

This is Section B of *Employee Maintenance*. Complete Section A before starting this section.

**Section B**

Viewing Statewide Data and Processing a Department ID Change..... B-2  
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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

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## Section B

# Viewing Statewide Data and Processing an Employee Department ID Change

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### Search by National ID

Before processing some transactions, you need to find out whether the individual already has a record in SEMA4. Many people have similar names. To find out if the individual has a record in the system, use the Search by National ID component. If you know the Social Security Number (a.k.a. National ID), this component will show you the employee ID.

### Job Data Statewide

If you have access to the Job Data Statewide component, you can view (but not change) employee job information in all agencies and departments. Look for this data before processing transactions in SEMA4. For example, you may need to find out if the individual is already working at the State, and their department, job code, and empl class.

### Department ID Change

If you need to move an employee to your department, and the employee's current department ID is *not* a department to which you have security clearance, then you must process a department ID change before entering a transaction. This feature is used for rehires, movements, promotions, demotions and transfers. By processing a department ID change, you gain access to the employee's record. After the new transaction becomes current, all history for the employee transfers to the hiring agency.

### ACCESS SEMA4 HELP

Complete the following steps to view SEMA4 Help for accessing the Search by National ID and Job Data Statewide components, and for processing a Department ID change.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Select the <b>Index</b> .	The index displays
3. Enter employee ID.	The index scrolls to your selection
4. Select <b>employee ID</b> .	A pop-up box displays
5. Select <b>Search for a person ID – Steps</b> .	The Search for a Person ID – Steps page displays

ACTION	RESULT
6. Read the steps. <ul style="list-style-type: none"> <li>• These steps tell you how to find a person ID, given the Social Security Number.</li> </ul>	
7. In the Index, enter job data statewide.	
8. Select <b>job data statewide</b> .	The View an Employee's Data Statewide – Steps page displays
9. Read the steps. <ul style="list-style-type: none"> <li>• These steps tell you how to look up view-only job data on a statewide basis.</li> </ul>	
10. In the Index, enter employee department.	
11. Select <b>employee department ID change</b> .	A pop-up box displays
12. Select <b>Process a Department ID Change – Steps</b> .	The Process a Department ID Change – Steps page displays
13. Read the steps. <ul style="list-style-type: none"> <li>• These steps tell you how to process a department ID change. Follow these steps before processing other transactions (such as rehire, movement, promotion, demotion or transfer) if you do not have security clearance to the employee's current department.</li> </ul>	
14. Exit SEMA4 Help.	

## SEARCH BY NATIONAL ID

In this walk-through, you will find out if Antwaan Anderson already has a record in SEMA4, by looking up his Social Security Number.

State Of Minnesota

Job Data Search Advanced Search

Search by National ID

National ID 202213001 Person Organization Summary

\*Search in Employees / Contingents / POI

Lookup by National ID				
National ID	Empl ID	Name	Country	National ID Type
202-21-3001	83800101	Anderson, Antwaan	United States	Social Security Number

Notify

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu displays
2. Select <b>Workforce Administration &gt; Personal Information &gt; Biographical &gt; Search by National ID</b> .	The Search by National ID page displays
3. In the <b>National ID</b> field, enter Antwaan's Social Security Number, 202213001.	
4. In the <b>Search in</b> field, accept the default.	Employees/Contingents/POI
5. Click  <ul style="list-style-type: none"> <li>If the record is <i>not</i> found, the person does not have an employee ID in SEMA4, and must be processed as a new hire.</li> <li>If the page shows an employee record, the appointment cannot be processed as a hire. It must be processed as a rehire or a concurrent job.</li> <li>If you are certain the employee has had previous State service, and the record is not found, verify that you entered the Social Security Number correctly, and verify that the employee has given you the correct number.</li> </ul>	The search results display below in the Lookup by NID grid
6. Write down Antwaan's EmplID.	EmplID _____

## VIEW JOB DATA STATEWIDE

In this walk-through, you will view Job Data Statewide to see which department Antwaan Anderson is in.

Using this view-only component, you can look at job data for an employee in any agency or department.

The screenshot displays the 'Work Location' page for employee Antwaan Anderson (Empl ID 83800101). The page is titled 'State Of Minnesota' and includes a search bar and navigation tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Leave/WOC'. The main content area shows job details for position 01080013, 'Office & Admin Specialist Sr', in the 'Minerals-Field Engineers' department. It includes fields for Effective Date, Position Entry Date, and Department Entry Date, along with checkboxes for 'Position Management Record' and 'End Job Automatically'. Navigation buttons like 'Go To Row' and 'Include History' are visible at the bottom.

ACTION	RESULT
1. In the <b>User Training</b> database, select <b>Workforce Administration &gt; Job Information &gt; Job Data Statewide</b> .	The Job Data Statewide search page displays
2. In the <b>EmplID</b> field, enter 83800101 and click  <ul style="list-style-type: none"> <li>Look at the Work Location page, and notice that it is view-only.</li> </ul>	<b>Work Location</b> page displays
3. If you want to see all rows of data, click 	All effective-dated rows are available
4. Click <b>Home</b> .	Main menu appears

## Change a Department ID

In this walk-through, Antwaan Anderson is transferring to your agency, the Department of Health, from the Department of Natural Resources.

You have already verified that he has a record in SEMA4. The record is in a department ID to which you do not have security clearance, so you need to process a department ID change before processing the transfer.

