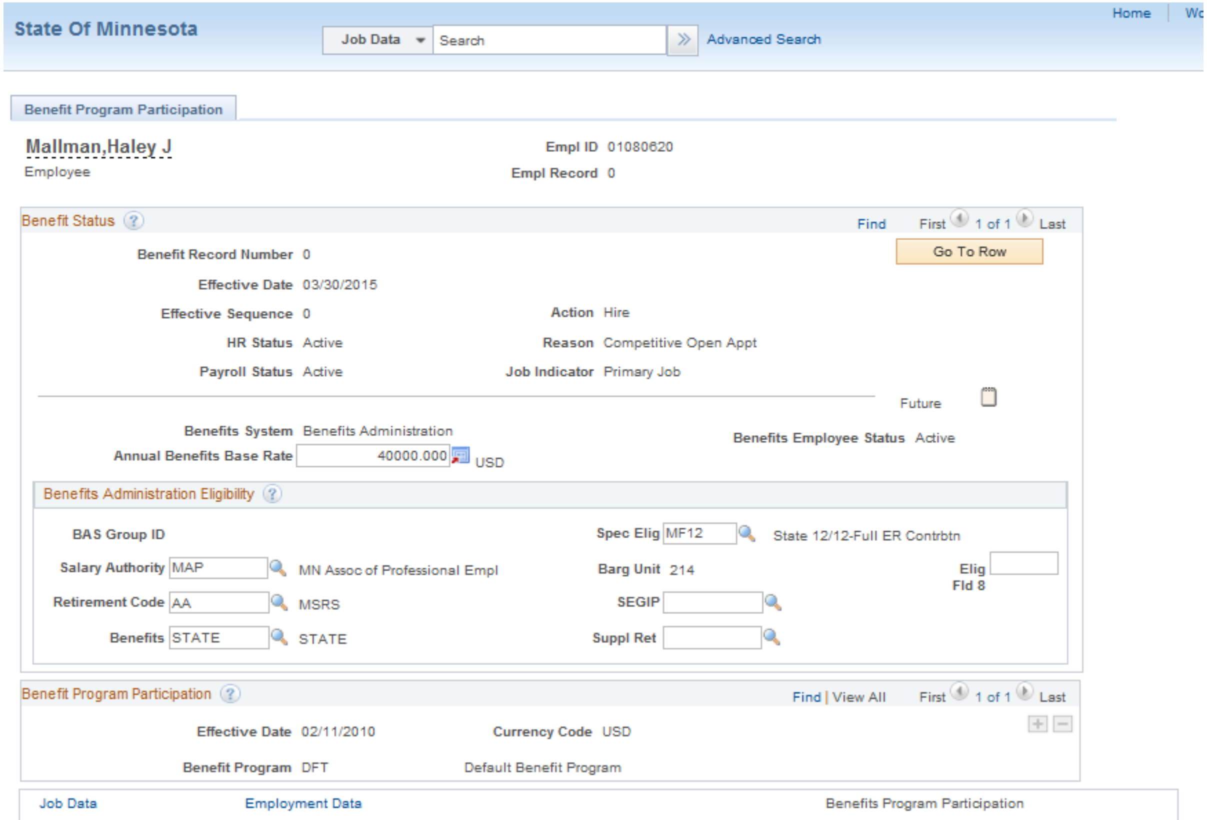
FIELD NAME & DESCRIPTION	DATA
9. **Security Clearance Type** • For most employees, select 0 (Not Required). • Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view. Use this value when the employee's employment with the state must be excluded from public knowledge.	0
10. **Email Address** • Enter the employee's email address at work. • It's important to enter the employee's email address and work phone number. SEGIP intends to use email as the primary means of contacting employees about insurance matters. Many union contracts require that employee work numbers be available and up-to-date.	haley.mallman @state.mn.us
11. **Phone Type** • Click the down arrow and select Main Business. • Telephone numbers with phone type Main Business will be published on the State of Minnesota White Pages.	Main Business
12. **Telephone** • Enter the employee's work telephone number.	651/222-1234
13. **Extension** • If necessary, enter the phone extension.	Leave blank

Do *not* save or exit. All components in the Hire process must be completed.

Select the **Benefits Program Participation** component link.

Benefits Program Participation Component

This component has only one page, **Benefit Program Participation**. Fields on this page are important for employee insurance processing.



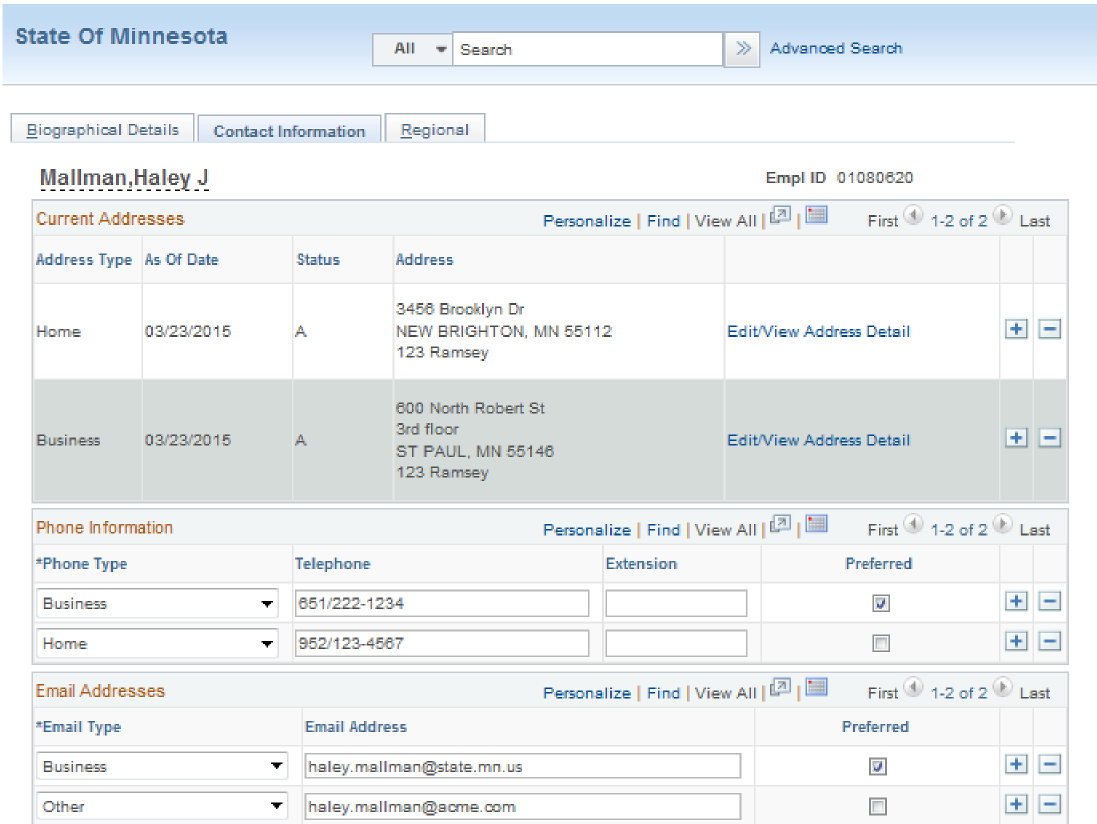
FIELD NAME & DESCRIPTION	**DATA**
1. **Annual Benefits Base Rate** • Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect. • This field affects employee insurance eligibility.	Leave unchanged
2. **Salary Authority** • Review, and select the correct value if necessary. • This field affects employee insurance eligibility.	MAP
3. **Retirement Code** • Select the appropriate retirement plan code. • This field affects employee insurance eligibility.	AA
4. **Benefits** • Accept STATE, for most employees. COUNTY applies to certain employees participating in their county benefit program. • This field affects employee insurance eligibility.	STATE

Field Name & Description	Data
5. **Special Elig** • Select the appropriate code. For definitions of the codes, check the *Special Eligibility Codes – Reference* which you printed from Help. • This field affects employee insurance eligibility. Be careful to select the correct special eligibility code!	MF12
6. Skip **SEGIP**. • This field is for SEGIP (State Employees Group Insurance Program) only.	Leave blank
7. **Suppl Ret** • If this is a MnSCU employee eligible for supplemental retirement, click and select the correct Benefit Plan. For all other employees, leave it blank.	Leave blank
8. Skip **Elig Fld 8**.	Leave blank
9. **Effective Date**, **Benefit Program** and **Currency Code** in the Benefits Program Participation group box • The information in these fields is maintained by central benefits staff and is updated by a batch job.	