**State Of Minnesota** All Search  >> Advanced Search

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**Department ID Change**

**Anderson, Antwaan** Employee Empl ID 83800101 Empl Record 0

**Employment Data** Find First 1 of 1 Last

Effective Date: 02/25/2015	Effective Sequence: 0	Job Indicator: Primary Job	<a href="#">Maintain/View Notes</a>
Action: Movement		Reason: Movement-Other	Current
Employee Dept ID change: <input checked="" type="checkbox"/>			
Action Date: 02/25/2015		Compensation Rate: 16.100000	
Dept ID: R29101D	Minerals-Field Engineers	Unit: R29AF	DNR-AFSCME
Job Title: Office & Admin Specialist Sr	Job Code: 003629	Barg Unit: 206	
Address 1: 500 Lafayette Rd			
Address 2: Box 45			
City: St Paul	State: MN	Zip: 55155-4045	

**Work Phone** Find | View All First 1 of 1 Last

Type: Main Business	Telephone: 612/555-8739	Extension: 0
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**Personal Data**

Original Start Date: 01/07/1998
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ACTION	RESULT
1. In the User Training database, select <b>Workforce Administration &gt; Job Information &gt; Department ID Change</b> .	The Department ID Change search page displays
2. If a search page displays, in the <b>EmplID</b> field, enter 83800101 and click <input type="button" value="Search"/> <ul style="list-style-type: none"> <li>Include History and Correct History is <i>not</i> available when changing a department ID.</li> </ul>	<b>Department ID Change</b> page displays
3. Select the <b>Employee Dept ID change</b> check box.	Check box selected
4. Click <input type="button" value="Save"/>	<b>Work Location</b> page displays

Department ID Change

**Anderson, Antwaan** Employee Empl ID 83800101 Empl Record 0

**Employment Data** Find First 1 of 1 Last

Effective Date	02/25/2015	Effective Sequence	0	Job Indicator	Primary Job	Maintain/View Notes
Action	Movement	Reason	Movement-Other	Current		

Employee Dept ID change: [+] Action Date: 02/25/2015 Compensation Rate: 16.100000

Dept ID: R29101D Minerals-Field Engineers Unit: R29AF DNR-AFSCME

Job Title: Office & Admin Specialist Sr Job Code: 003629 Barg Unit: 206

Address 1: 500 Lafayette Rd

Address 2: Box 45

City: St Paul State: MN Zip: 55155-4045

**Work Phone** Find | View All First 1 of 1 Last

Type: Main Business Telephone: 612/555-8739 Extension: 0

**Personal Data**

Original Start Date: 01/07/1998

ACTION	RESULT
1. You now have access to the record. Click <span style="background-color: lightblue; border: 1px solid blue; padding: 2px;">+</span> to add a row.	A new row appears
2. At this point, you could continue with the transaction. For this walk-through, however, do not enter any changes. <ul style="list-style-type: none"> <li>You would enter the effective date, action, reason code, new position number, and other fields as specified on the appropriate Check List in SEMA4 Help. Transactions are described in other topics of the Employee Maintenance learning guide, so we will stop here.</li> <li>The effective date for this transaction <i>must</i> be after the effective date on any other rows for the employee. If not, exit the page and notify the employee's current department. The authorized contact in the current department must delete all future-dated records beyond the transaction effective date.</li> </ul>	
3. Click <b>Home</b> . Click <span style="background-color: #f4a460; border: 1px solid black; padding: 2px;">Cancel</span>	The Main menu displays

After the new transaction (such as a movement, transfer, rehire, promotion, or demotion) becomes current, all history for the employee goes to the hiring agency.

## **SEARCH BY NATIONAL ID**

### **EXERCISE**

In this exercise, you will find out if someone already has a record in SEMA4, by using Search by National ID and Job Data Statewide.

### **Resources**

You may use these resources in completing this exercise:

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

### **Directions**

To find out if Eddie Moore has a record in SEMA4:

1. Search by National ID using Social Security Number 575-90-2300. Hint: The path is Workforce Administration > Personal Information > Biographical > Search by National ID.
2. Write down the employee ID: \_\_\_\_\_
3. Using this employee ID, view Job Data Statewide.

**SOLUTION**

Your pages should resemble the following pages.

Search by National ID:

State Of Minnesota All Search  >> Advanced Search

Search by National ID

National ID  Person Organization Summary  
 \*Search in  >>

Lookup by National ID					Personalize   Find   View All       First 1 of 1 Last
National ID	Empl ID	Name	Country	National ID Type	
575-90-2300	00064300	Moore,Edward A	United States	Social Security Number	

Job Data Statewide:

State Of Minnesota All Search  >> Advanced Search

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave/WQC

**Moore,Edward A** Empl ID 00064300  
 Employee Empl Record 0

Work Location Find First 1 of 1 Last

Effective Date	02/11/2008	Action	Leave of Absence
Effective Sequence	0	Reason	UNL Unclassified Service Leave
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Leave of Absence	Current	
Position Number	00000176	Personnel Aide	
Override Position Data			
Position Entry Date	02/19/1997	<input type="checkbox"/> Position Management Record	
Regulatory Region	USA	United States	
Company	SMN	State of Minnesota	
Business Unit	T79NU	Transportation-Non-Mgr Unrep	
Department	T790052	Administrative Support	
Department Entry Date	02/19/1997		
Location	T795G	St Paul	
Establishment ID	T795G	St Paul	Date Created 11/20/2008
Expected Job End Date		<input type="checkbox"/> Termination Date	
Expected Return Date	01/01/2010	<input type="checkbox"/> End Job Automatically	
Last Date Worked	02/10/2008	<input type="checkbox"/> Override Last Date Worked	

Job Data | Employment Data | Benefits Program Participation

## REVIEW QUESTIONS

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

1. Which path would you use to find out if an individual has a record in SEMA4, given the Social Security Number?
  - a. Workforce Administration > Personal Information > Biographical > Social Security Number
  - b. Workforce Administration > Personal Information > Biographical > Search by National ID
  - c. Workforce Administration > Personal Information > Biographical > Job Data
  - d. Workforce Administration > Personal Information > Biographical > Personal Data
  
2. Which path would you use to look up the job data of an employee who is in a department for which you do not have security clearance?
  - a. Workforce Administration > Job Information > Employment Data
  - b. Workforce Administration > Job Information > Job Data
  - c. Workforce Administration > Job Information > Personal Data
  - d. Workforce Administration > Job Information > Job Data Statewide
  