Action	Result
1. Click OK • If a warning appears, read the message and click **OK**. • If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in red. Complete or fix the field before you save again. • The effective date fills into the **Company Seniority Date** and **Service Dates** fields on the Employment Information page. The **Override** check boxes next to these fields will be selected by default. *Keep these check boxes selected*. If you clear them, the date fields will disappear.	*Saved* displays briefly in the upper-right corner of the Organizational Relationships page

ACTION	RESULT
2. On the **Contact Information** page, in addition to a Home address, you enter a **Business address**. The Business address is used by the state Enterprise Learning Management (ELM) system to communicate with learners. After you enter a hire, look up the correct work address and add it on the Contact Information page. Enter the same address listed in the Location table for the employee's State of Minnesota primary job work location. Also on this page, you enter the **Business email address**, which is used by the ELM system to communicate with learners. To do this: • Access the **Job D**ata component for the employment record that has "Primary Job" in the Job Indicator field on the Work Location page. Find the employee's Location code on that page. For this walk-through, the Location is **G6706**. • Select the **Employment Data** link at the bottom of the page, and then select the Additional Employment Info page. Find the employee's Email Address, and copy it or write it down. For this walk-through, it is: haley.mallman@state.mn.us • The work address is displayed in the Location table. To find it, open a New Window and select **Set Up HCM** > **Foundation Tables** > **Organization** > **Location**. For this walk-through, look up Set ID **G67MN** and Location Code **G6706**. The address of this location is: 600 North Robert St, 3rd Floor St Paul, MN 55146-7120	Work address, work email address, and work phone information are found

ACTION	RESULT
3. Select **Workforce Administration** > **Personal Information** > **Modify a Person**. Find the employee, and select the Contact Information page.	Contact Information page displays



ACTION	RESULT
4. On the Contact Information page, add the business address and business email address you looked up. To do this: • In the Current Addresses section, click to add a new row, and select address type **Business**. Click the **Add Address Detail** link, and enter the appropriate Effective Date and the work address you looked up. (Note: In the User Training database only, cities are uppercase.) Do *not* enter any private data, such as a home address or other business address, when the address type is Business.	Business address: 03/23/2015 600 North Robert St, 3rd Floor ST PAUL, MN 55146-7120

Action	Result
• In the Email Addresses section, click [+] to add a new row, and select email type **Business**. Enter the business email address. Do *not* enter any private data, such as home email address or other business email address, when the email type is Business. The business email address is used by the State Enterprise Learning Management (ELM) system to communicate with learners.	Business email: haley.mallman@state.mn.us
5. Save the record.	**Saved** displays.

To learn about the Disability page, complete the following steps in SEMA4 Help.

Action	Result
1. Click Help	SEMA4 Help displays
2. To learn about the Disability page, click **Index**. In the Index, enter disability, select **Disability**, and select **Add/Update Disability Information - Steps**. • For this example, the employee does not have a disability.	Add/Update Disability Information - Steps display
3. Exit SEMA4 Help.	

SEMA4 TIPS

HIRE

When processing a hire, use the following tips to check your work.

- ✓ Verify the Reason code.
- ✓ Make sure the Expected Job End Date is blank.
- ✓ Select the appropriate Holiday Schedule, if eligible for holidays.
- ✓ If the employee's pay is above minimum, enter a note.
- ✓ Select the appropriate Leave Authority.
- ✓ Be sure the probationary period is the correct length: not too short or long.
- ✓ Enter the effective date of the hire in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Enter an Appointment End Date, if the appointment is not unlimited.
- ✓ Be sure the Security Clearance Type field contains the appropriate value.
- ✓ Enter employee Email Address and work Telephone.
- ✓ Enter the correct Retirement Code.
- ✓ If an error message appears when you save the record, fix the conditions causing the error. Do not try to enter data that will "go around" the error.
- ✓ The following fields affect insurance eligibility. Be sure they are accurate.

Field Name	Page
Action	Work Location
Reason	Work Location
Officer Code	Job Information
Regular/Temporary	Job Information
Full/Part	Job Information
Bargaining Unit	Job Labor
Union Code	Job Labor
Salary Authority	Leave/WOC & Benefit Program Participation
Annual Benefits Base Rate	Benefit Program Participation
Retirement Code	Benefit Program Participation
Benefits	Benefit Program Participation
Special Elig	Benefit Program Participation
Suppl Ret (for MnSCU only)	Benefit Program Participation

- ✓ Add the Business address and Business email address to the Contact Information page of the Modify a Person component.
- ✓ Complete the Disability page.

PROCESS A HIRE
EXERCISE

In this exercise, you will enter a new hire in SEMA4.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

Directions

Townsend Cole needs to be hired into a temporary unclassified position. You have already:

- Reviewed the relevant operating policy and procedure
- Checked the position record for accuracy
- Verified that this person is not already in the system
- Found the Hire – Temporary Unclassified Appointment check list
- Collected all information to be entered in SEMA4

The compensation is off-step. Keep these references handy, which you printed previously.

- Off-Step Rate Codes – Reference
- Special Eligibility Codes - Reference

Sign in to the **User Training** database with your training user ID and password. Use the following information to process the hire.

Tips:	Be sure to click Add the Relationship rather than Save. Be sure to complete the entire process without exiting.

FIELD NAME	DATA
Effective Date	03/25/2015
Add Name	Click the link
First Name	Townsend
Middle Name	R
Last Name	Cole
Date of Birth	9/10/1970
Leave Accrual Date	03/25/2015
Effective Date	Accept default
Gender	Male

Field Name	Data
Marital Status	Married
National ID (Social Security Number)	222-88-22 _ _ (substituting your two-digit code for the blanks)
Primary ID	Accept default
Add Address Detail	Click the link
Effective Date	Accept default
Country	USA
Status	A
Add Address	Click the link
Address 1	200 Valleyview Ave
City (Hint: click)	HASTINGS
State	MN
Postal	55033-3333
County (Hint: click)	Dakota
Phone Type	Home
Telephone	651/555-2222
Email Type	Other
Email Address	townsend.cole@abc.com
Ethnic Group	Black
Primary	Yes
Effective Date	Accept default
Military Status	Veteran (meets M.S. 197.447)
Citizenship (Proof 1)	Passport
Citizenship (Proof 2)	US SS Card
Eligible to Work in U.S.	Yes
Employee	Select the check box
Add Relationship	Click button

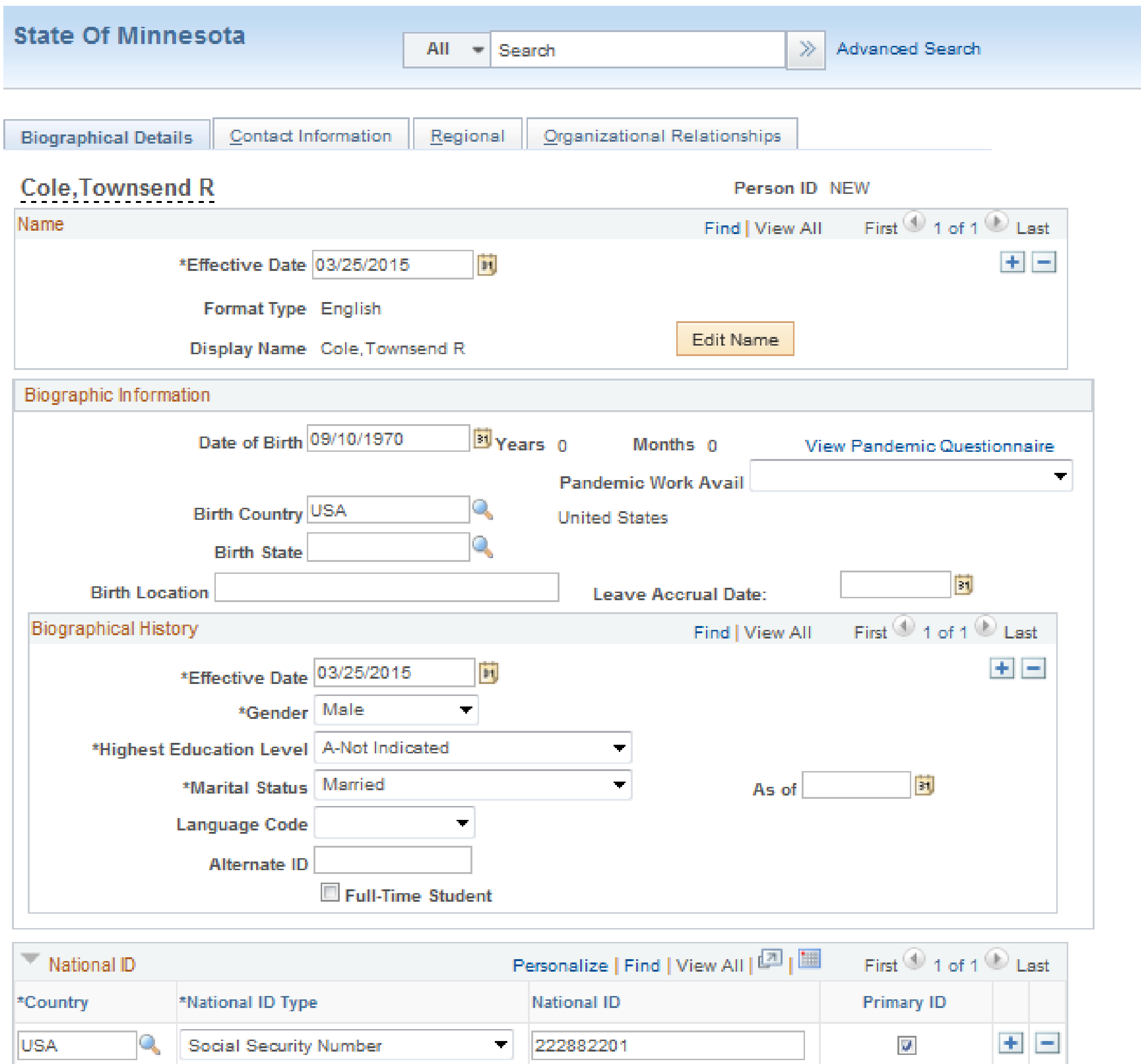
Field Name	Data
ID	Write down the 8-digit employee ID: ______________________________
Effective Date	03/30/2015
Action	Hire
Reason	TUN (Temporary Unclassified Appt)
Position Number	00010234, Personnel Officer
Establishment ID	H12M3
Reports To (view-only)	01080028
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view only)	Unclassified
Standard Hours (view-only)	40.00
FTE (view-only)	1.000000
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group	P06
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Step	Leave blank
Step Entry Date	Leave blank
Rate Code	OFFRNG Refer to the *Off-Step Rate Codes – Reference*
Comp Rate	17.00
Calculate Compensation	Click button
Compensation Rate (view-only)	17.000000
Special Program	Leave blank