3. You need to process a promotion for an employee who is currently in a department or agency to which you do not have security clearance. To gain access to the record, select:
  - a. Workforce Administration > Job Information > Department ID Change
  - b. Workforce Administration > Job Information > Job Data Statewide
  - c. Workforce Administration > Job Information > Search by National ID
  - d. Workforce Administration > Job Information > Job Data
  
4. When processing a department ID change, the Work Location page will display when you \_\_\_\_\_.
  - a. Select the Work Location change check box and save
  - b. Select the Employee Dept ID change check box and save
  - c. Click  to add a row
  - d. Enter a new position number

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. Which path would you use to find out if an individual has a record in SEMA4, given the Social Security Number?
  - b. Workforce Administration > Personal Information > Biographical > Search by National ID
  
2. Which path would you use to look up the job data of an employee who is in a department for which you do not have security clearance?
  - d. Workforce Administration > Job Information > Job Data Statewide
  
3. You need to process a promotion for an employee who is currently in a department or agency to which you do not have security clearance. To gain access to the record, select:
  - a. Workforce Administration > Job Information > Department ID Change
  
4. When processing a department ID change, the Work Location page will display when you \_\_\_\_\_.
  - b. Select the Employee Dept ID change check box and save

Continue to the next topic, *Concurrent Jobs*.

## Introduction

A concurrent job is a job appointment that exists in addition to, and *at the same time* as, an employee's initial job(s). State employees can hold multiple concurrent jobs.

Here are two situations in which you process a concurrent job:

- A current state employee accepts another job working for the state. For example, the employee currently works part-time and accepts another part-time position.
- The employee's status or rights need to be maintained in their previous job code. Examples: An employee goes on leave from the classified service, to accept an unclassified position. An employee remains in layoff status on one record, while working in another record. An employee takes a mobility assignment.

## Employment Record Number

When you add a concurrent job in SEMA4, you are adding an employment record for the employee. Each employment record is identified by an employment record number. For example, when a person is originally hired, the employment record number is 0. All position, pay rate and job-related changes display on effective-dated rows of employment record number 0. Then, if the employee is hired for another job which will run *concurrently* with the other job, the concurrent job is employment record number 1. An employee can have several employment record numbers.

Empl Rcd# appears at the top of each page.

The screenshot shows the SEMA4 system interface for the State of Minnesota. At the top, there is a header with the text "State Of Minnesota" and a search bar containing "Job Data" and "Search" with an "Advanced Search" button. Below the header is a row of navigation tabs: "Work Location", "Job Information", "Job Labor", "Payroll", "Salary Plan", "Compensation", and "Leave /WQC". Underneath the tabs, the employee's name "Doe, Jane Anne" is displayed, along with the text "Employee". To the right, the "Empl ID 01080004" is highlighted in yellow, and below it, "Empl Record 0" is shown.

Select the appropriate action (Data Change, Demotion, Mobility, Movement, Pay Rate Change, Position Change, Promotion, Rehire, Transfer) for the concurrent job. Check the Glossary in SEMA4 Help for definitions of the actions.

## Contact Other Agencies

Before adding a concurrent job, contact the other agency(ies) to determine the employee's benefit eligibility and primary job. An employee must have exactly one primary job. The primary job determines insurance eligibility and level of employer contribution. The primary job is recorded in the **Job Indicator** field on the **Work Location** page. The **Special Elig** field

on the **Benefit Program Participation** page indicates the employee's insurance eligibility. All records for the employee may need to be updated.

### **Biographical Details**

Because an employee only has one set of personal information, the Biographical pages remain the same when you add a concurrent job. If you need to update personal information, you can do so after saving the concurrent job.

## **THINGS TO CONSIDER BEFORE YOU ENTER DATA**

### **CONCURRENT JOB**

To save time and improve accuracy, consider these items *before* adding a concurrent job in SEMA4.

- Reasons for concurrent job:
  - Unclassified service leave and temporary unclassified appointment
  - Employee remains in layoff in another record
  - Employee works two different jobs, such as two part-time jobs
  - Mobility
- Choose the appropriate action and reason code. Refer to the Glossary or Check Lists in SEMA4 Help and choose an appropriate action, such as Movement, Transfer, Promotion, Demotion, or Mobility.
- Check the position record to make sure the information is correct, especially: Job Code, Status, Department, Location, Position Status, Title, Seniority Unit, Reg/Temp, Standard Hours, Classified Indicator, FTE, Not To Exceed Date, and Position Funding.
- Before adding a concurrent job, contact the other agency(ies) to determine the employee's benefit eligibility and primary job. An employee must have exactly one primary job. The primary job determines insurance eligibility and level of employer contribution. The primary job is recorded in the Job Indicator field on the Work Location page. The Special Elig field on the Benefit Program Participation page indicates the employee's insurance eligibility. All records for the employee may need to be updated.
- If you change personal data and the employee is with another agency, you should inform the other agency.
- Employees who take mobility assignments must remain in the same job class as their permanent job.
- If the transaction is mobility, review Administrative Procedure 1.1, Employee Mobility.

- Compare the permanent class pay with the pay rate on the concurrent job record to make sure the correct rate is given. Determine whether the concurrent job is a promotion, demotion, or transfer, for salary purposes.

### ACCESS SEMA4 HELP

Complete the following steps to find instructions in SEMA4 Help for adding a concurrent job.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>HR/Payroll Functions</b> , and then select <b>Employee Maintenance</b> . Select <b>Processes, Tasks, &amp; Steps</b> , and then select <b>Adding a Concurrent Job</b> .	The Adding a Concurrent Job – Tasks page opens
3. Click <b>Add a Concurrent Job</b> . <ul style="list-style-type: none"> <li>• Read the steps.</li> </ul>	The Add a Concurrent Job - Steps page displays
4. Click <b>To view step-by-step instructions for entering this information, click here</b> . <ul style="list-style-type: none"> <li>• Look at the steps, which are similar to processing a hire, except the action is <i>not</i> Hire.</li> </ul>	The Add/Update an Effective-Dated row and Select an Action and Reason Code (Work Location) – Steps page displays
5. Scroll down and click <b>To view step-by-step instructions for the next page, click here</b> . <ul style="list-style-type: none"> <li>• Look at the steps.</li> <li>• You will find this link on all pages of steps to add a concurrent job.</li> </ul>	The Add/Update Employment Class and Standard Hours (Job Information – Job Data) – Steps page displays

## FIND CHECK LIST

When you add a concurrent job, you will need to select an action and reason code. Complete the following steps to find the check list in Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents appears
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. In the next walk-through, an employee in a status appointment will be adding a concurrent job which is a non-status appointment, so select <b>Movement</b> .	Movement – Reason Codes appear
4. Scroll down and select <b>Temporary Unclassified Appointment</b> . <ul style="list-style-type: none"><li>• Read the check list.</li></ul>	Movement – Temporary Unclassified Appointment – Check List appears
5. Scroll down to the bottom of the check list. Click <b>WHOA! Better Check These Critical Fields Before Saving This Transaction</b> . Notice the required values for certain fields: <ul style="list-style-type: none"><li>• Regular/Temporary</li><li>• Classified Indc</li><li>• Empl Class</li><li>• Appointment End Date</li></ul>	Critical fields and required values are listed
6. Exit SEMA4 Help.	

## PROCESS A CONCURRENT JOB

In this walk-through, you will add a concurrent job.

Eddie Moore was hired into an unlimited classified Personnel Aide position at the Department of Transportation on 2/19/1997, from which he is taking an unclassified leave of absence to accept a temporary unclassified position in a different job classification.

Assume that Eddie's current department has already put him on unclassified leave. You will add a concurrent job. You have reviewed Eddie's new position record, and it does not require changes. You have looked up Eddie's employee ID and determined his benefit eligibility. In this case, you will select Primary Job for the active appointment. The appointment in leave status is secondary.

The action is **Movement** because the employee's original job and concurrent job are one of the following:

- A *non-status* appointment (such as emergency, temporary, or limited) and a *status* appointment (permanent or probationary), *or*
- A *status* appointment and a *non-status* appointment, *or*
- A *non-status* appointment and another *non-status* appointment

Keep this reference handy: Special Eligibility Codes – Reference

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Add Concurrent Job</b> .	Add Concurrent Job search page appears
3. In the <b>EmplID</b> field, enter 000643__ (substituting your two-digit code for the blanks) and click 	The Add Concurrent Job page displays
4. Review the Next Empl_Rcd number, and then click 	A warning appears, telling you that adding a concurrent job may affect an employee's eligibility for benefits
5. Read the warning messages and click <b>OK</b> on each one.	<b>Work Location</b> page displays

The steps for adding a concurrent job are similar to the steps for processing a hire. Abbreviated steps will be shown below. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need more detail and field definitions.

Start on the **Work Location** page.

State Of Minnesota Home | W

All Search Advanced Search Last Search Results

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Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WOC

**Moore, Edward A** Empl ID 00084301  
Employee Empl Record 2

Work Location Find First 1 of 1 Last

\*Effective Date  Go To Row

Effective Sequence  \*Action: Movement

HR Status: Active Reason: TUN Temporary Unclassified Appt

Payroll Status: Active \*Job Indicator: Secondary Job

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Position Number  Information Technology Spec 1 Current

Override Position Data

Position Entry Date   Position Management Record

Regulatory Region: USA United States

Company: SMN State of Minnesota

Business Unit: T79MP Transportation-MAPE

Department: T792210 Human Resources Mgmt

Department Entry Date

Location: T795G St Paul

Establishment ID  St Paul Date Created 03/31/2015

Expected Job End Date

Job Data      Employment Data      Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Effective Date</b></p> <ul style="list-style-type: none"> <li>This is the first day of the concurrent job.</li> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<p>03/31/2015</p>

FIELD NAME	DATA
<p><b>2. Job Indicator</b></p> <ul style="list-style-type: none"> <li>• Select Primary Job if this is the employee's main job, or Secondary Job if this is a secondary job for the employee. The primary job determines insurance eligibility and level of employer contribution.</li> <li>• In this case, select Primary Job because this is the <i>active</i> appointment; the other appointment is in <i>leave</i> status.</li> <li>• Before you can change the Job Indicator to a value other than Primary Job, the Job Indicator on another employment record must be set to Primary Job. Be sure to designate the correct job as primary. If the wrong job is designated as primary, eligibility and level of employer contribution can be affected. Contact the other agency(s) to determine the employee's benefit eligibility and primary job. All records for the employee may need to be updated. A warning appears if the employee already has a primary job.</li> <li>• A program runs at night to change all jobs to secondary except for the one most recently designated as primary.</li> </ul>	Primary Job
<p><b>3. Action</b></p> <ul style="list-style-type: none"> <li>• Select an action.</li> <li>• The actions to use for adding a concurrent job depend on the situation. For help in selecting an action, see the Check Lists in SEMA4 Help.</li> </ul>	Movement
<p><b>4. Reason</b></p> <ul style="list-style-type: none"> <li>• For help in selecting a reason, see the Check Lists in SEMA4 Help.</li> </ul>	TUN
<p><b>5. Position Number</b></p>	00000893
<p><b>6. Press Tab.</b></p>	Position data fills in
<p><b>7. Position Entry Date</b></p>	03/31/2015
<p><b>8. Establishment ID</b></p>	T795G

Select the **Job Information** page.