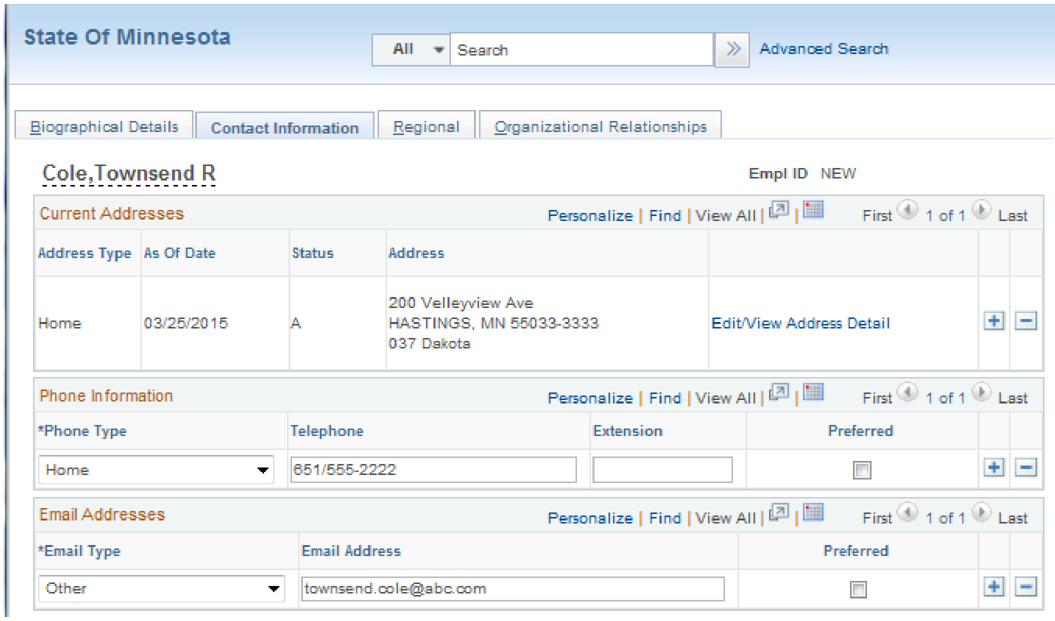
FIELD NAME	DATA
Salary Authority	NUE
Leave Authority	NM1
	Click the button
Add a New Note	Click the link
Subject	Pay
Note Text	Above minimum approved by Sally Moss
Save	Click the button
Return to the Job Data Page	Click the link
Probation Date	Leave blank
Anniversary/Progression Date	03/30/2015
Appointment End Date	12/31/2015
Barg Unit Seniority Date	Leave blank
Seniority Tie Breaker	Leave blank
Agency Seniority Date	03/30/2015
Security Clearance Type	0
Email Address	townsend.cole@state.mn.us
Phone Type	Main Business
Telephone	651/555-4444
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Spec Elig	MX Refer to the *Special Eligibility Codes – Reference*

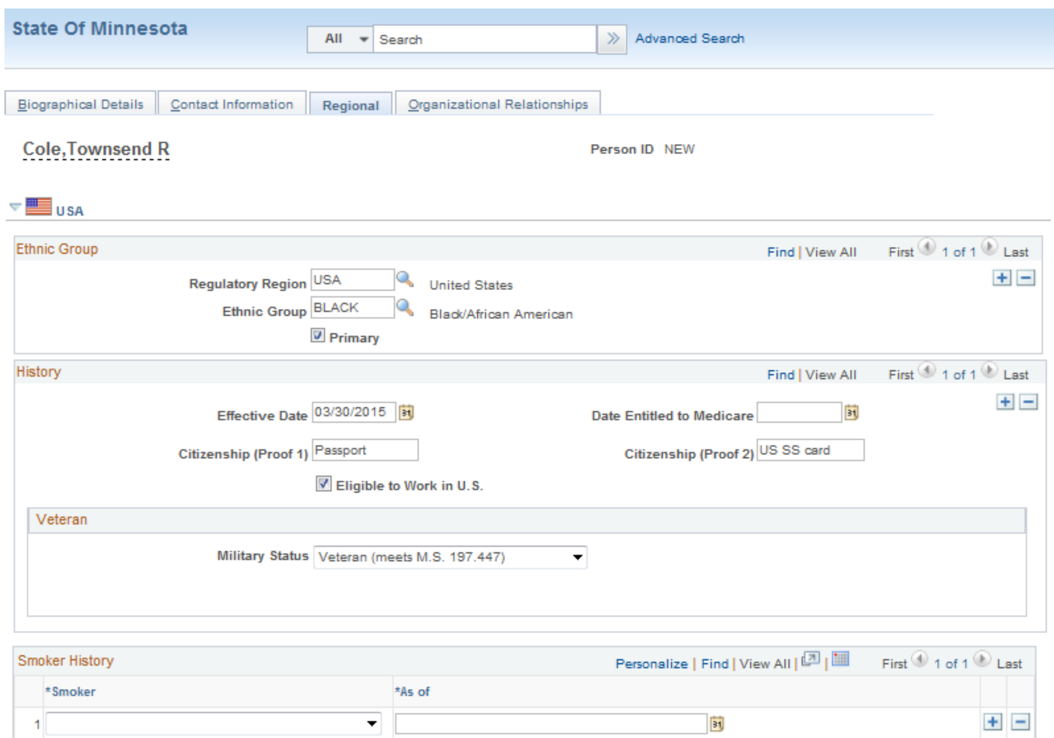
Solution

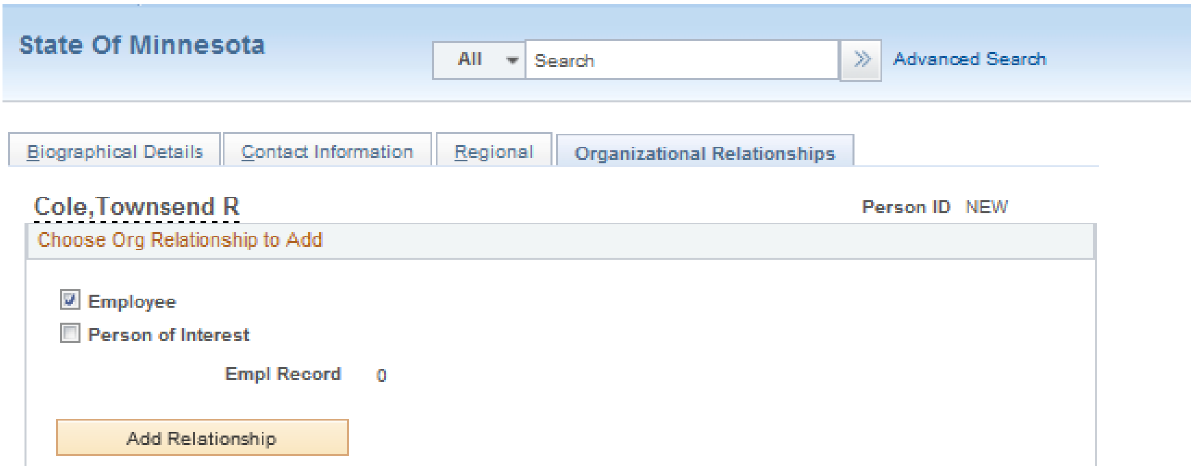
Your pages should resemble the following pages.

Personal Data component:

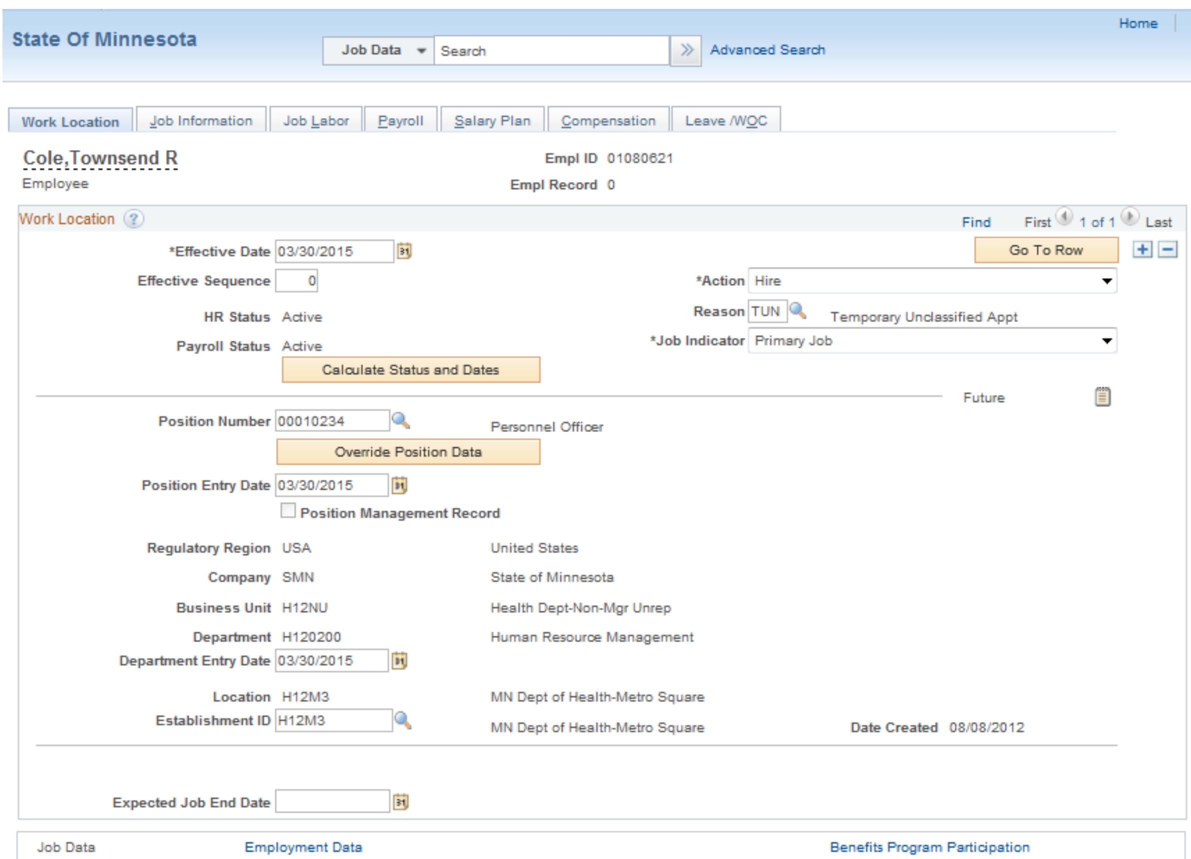


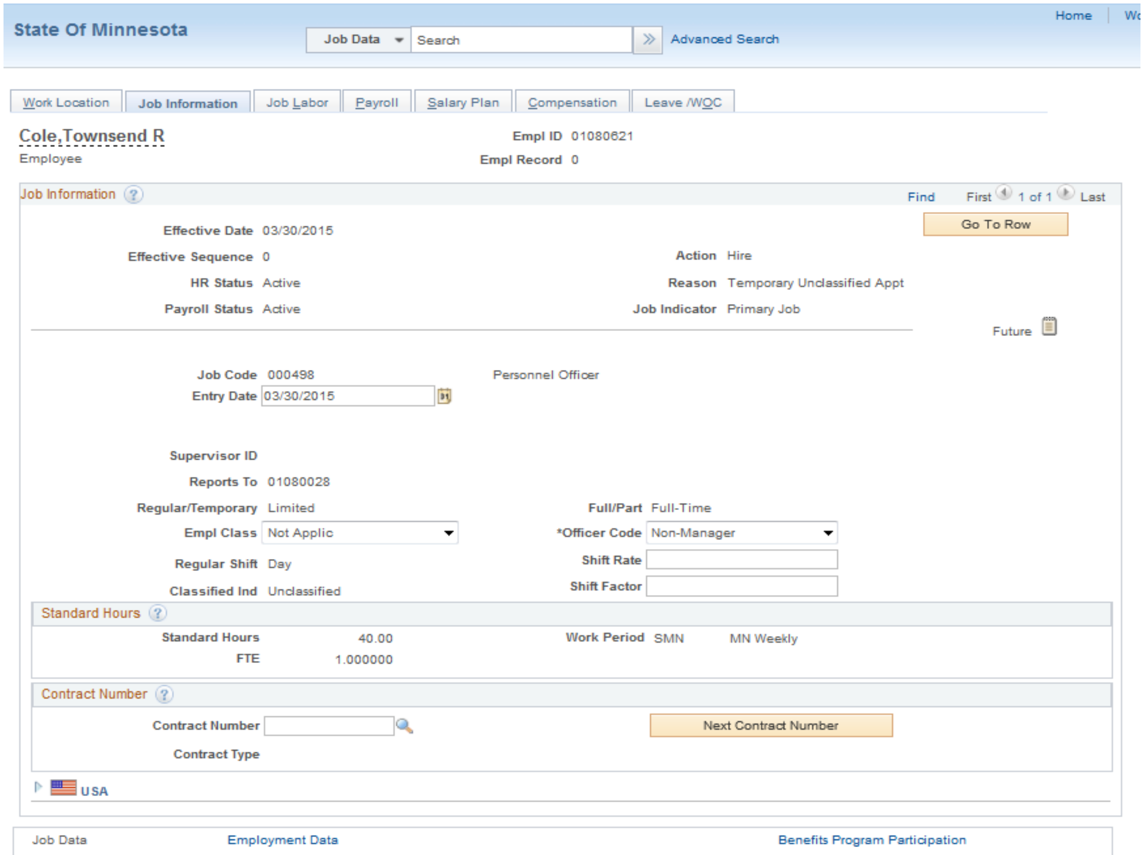

State Of Minnesota
All
Search
Advanced Search
Biographical Details
Contact Information
Regional
Organizational Relationships
Cole,Townsend R
Empl ID NEW
Current Addresses
Personalize | Find | View All
First 1 of 1 Last
Address Type
As Of Date
Status
Address
Home
03/25/2015
A
200 Velleyview Ave
HASTINGS, MN 55033-3333
037 Dakota
Edit/View Address Detail
Phone Information
Personalize | Find | View All
First 1 of 1 Last
*Phone Type
Telephone
Extension
Preferred
Home
651/555-2222
Email Addresses
Personalize | Find | View All
First 1 of 1 Last
*Email Type
Email Address
Preferred
Other
townsend.cole@abc.com