State Of Minnesota Home | Wo

Job Data Search Advanced Search Last Search Results

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation Leave /WOC

**Moore, Edward A** Empl ID 00064301  
Employee Empl Record 0

**Job Information** Find First 1 of 5 Last

Effective Date 03/31/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Leave of Absence Job Indicator Primary Job

Job Code 003583 Information Technology Spec 1 Current

Entry Date 03/31/2015

Supervisor ID

Reports To

Regular/Temporary Limited Full/Part Full-Time

Empl Class Not Applic \*Officer Code Non-Manager

Regular Shift Day Shift Rate

Classified Ind Unclassified Shift Factor

**Standard Hours**

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000	As of Date	03/31/2015	

**Contract Number**

Contract Number Next Contract Number

Contract Type

USA

FIELD NAME	DATA
<b>1. Entry Date</b> <ul style="list-style-type: none"> <li>Change the date if necessary, to indicate the date the employee entered this job code. This is a new job code for Eddie Moore.</li> </ul>	03/31/2015
<b>2. Regular/Temporary</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record. Limited is required for temporary unclassified appointments.</li> </ul>	Limited
<b>3. Full/Part</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Full-Time
<b>4. Empl Class</b> <ul style="list-style-type: none"> <li>Not Applic is required for temporary unclassified appointments.</li> </ul>	Not Applic
<b>5. Officer Code</b> <ul style="list-style-type: none"> <li>Review benefit eligibility and select the appropriate code.</li> </ul>	Non-Manager
<b>6. Classified Ind</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record. Unclassified is required for temporary unclassified appointments.</li> </ul>	Unclassified

FIELD NAME	DATA
<b>7. Standard Hours</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	40.00
<b>8. FTE</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	1.000000

Select the **Job Labor** page.

State Of Minnesota

Job Data Search Advanced Search Last Search Results

Home Worklist Add to Favorites

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave /WQC

Moore, Edward A Employee Empl ID 00064301 Empl Record 0

Labor Information Find First 1 of 5 Last

Effective Date 03/31/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Leave of Absence Job Indicator Primary Job Current

Bargaining Unit 214

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code MAP MN Assoc of Professional Emplo

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
			<input type="checkbox"/>	

Recalculate Seniority Dates

FIELD NAME	DATA
<b>1. Bargaining Unit</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	214
<b>2. Union Code</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	MAP

Select the **Payroll** page.

State Of Minnesota Home | Worklist

Job Data Search Advanced Search Last Search Results

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation Leave /WQC

**Moore,Edward A** Empl ID 00064301  
Employee Empl Record 0

Payroll Information Find First 1 of 5 Last

Effective Date 03/31/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Leave of Absence Job Indicator Primary Job

Current

Payroll for North America ?

Pay Group P20 Department Of Transportation

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

FIELD NAME	DATA
1. Pay Group	Accept default
2. Holiday Schedule	HOL
3. Employee Type	H
4. Tax Location Code	MN
5. FICA Status	Subject

Select the **Salary Plan** page.

State Of Minnesota Home | V

Job Data Search Advanced Search Last Search Results

Work Location Job Information Job Labor Payroll **Salary Plan** Compensation Leave /WOC

**Moore,Edward A** Empl ID 00064301  
Employee Empl Record 0

Salary Plan Find | View All First 1 of 5 Last

Effective Date 03/31/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Leave of Absence Job Indicator Primary Job Current

---

Salary Admin Plan 14F 

Grade 06 

Step  

Grade Entry Date  

Step Entry Date  

Includes Wage Progression Rule

Job Data Employment Data Benefits Program Participation

Field Name	Data
Grade Entry Date	Accept default
Step	2
Click  (refresh)	
Step Entry Date	03/31/2015

Select the **Compensation** page.

State Of Minnesota Home

Job Data Search Advanced Search Last Search Results

---

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Leave /WQC

**Moore,Edward A** Empl ID 00064301  
Employee Empl Record 0

Compensation Find First 1 of 5 Last

[Go To Row](#)

Effective Date 03/31/2015 Action Movement

Effective Sequence 0 Reason Temporary Unclassified Appt

HR Status Active Job Indicator Primary Job

Payroll Status Leave of Absence

Compensation Rate 18.080000 Frequency H Hourly Annual Rate 37,751.040

Pay Components Personalize Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion	FFA	
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	18.080000	USD	H	

[Calculate Compensation](#)

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Rate Code</b></p> <ul style="list-style-type: none"> <li>If you selected a step on the Salary Plan page, accept the default rate code.</li> <li>Refer to the <i>Off Step Rate Codes – Reference</i> in SEMA4 Help, for the definition of each code.</li> </ul>	ONSTEP
<p><b>2. Comp Rate</b></p> <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	18.08
<p>3. Click </p>	
<p><b>4. Compensation Rate (located below Action)</b></p> <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	18.08

Select the **Leave/WOC** page.

State Of Minnesota Home | Work

Job Data Search Advanced Search | Last Search Results

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | **Leave /WOC**

**Moore, Edward A** Employee Empl ID 00064301 Empl Record 0

Job Option / Leave / WOC Find First 1 of 5 Last

Effective Date 03/31/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Code Temporary Unclassified Appt

Payroll Status Leave of Absence Job Indicator Primary Job

Current

Option Code: Salary Authority: MAP MAPE

Special Program: None Leave Authority: PE1 MAPE Emp Eligible For Leave

Work Out of Class -- Requires WOC Rate Code on Compensation

WOC Job Code SetID: Salary Admin Plan:

Jobcode: Grade:

Appointment End Date: Step:

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. <b>Special Program</b>	Leave blank
2. <b>Salary Authority</b> <ul style="list-style-type: none"> <li>Whenever you appoint someone to a position, you need to complete or review this field. Data does <i>not</i> fill in from the position record.</li> </ul>	MAP
3. <b>Leave Authority</b>	PE1
4. Click  to access the Job Data Notepad. <ul style="list-style-type: none"> <li>Use the notepad  to enter any comments regarding job data when entering an unusual transaction, or when the reason code Other is used.</li> </ul>	
5. Click  to access Job Data Notepad – New Note.	
6. <b>Subject</b> <ul style="list-style-type: none"> <li>Enter the subject of the note.</li> </ul>	Pay
7. <b>Note Text</b> <ul style="list-style-type: none"> <li>Enter the text of the note. Click Save to save the note.</li> </ul>	Above minimum approved by Kevin Boone.
8. Click the <b>Job Data Page</b> link.	

Select the **Employment Data** component link.

The **Employment Information** page appears.

State Of Minnesota Home | Wo

Job Data Search  >> Advanced Search Last Search Results

---

**Employment Information** | Additional Employment Info

**Moore, Edward A** Empl ID 00064300  
Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0	Original Start Date 02/19/1997	<input type="checkbox"/> Override
Last Start Date 02/19/1997	First Start Date 02/19/1997	
Termination Date		

**Organizational Assignment Data** ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	02/19/1997 <input type="checkbox"/> Override	18	1	13
Service Date	02/19/1997 <input type="checkbox"/> Override	18	1	13
Probation Date	<input type="text"/> ?			
Anniversary/Progression Date	<input type="text"/> ?			
Business Title	Personnel Aide			
		Last Verification Date	<input type="text"/> ?	
		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  ?

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Job Data | **Employment Data** | Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Company Seniority Date</b></p> <ul style="list-style-type: none"> <li>If you know the employee's state seniority date, click the <b>Override</b> check box next to <b>Company Seniority Date</b> and enter the employee's state seniority date, which is the last date of hire. If you don't know the date, after you save you can look it up and enter it. Once this check box is selected, always keep it selected. If you clear the check box, the Company Seniority Date field and its data will disappear.</li> <li>You must maintain this field manually. The system default value is <i>not</i> necessarily correct. The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</li> </ul>	<p>For this example, you don't have the date available now, so you will enter it later in the walk-through</p>
<p><b>2. Service Date</b></p> <ul style="list-style-type: none"> <li>If you know the employee's service date, click the <b>Override</b> check box next to <b>Service Date</b> and enter a date if applicable, according to your agency's service award policy. If you don't know the date, after you save you can look it up and enter it. Once this check box is selected, always keep it selected. If you clear the check box, the Service Date field and its data will disappear.</li> </ul>	<p>For this example, you don't have the date available now, so you will enter it later in the walk-through</p>
<p><b>3. Probation Date</b></p>	<p>Leave blank</p>
<p><b>4. Last Verification Date</b></p> <ul style="list-style-type: none"> <li>Complete this field if your agency tracks it. This is the most recent date the employee verified personal data.</li> </ul>	<p>Leave blank</p>
<p><b>5. Appointment End Date</b></p> <ul style="list-style-type: none"> <li>A date is required for temporary unclassified appointments.</li> </ul>	<p>12/31/2015</p>

Select the **Additional Employment Info** page.

Employment Information Additional Employment Info

**Moore,Edward A**

Employee

Empl ID 00064300

Empl Record 0

Agency Use Date:  Barg Unit Seniority Date: 02/19/1997 Seniority Tie Breaker: 0

Agency Seniority Date: 02/19/1997 Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase: 03/31/2016 Layoff Notice Date:  Security Clearance Type: 0

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 612/555-8787 Extension:

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Agency Use Date	Leave blank
2. Barg Unit Seniority Date	Leave blank
3. Agency Seniority Date	2/19/1997
<ul style="list-style-type: none"> <li>Enter the date the employee started <i>continuous</i> 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).</li> </ul>	
4. Eligible for Next Increase	03/31/2016
5. Security Clearance Type	0
<ul style="list-style-type: none"> <li>For most employees, select 0 (Not Required).</li> <li>Select 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..</li> </ul>	
6. Email Address	eddie.moore@state.mn.us
<ul style="list-style-type: none"> <li>When adding a concurrent job, be sure to enter the work e-mail address (data does <i>not</i> fill in from other employment records).</li> </ul>	

FIELD NAME	DATA
7. Phone Type	Main Business
8. Telephone <ul style="list-style-type: none"> <li>When adding a concurrent job, enter the work telephone (data does <i>not</i> fill in from other employment records).</li> </ul>	651/555-8979
9. Extension	Leave blank

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

The **Benefit Program Participation** page appears.

State Of Minnesota Home | Worklist

Job Data Search  >> Advanced Search  Last Search Results

---

**Benefit Program Participation**

**Moore, Edward A** Empl ID 00064300  
Employee Empl Record 0

---

**Benefit Status** Find First 1 of 3 Last

Benefit Record Number 0 Go To Row

Effective Date 02/11/2008

Effective Sequence 0 Action Leave of Absence

HR Status Active Reason Unclassified Service Leave

Payroll Status Leave of Absence Job Indicator Primary Job

---

Benefits System Benefits Administration Current

Annual Benefits Base Rate  USD Benefits Employee Status Leave with ER Contribution

---

**Benefits Administration Eligibility** ?

BAS Group ID Spec Elig MF12  State 12/12-Full ER Contrbtn

Salary Authority  Non-Managerial Unrep Empl Plan Barg Unit 217 Elig  Fld 8

Retirement Code  MSRS SEGIP

Benefits  STATE Suppl Ret

---

**Benefit Program Participation** Find | View All First 1 of 1 Last

Effective Date 02/19/1997 Currency Code

Benefit Program DFT

---

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Annual Benefits Base Rate</b></p> <ul style="list-style-type: none"> <li>For all agencies except MnSCU, accept the displayed value. SEMA4 automatically updates this field for all agencies except MnSCU.</li> <li>MnSCU users should review the value in this field, and change the value in SCUPPS if it is incorrect.</li> </ul>	Leave unchanged
2. <b>Salary Authority</b>	Leave unchanged
3. <b>Retirement Code</b>	AA
4. <b>Benefits</b>	STATE
<p>5. <b>Spec Elig</b></p> <ul style="list-style-type: none"> <li>Be sure the Special Eligibility code on the primary job accurately describes the employee's insurance eligibility. (The Job Indicator field on the Work Location page identifies the primary job.)</li> <li>Remember to check the <i>Special Eligibility Codes – Reference</i>, for the definition of each code.</li> </ul>	MF12