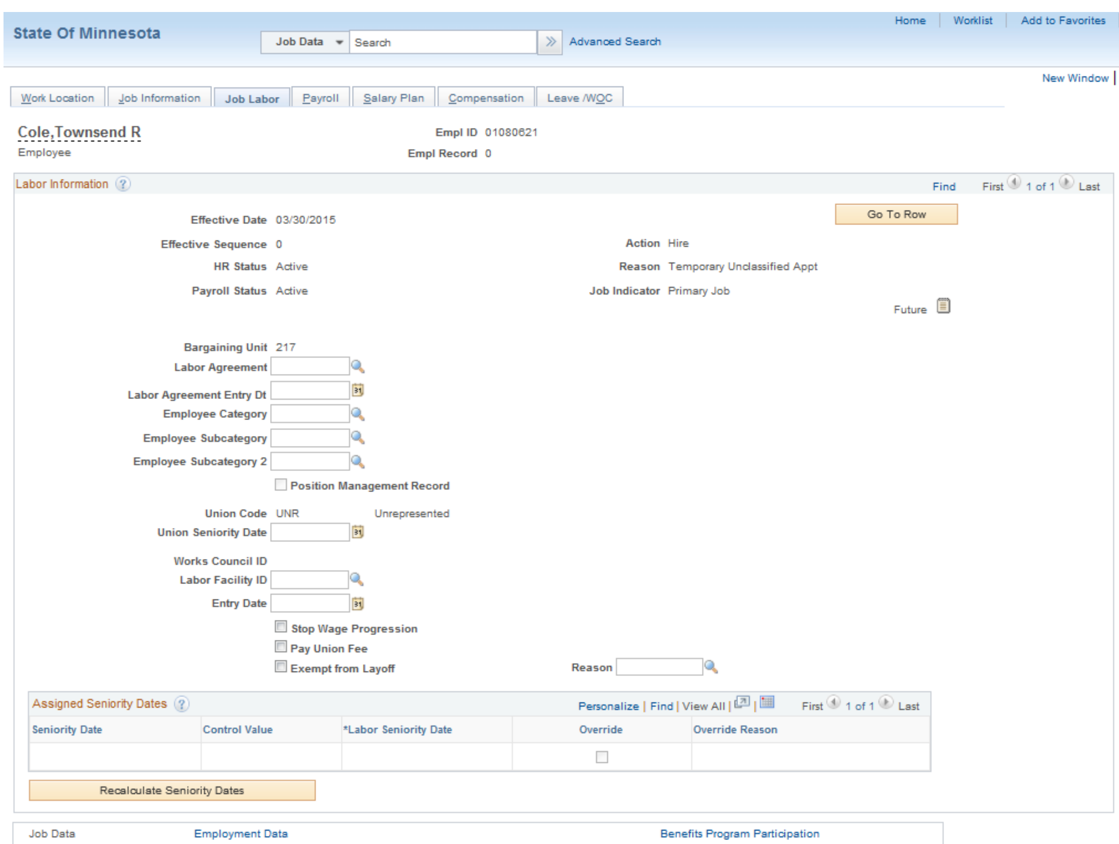

State Of Minnesota
All
Search
Advanced Search
Biographical Details
Contact Information
Regional
Organizational Relationships
Cole,Townsend R
Person ID NEW
USA
Ethnic Group
Find | View All
First 1 of 1 Last
Regulatory Region
USA
United States
Ethnic Group
BLACK
Black/African American
Primary
History
Find | View All
First 1 of 1 Last
Effective Date
03/30/2015
Date Entitled to Medicare
Citizenship (Proof 1)
Passport
Citizenship (Proof 2)
US SS card
Eligible to Work in U.S.
Veteran
Military Status
Veteran (meets M.S. 197.447)
Smoker History
Personalize | Find | View All
First 1 of 1 Last
*Smoker
*As of
1

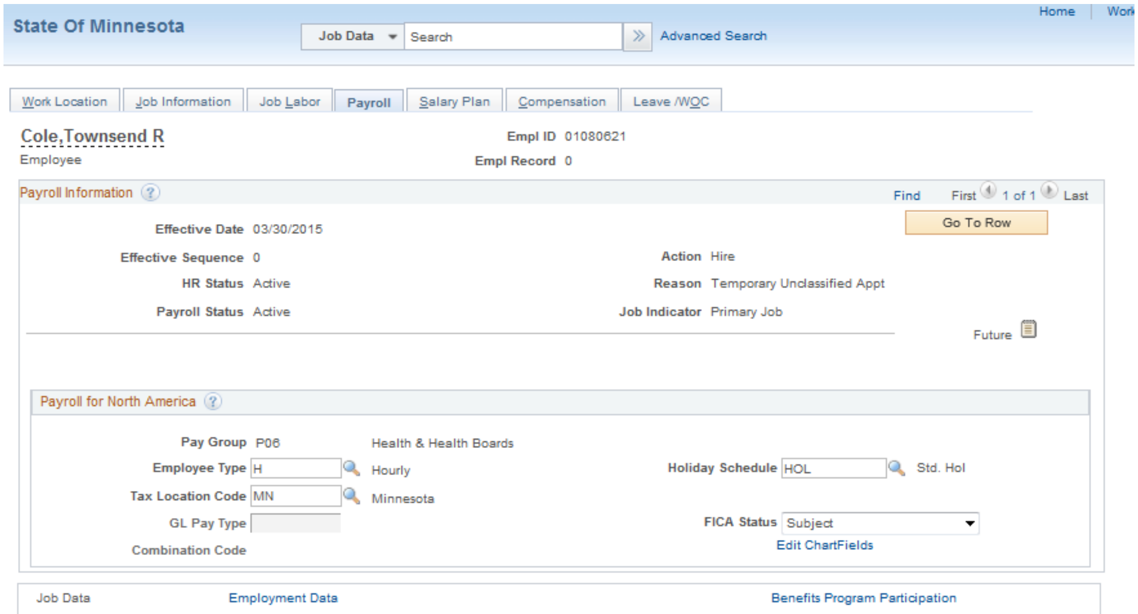


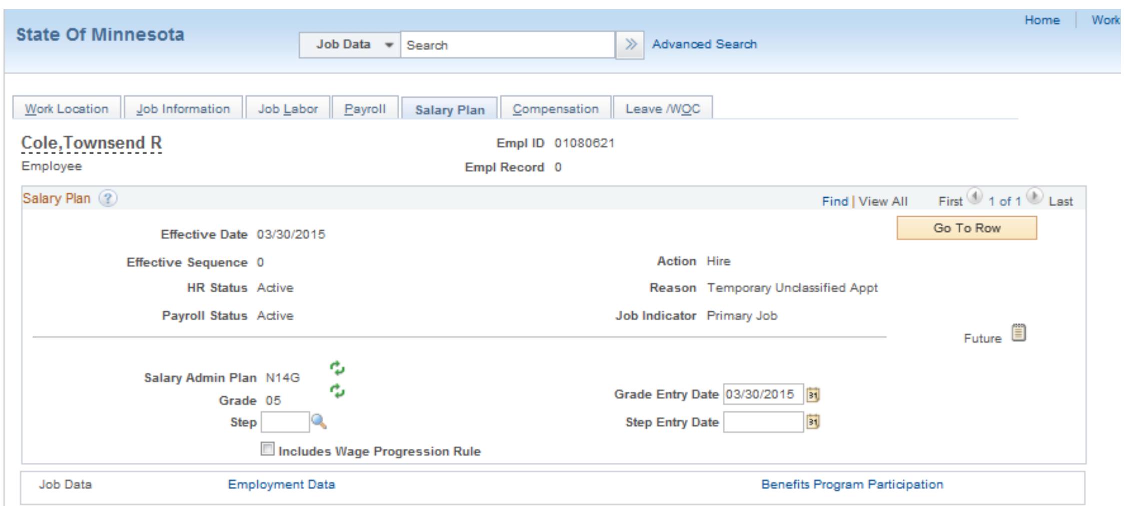
Job Data component:

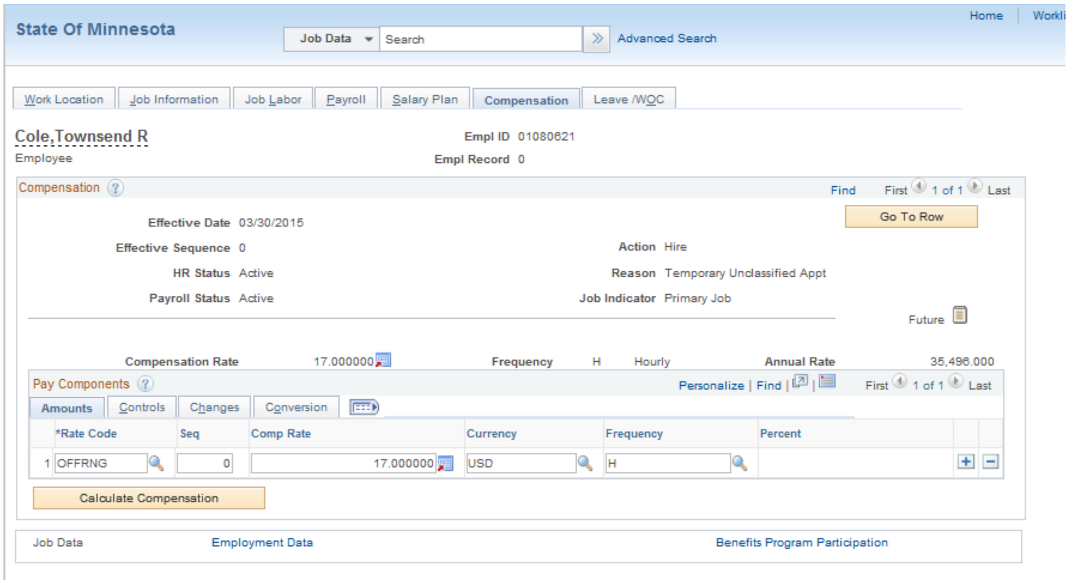


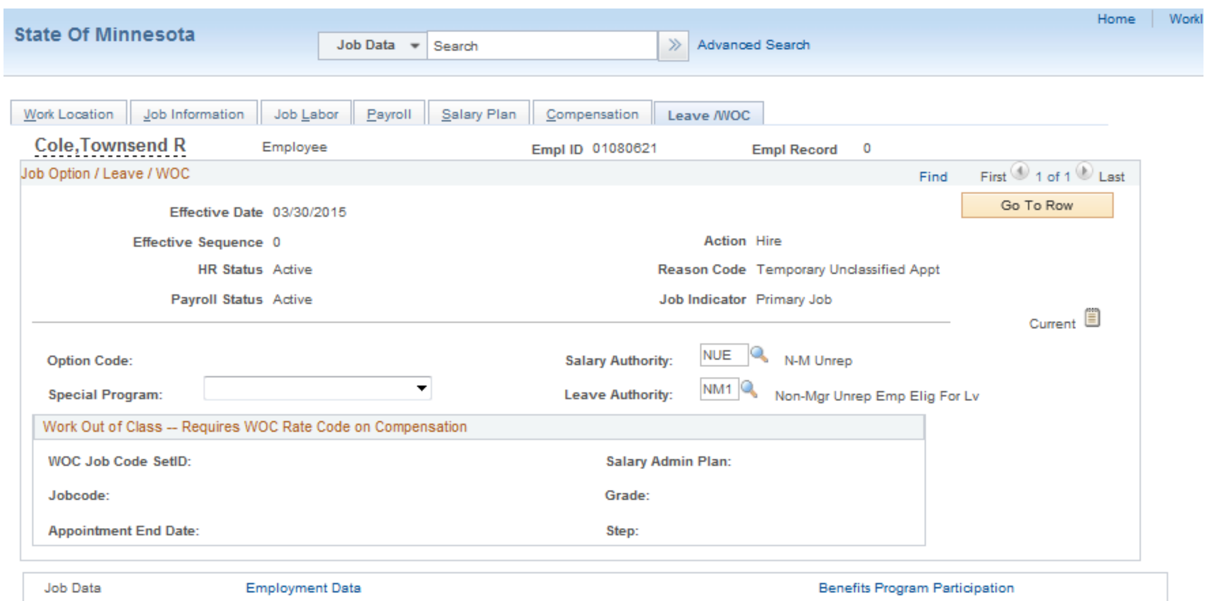

State Of Minnesota
Job Data
Search
Advanced Search
Home
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Leave /WOC
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0
Job Information
Find
First 1 of 1 Last
Go To Row
Effective Date 03/30/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Hire
Reason Temporary Unclassified Appt
Job Indicator Primary Job
Future
Job Code 000498
Personnel Officer
Entry Date 03/30/2015
Supervisor ID
Reports To 01080028
Regular/Temporary Limited
Empl Class Not Applic
Regular Shift Day
Classified Ind Unclassified
Full/Part Full-Time
*Officer Code Non-Manager
Shift Rate
Shift Factor
Standard Hours
Standard Hours 40.00
FTE 1.000000
Work Period SMN MN Weekly
Contract Number
Contract Number
Next Contract Number
Contract Type
USA
Job Data
Employment Data
Benefits Program Participation


State Of Minnesota
Job Data
Search
Advanced Search
Home
Worklist
Add to Favorites
New Window
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Leave /WOC
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0
Labor Information
Find
First 1 of 1 Last
Go To Row
Effective Date 03/30/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Hire
Reason Temporary Unclassified Appt
Job Indicator Primary Job
Future
Bargaining Unit 217
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
Position Management Record
Union Code UNR Unrepresented
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date
Stop Wage Progression
Pay Union Fee
Exempt from Layoff
Reason
Assigned Seniority Dates
Personalize | Find | View All
First 1 of 1 Last
Seniority Date
Control Value
*Labor Seniority Date
Override
Override Reason
Recalculate Seniority Dates
Job Data
Employment Data
Benefits Program Participation

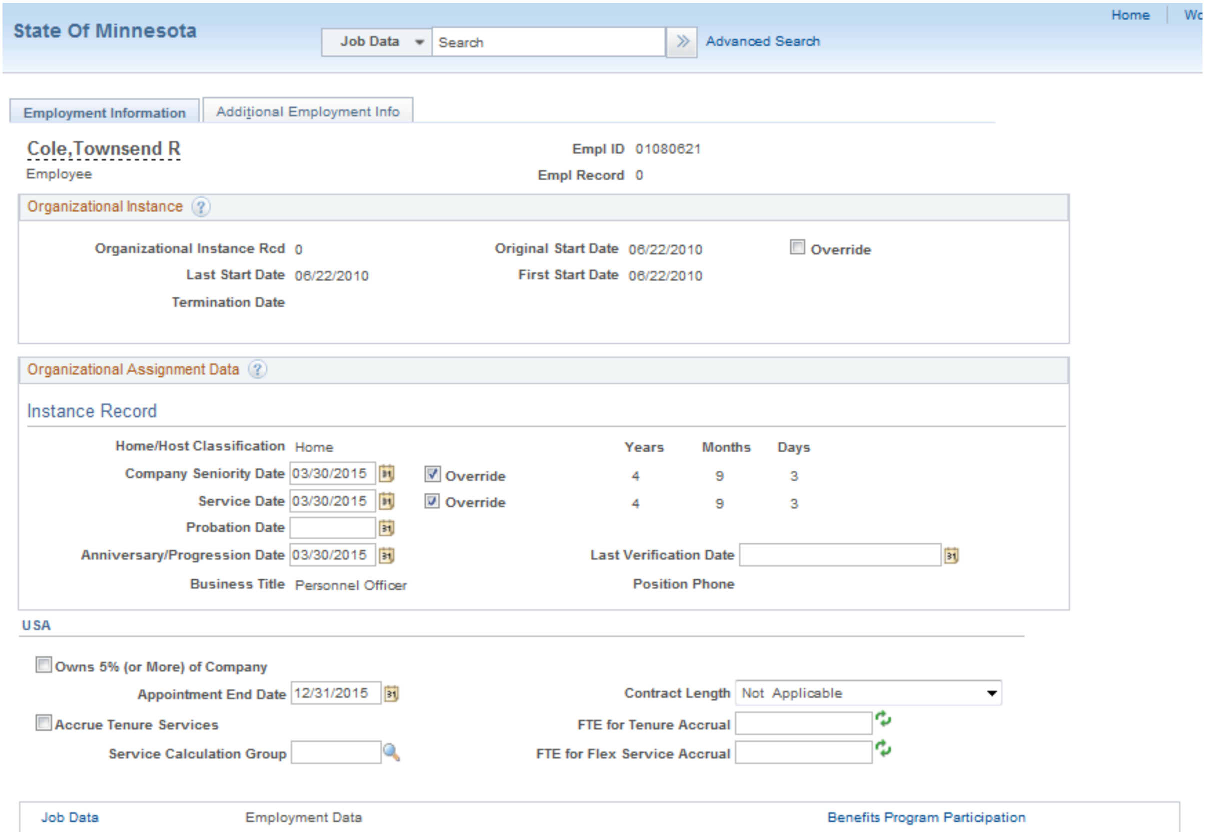

State Of Minnesota
Job Data
Search
Advanced Search
Home | Work
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0
Payroll Information
Find First 1 of 1 Last
Go To Row
Effective Date 03/30/2015
Effective Sequence 0
Action Hire
HR Status Active
Reason Temporary Unclassified Appt
Payroll Status Active
Job Indicator Primary Job
Future
Payroll for North America
Pay Group P06 Health & Health Boards
Employee Type H Hourly
Holiday Schedule HOL Std. Hol
Tax Location Code MN Minnesota
GL Pay Type
FICA Status Subject
Edit ChartFields
Combination Code
Job Data
Employment Data
Benefits Program Participation


State Of Minnesota
Job Data
Search
Advanced Search
Home | Work
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0
Salary Plan
Find | View All First 1 of 1 Last
Go To Row
Effective Date 03/30/2015
Effective Sequence 0
Action Hire
HR Status Active
Reason Temporary Unclassified Appt
Payroll Status Active
Job Indicator Primary Job
Future
Salary Admin Plan N14G
Grade 05
Grade Entry Date 03/30/2015
Step
Step Entry Date
Includes Wage Progression Rule
Job Data
Employment Data
Benefits Program Participation