ACTION	RESULT
<p>1. Click </p> <ul style="list-style-type: none"> <li>Several warning messages may appear. Click <b>OK</b> on the warning messages.</li> <li>If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. On the menu, select <b>Job Data</b> , because you need to fix some dates that filled in automatically, if you have not already fixed them.	Job Data search page appears
3. Make sure the <b>Empl ID</b> contains the appropriate employee ID.	000643__ (substituting your two-digit code for the blanks)
4. Enter the <b>Empl Rcd Nbr</b> of the concurrent job you added.	1

ACTION	RESULT
5. Click <input type="button" value="Search"/>	Job Data component displays for Empl Rcd# 1
6. Make sure <b>Empl Rcd# 1</b> is displayed. Select the <b>Employment Data</b> component link.	Employment Information page displays

Continue on the **Employment Information** page.

State Of Minnesota Home | Wc

Job Data Search Advanced Search Last Search Results

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Employment Information Additional Employment Info

**Moore, Edward A** Empl ID 00064300  
Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0	Original Start Date 02/19/1997	<input type="checkbox"/> Override
Last Start Date 02/19/1997	First Start Date 02/19/1997	
Termination Date		

**Organizational Assignment Data** ?

Instance Record

Home/Host Classification Home		Years	Months	Days
Company Seniority Date 02/19/1997	<input type="checkbox"/> Override	18	1	13
Service Date 02/19/1997	<input type="checkbox"/> Override	18	1	13
Probation Date <input type="text"/>				
Anniversary/Progression Date <input type="text"/>		Last Verification Date <input type="text"/>		
Business Title Personnel Aide		Position Phone		

USA

Owns 5% (or More) of Company

Appointment End Date  Contract Length

Accrue Tenure Services FTE for Tenure Accrual

Service Calculation Group  FTE for Flex Service Accrual

---

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Company Seniority Date</b></p> <ul style="list-style-type: none"> <li>When you added the concurrent job, the effective date filled into this field, so you need to fix it if you have not done so already. Enter the starting date of the employee's most recent <i>continuous</i> service at the state. This is the employee's state seniority date.</li> <li>The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</li> </ul>	02/19/1997

FIELD NAME	DATA
<p>2. <b>Service Date</b></p> <ul style="list-style-type: none"> <li>When you added the concurrent job, the effective date filled into this field, so you need to fix it. If you have not done so already, enter a date according to your agency's service award policy.</li> </ul>	02/19/1997

ACTION	RESULT
<p>1. Always keep both <b>Override</b> check boxes turned "on".</p> <ul style="list-style-type: none"> <li>The Override check boxes next to Company Seniority Date and Service date are checked. If you turn them "off" you will lose the dates you entered, and the fields will disappear.</li> </ul>	
<p>2. Click  Save</p> <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
<p>3. Update biographical information, if necessary. For this walk-through, there are no changes.</p>	
<p>4. Create or modify a work schedule for the concurrent job. For this walk-through, you will not do that.</p>	

## Viewing Multiple Jobs Summary

If you have security clearance to the Multiple Jobs component, you can view information about each employment record, for any employee statewide.

View this page before processing an appointment, to find out whether the employee has multiple employment records. The pay status of each job (such as Separated, Active, Leave, etc.) is displayed, along with other helpful information such as job indicator, department, location, business unit, job title, and standard hours.

### VIEW MULTIPLE JOBS SUMMARY

In this walk-through, you will view a list of the concurrent jobs of employee Eddie Moore.

The screenshot shows the 'State Of Minnesota' header with a search bar and navigation links. Below is a 'Multiple Jobs Summary' section for 'Moore, Edward A' with 'Person ID 00064301'. The 'Multiple Jobs' table is displayed as of 02/11/2008. It contains two rows of job information:

Empl Record	Pay Status	Job Indicator	Effective Date	Sequence
0	Leave of Absence	Primary Job	10/19/2002	0
1	Active	Primary Job	02/11/2008	0

In the User Training database, you may see two Primary jobs here, rather than a Primary and a Secondary. In the Production system, however, a program runs overnight to change all jobs to Secondary except for the one most recently designated as Primary.

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Review Job Information &gt; Multiple Jobs Summary</b> .	Search page appears

ACTION	RESULT
<p>3. In the <b>EmplID</b> field, enter 000643__ (substituting your two-digit code for the blanks). Click .</p> <ul style="list-style-type: none"> <li>• If a list appears, select the record you want to display. If several employment records are listed for the employee, select any one.</li> </ul>	Multiple Jobs page displays
<p>4. View the information on the page, listed by employment record number.</p> <ul style="list-style-type: none"> <li>• Certain effective-dated rows from the employee's record are listed.</li> <li>• In the User Training database, you may see two Primary jobs here, rather than a Primary and a Secondary. In the Production system, however, a program runs overnight to change all jobs to Secondary except for the one most recently designated as Primary.</li> <li>• If not all employment record numbers are displayed, click View All in the Job Information grid. To see information for each As Of Date, click View All in the Multiple Jobs grid.</li> </ul>	
<p>5. Click the <b>Position Data</b> grid tab to view the department and location.</p>	Position Data grid displays
<p>6. Click the <b>Job Information</b> grid tab to view business unit, job title, standard hours, and work period.</p>	Job Information grid displays

## SEMA4 TIPS

### CONCURRENT JOB

When adding a concurrent job, use the following tips to check your work.