State Of Minnesota
Job Data
Search
Advanced Search
Home
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Leave /WOC
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0
Compensation
Find
First 1 of 1 Last
Go To Row
Effective Date 03/30/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Hire
Reason Temporary Unclassified Appt
Job Indicator Primary Job
Future
Compensation Rate 17.000000
Frequency H Hourly
Annual Rate 35,496.000
Pay Components
Personalize | Find
First 1 of 1 Last
Amounts
Controls
Changes
Conversion
*Rate Code
Seq
Comp Rate
Currency
Frequency
Percent
1 OFFRNG
0
17.000000
USD
H
Calculate Compensation
Job Data
Employment Data
Benefits Program Participation


State Of Minnesota
Job Data
Search
Advanced Search
Home
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Leave /WOC
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0
Job Option / Leave / WOC
Find
First 1 of 1 Last
Go To Row
Effective Date 03/30/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Hire
Reason Code Temporary Unclassified Appt
Job Indicator Primary Job
Current
Option Code:
Special Program:
Salary Authority: NUE N-M Unrep
Leave Authority: NM1 Non-Mgr Unrep Emp Elig For Lv
Work Out of Class -- Requires WOC Rate Code on Compensation
WOC Job Code SetID:
Jobcode:
Appointment End Date:
Salary Admin Plan:
Grade:
Step:
Job Data
Employment Data
Benefits Program Participation

Employment Data component:


State Of Minnesota
Job Data | Search | Advanced Search
Home | Wo

Employment Information | Additional Employment Info

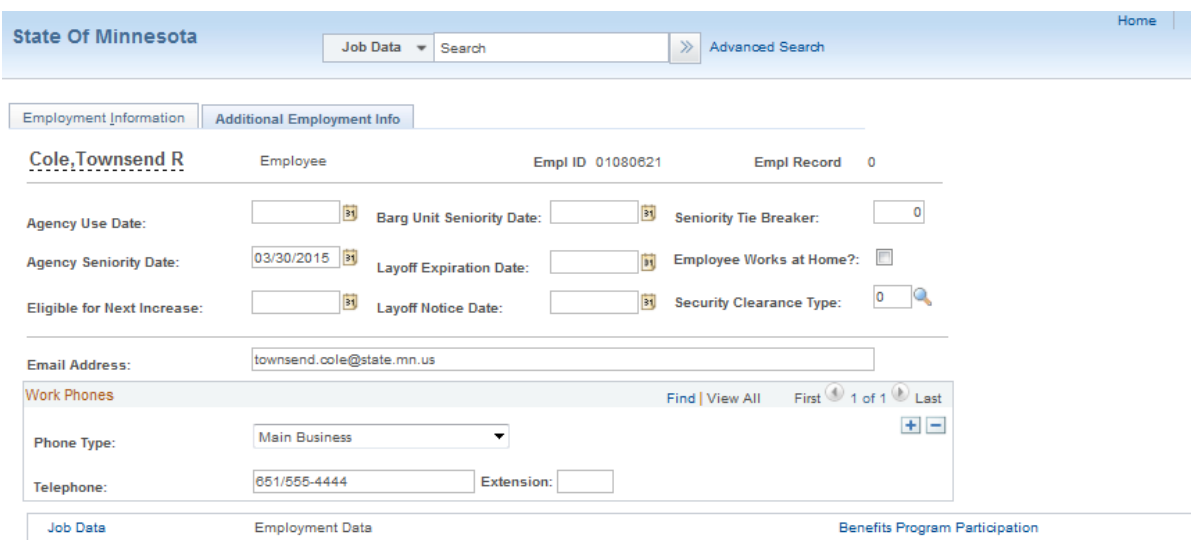
Cole,Townsend R
Employee
Empl ID 01080621
Empl Record 0

Organizational Instance
Organizational Instance Rcd 0
Original Start Date 06/22/2010
Override
Last Start Date 06/22/2010
First Start Date 06/22/2010
Termination Date

Organizational Assignment Data
Instance Record
Home/Host Classification Home
Years | Months | Days
Company Seniority Date 03/30/2015 | Override | 4 | 9 | 3
Service Date 03/30/2015 | Override | 4 | 9 | 3
Probation Date
Anniversary/Progression Date 03/30/2015
Last Verification Date
Business Title Personnel Officer
Position Phone

USA
Owns 5% (or More) of Company
Appointment End Date 12/31/2015
Contract Length Not Applicable
Accrue Tenure Services
FTE for Tenure Accrual
Service Calculation Group
FTE for Flex Service Accrual

Job Data | Employment Data | Benefits Program Participation


State Of Minnesota
Job Data | Search | Advanced Search
Home | W

Employment Information | Additional Employment Info

Cole,Townsend R | Employee | Empl ID 01080621 | Empl Record 0

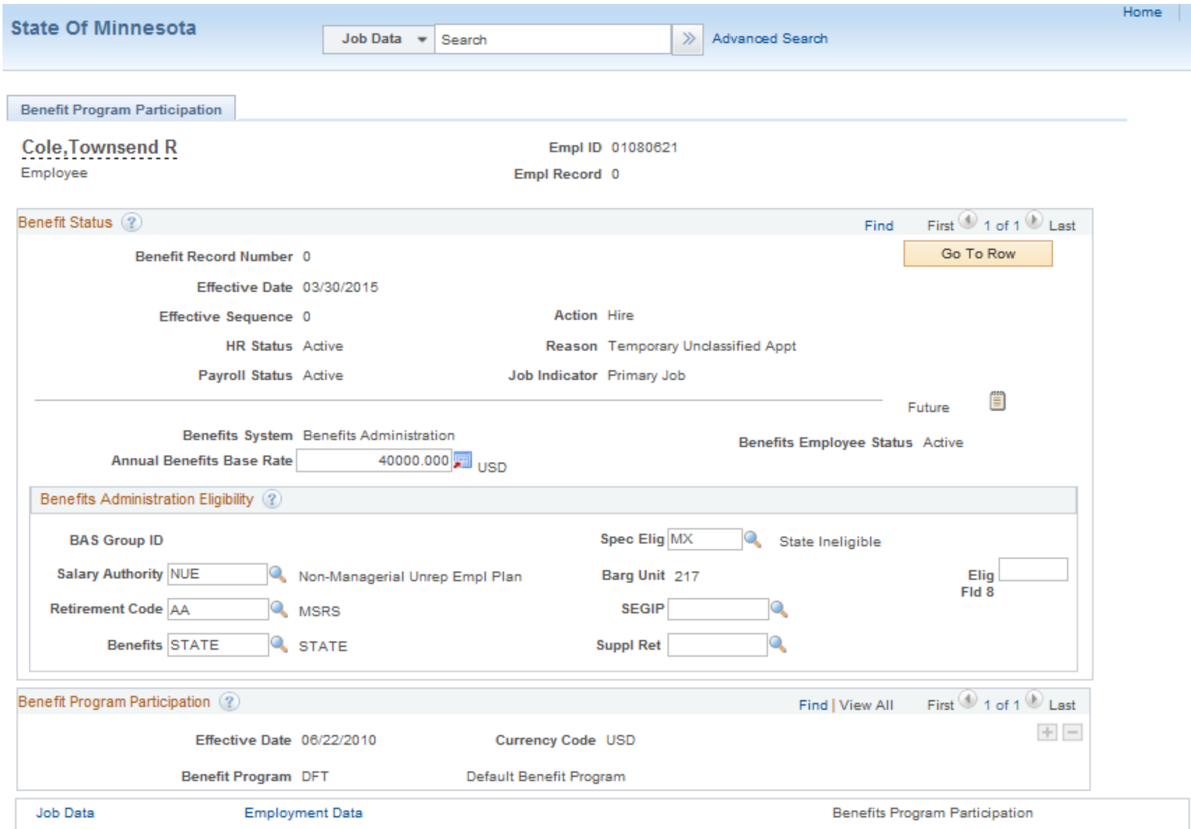
Agency Use Date:
Barg Unit Seniority Date:
Seniority Tie Breaker: 0
Agency Seniority Date: 03/30/2015
Layoff Expiration Date:
Employee Works at Home?:
Eligible for Next Increase:
Layoff Notice Date:
Security Clearance Type: 0

Email Address: townsend.cole@state.mn.us

Work Phones
Find | View All | First 1 of 1 Last
Phone Type: Main Business
Telephone: 651/555-4444
Extension:

Job Data | Employment Data | Benefits Program Participation

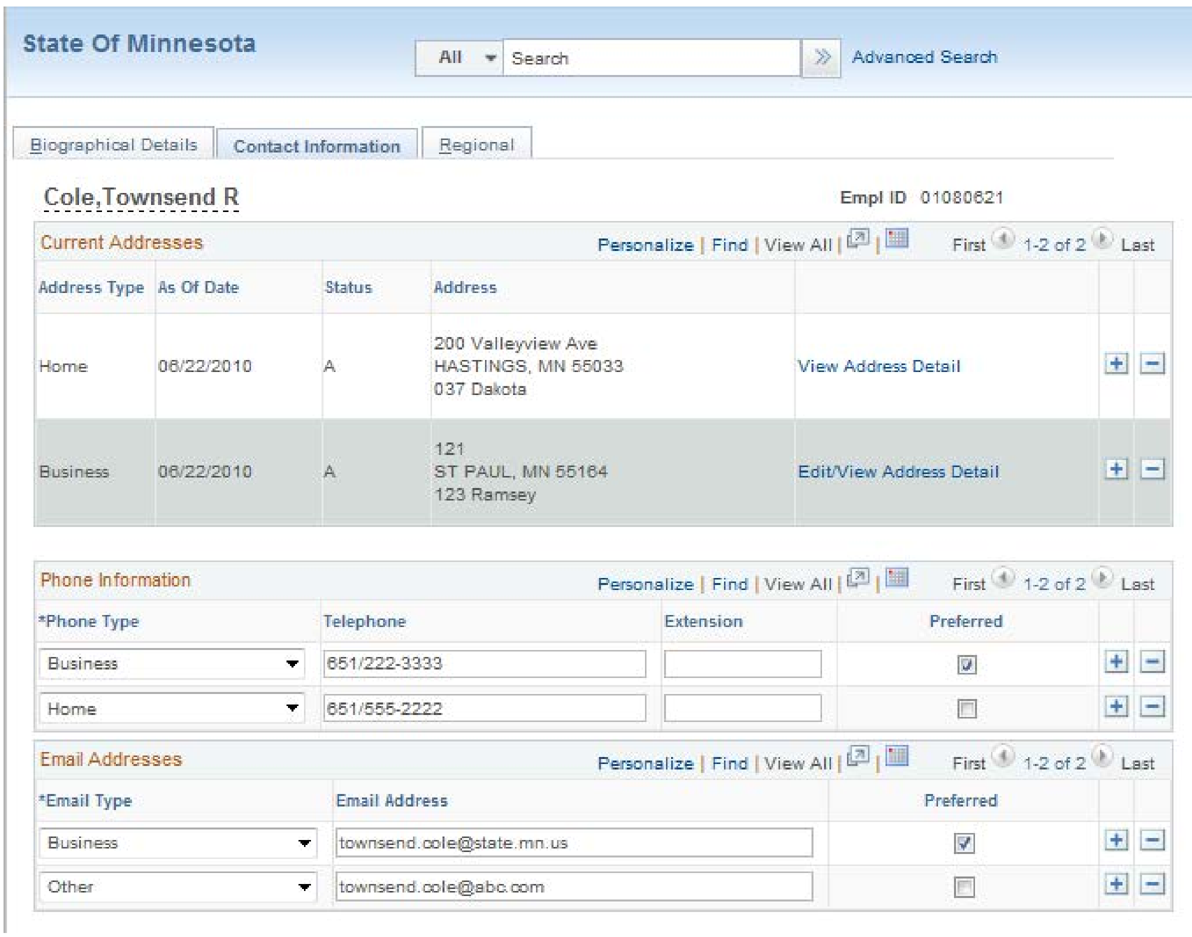
Benefits Program Participation component:



ACTION	**RESULT**
1. Click  • If a warning appears, read the message and click **OK**. • If an error message appears, fix the data according to the message.	*Saved* displays briefly in the upper-right corner of the Organizational Relationships page
2. Look at the Work Location page to find the employee's Location code.	H12M3
3. To access the Location table, open a New Window and select **Set Up HCM** > **Foundation Tables** > **Organization** > **Location**. Search for set ID **H12MN** and location code **H12M3**. Write down the displayed address.	121 East 7th Place PO Box 64975 St Paul, MN 55164-0975

ACTION	RESULT
4. Select **Workforce Administration** > **Personal Information** > **Modify a Person** and access the employee's Contact Information page. Add the Business address with the appropriate effective date, and the Business email address.	03/30/2015 121 East 7th Place PO Box 64975 ST PAUL, MN 55164-0975 townsend.cole@state.mn.us
5. Save the record.	**Saved** displays.

Modify a Person component:



Review Questions

To review what you have learned, answer the following questions. If you have trouble answering the questions, review the topic.

1. When entering a new hire, when do you click  ?
    a. After completing the Biographical Details page
    b. After completing the Contact Information page
    c. After completing the Regional page
    d. After completing the Organizational Relationships page
    e. Don't click , because that will cause a Person of Interest type Unknown to be created. Instead, click  .

2. When entering a new hire, what happens if you exit without completing all the pages?
    a. You can return to Job Data later to finish entering the information.
    b. A Person of Interest type Unknown is created.
    c. You will need to use the Add Employment Instance component to convert the POI type Unknown to an Employee.
    d. Both b and c.

3. On the Contact Information page, you enter the following data, which is used by the Enterprise Learning Management (ELM) system to communicate with learners.
    a. Business address
    b. Birth date
    c. Business email address
    d. Both a and c.

4. To start the hiring process, select Workforce Administration > Personal Information > ______________________________.
    a. Modify a Person
    b. Add a Person
    c. Employee Check List
    d. Biographical Data

5. To enter a future-dated hire, what must you do?
    a. Enter today's date in the Effective Date fields of both Personal Data and Job Data.
    b. Enter the future date in the Effective Date fields of both Personal Data and Job Data.
    c. Enter today's date in the Effective Date fields of Personal Data, and enter the future date in the Effective Date field of Job Data.
    d. Cannot be done, because Personal Data does not accept a future-dated Effective Date.

6. Why is it important to complete the Military Status field accurately?

    ____

    ____

7. Where can you find lightning-quick hints about action and reason codes?
    a. Contracts and Plans
    b. Employee Maintenance Learning Guide
    c. SEMA4 Help
    d. US Dept of Labor Web site

8. Why would you have two Effective Sequence numbers for the same Effective Date?
    a. The employee's birthday occurred on the same day as the transaction
    b. Two transactions for the same employee were required with the same effective date
    c. The employee starts employment on the first day of the fiscal year
    d. The employee has two EmplIDs

9. In what situations do you enter a date in the Anniversary/Progression Date field?
    a. Only when the employee is hired
    b. When the employee is transferred or hired
    c. Every annual anniversary of the employee's hire
    d. When the employee is hired, rehired, or promoted for salary purposes

10. In what case will you need to enter a date in the Appointment End Date field?
    a. The position is administered under the Commissioner's plan
    b. The rate calculation is off-step
    c. The position is a limited appointment
    d. The position is not specifically funded by the legislature

11. Which of the following is an allowed reason to select the value 0 (Secret) in the Security Clearance Type field?
    a. The employee is appointed by the Governor
    b. The employee holds a limited appointment
    c. There is a legal or business reason to exclude the employee's public data from view
    d. The employee holds a joint position with the federal government

12. Which page do you complete if you need to record that the employee has a disability?
    a. Identification
    b. Disability
    c. Additional Employment Data
    d. Personal Data

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. When entering a new hire, when do you click Save ?

   e. Don't click Save , because that will cause a Person of Interest type Unknown to be created. Instead, click Add Relationship .

2. When entering a new hire, what happens if you exit without completing all the pages?

   d. Both b and c.

3. On the Contact Information page, you enter the following data, which is used by the Enterprise Learning Management (ELM) system to communicate with learners.

   d. Both a and c.

4. To start the hiring process, select Workforce Administration > Personal Information > _______________________.

   b. Add a Person

5. To enter a future-dated hire, what must you do?

   c. Enter today's date in the Effective Date fields of Personal Data, and enter the future date in the Effective Date field of Job Data.

6. Why is it important to complete the Military Status field accurately?

   The number of veterans in the state government workforce is reported to the Minnesota Legislature annually.

7. Where can you find lightning-quick hints about action and reason codes?

   c. SEMA4 Help

8. Why would you have two Effective Sequence numbers for the same Effective Date?
   b. Two transactions for the same employee were required with the same effective date

9. In what situations do you enter a date in the Anniversary/Progression Date field?
   d. When the employee is hired, rehired, or promoted for salary purposes

10. In what case will you need to enter a date in the Appointment End Date field?
    c. The position is a limited appointment

11. Which of the following is an allowed reason to select the value ‘Secret’ in the Security Clearance Type field?
    c. There is a legal or business reason to exclude the employee’s public data from view

12. Which page do you complete if you need to record that the employee has a disability?
    b. Disability

Pull out these pieces from this topic:

- *Things to Consider Before You Begin the Hire Process*, at the beginning of the Hire topic
- *SEMA4 Tips*, located before the Exercise in the Hire topic

Whenever you need to hire an employee, refer to *Things to Consider Before You Begin the Hire Process*. After entering the hire, check your work using *SEMA4 Tips*.

You have completed Section A of Employee Maintenance!

Continue on to additional section(s) of the learning guide.