- ✓ Check the Job Indicator field on the Work Location page, to ensure that it is set correctly.
- ✓ Check the Special Elig field on the Benefit Program Participation page, to ensure that it is accurate. The special eligibility code on the primary job record describes the employee's insurance eligibility.
- ✓ Check the Salary Authority for accuracy. It does not fill in from the position.
- ✓ Use  to enter Notes if it's an unusual transaction.
- ✓ Check the Company Seniority Date on the Employment Information page. Make sure it shows the starting date of the employee's most recent *continuous* service at the state. When you add a concurrent job, the effective date fills into this field, so you need to fix it.
- ✓ Check the Service Date on the Employment Information page. If applicable, make sure it shows the appropriate date according to your agency's service award policy. When you add a concurrent job, the effective date fills into this field.
- ✓ Check the Agency Seniority Date on the Additional Employment Info page. This date is used on the Seniority Roster report.
- ✓ Be sure the Security Clearance Type field contains the appropriate value.
- ✓ Enter an Appointment End Date, if necessary.
- ✓ Make sure the employee Email Address has been entered. The e-mail address does not fill in from other employment records.
- ✓ Check the employee's work Telephone number. This is used in the state phone directory.
- ✓ Make sure the record has the proper Retirement Code.
- ✓ After you save the record, 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 and their data will disappear.
- ✓ Create or modify a work schedule for the concurrent job.

## ADD A CONCURRENT JOB

### EXERCISE

#### Resources

You may use these resources in completing this exercise:

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

#### Directions

Paula Miller was hired on 5/14/1997 as a part-time Management Analyst 3 for the Department of Public Safety, and has recently accepted another part-time position as a Management Analyst 3 for the Department of Revenue. Both positions are unlimited, classified, and have the same job classification.

The action is **Transfer** because the employee is in a *status* (permanent or probationary) position and is taking an additional job in another *status* position, and the positions are one of the following:

- In the same class in different agencies or organizational units; *or*
- In different classes which are assigned to the same salary range; *or*
- In different classes assigned to salary ranges which differ by less than two steps at the minimum and maximum; *or*
- In different classes assigned to salary ranges which differ by less than two steps at the maximum but differ 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.

A transfer may occur within an agency or organizational unit, or between two different agencies or organizational units.

You have already reviewed the position record for Paula's new position, and it does not require any changes. You have verified that she is on the appropriate certified eligible list. Also, you have looked up the employee ID, and contacted the other agency to determine the employee's benefit eligibility and primary job.

Referring to the Check List, you discovered that a Transfer – Competitive Open Appointment requires particular values in the following fields:

- **Regular/Temporary** must be Unlimited or Seasonal
- **Classified Ind** must be Classified
- **Empl Class** must be Probationary or Permanent

*Hint:* Select **Workforce Administration > Job Information > Add Concurrent Job**.

In the **User Training** database, use the following information to add the concurrent job.

FIELD NAME	DATA
Employee ID	000743 __ (substituting your two-digit code for the blanks)
	Click button
Effective Date	04/01/2015
Job Indicator	Secondary Job
Action	Transfer
Reason	COM, Competitive Open Appt
Position Number	00000430, Management Analyst 3
Position Entry Date	04/01/2015
Establishment ID	G6787
Entry Date	5/14/1997
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Part-Time
Empl Class	Probatnry
Officer Code	Non-Manager
Classified Ind (view-only)	Classified
Standard Hours	20.00
FTE (view-only)	.5
Bargaining Unit (view-only)	214
Union Code (view-only)	MAP
Holiday Schedule	HOL, Standard Holiday Schedule
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3
 (refresh)	Click button
Step Entry Date	04/01/2015

FIELD NAME	DATA
Rate Code	ONSTEP
Comp Rate	20.70
	Click button
Compensation Rate (view-only)	20.70
Special Program	Leave blank
Salary Authority	MAP
Leave Authority	PE1
	Click the button
	Click the button
Subject	Pay
Note Text	Compensation approved by Maurice Bauer.
	Click the button
<a href="#">Job Data Page</a>	Click the link
Company Seniority Date and Service Date	Will fix later in the exercise
Probation Date	10/01/2015
Appointment End Date	Blank
Barg Unit Seniority Date	Blank
Agency Seniority Date	04/01/2015
Eligible for Next Increase	04/01/2016
Security Clearance Type	0
Email Address	paula.miller@state.mn.us
Phone Type	Main Business
Telephone	651/555-9898
Annual Benefits Base Rate	Leave unchanged
Salary Authority	Leave unchanged

FIELD NAME	DATA
Retirement Code	AA
Benefits	STATE
Spec Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

## SOLUTION

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | W

All Search Advanced Search Last Search Results

---

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Leave / WQC

**Miller, Paula** Empl ID 00074301  
Employee Empl Record 2

**Work Location** Find First 1 of 1 Last

\*Effective Date: 04/01/2015 Go To Row

Effective Sequence: 0 \*Action: Transfer

HR Status: Active Reason: COM Competitive Open Appt

Payroll Status: Active \*Job Indicator: Secondary Job

---

Position Number: 00000430 Management Analyst 3  
Override Position Data

Position Entry Date: 04/01/2015 Current  
 Position Management Record

Regulatory Region: USA United States

Company: SMN State of Minnesota

Business Unit: G67MP Revenue-MAPE

Department: G671110 Fiscal Services

Department Entry Date: 04/01/2015

Location: G6705 Revenue Building, 1st Floor

Establishment ID: G6787 Revenue Building, 3rd Floor Date Created 04/01/2015

---

Expected Job End Date:

Job Data
Employment Data
Benefits Program Participation

State Of Minnesota Home | Work

All Search Advanced Search Last Search Results

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave / WQC

**Miller, Paula** Empl ID 00074301  
Employee Empl Record 2

**Job Information** Find First 1 of 1 Last

Effective Date 04/01/2015 Go To Row

Effective Sequence 0 Action Transfer

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Secondary Job Current

---

Job Code 000893 Management Analyst 3

Entry Date 04/01/2015

Supervisor ID

Reports To

Regular/Temporary Unlimited Full/Part Part-Time

Empl Class Probatnry \*Officer Code Non-Manager

Regular Shift Day Shift Rate

Classified Ind Classified Shift Factor

**Standard Hours** Find

Standard Hours	20.00	Work Period	SMN	MN Weekly
FTE	0.500000	As of Date	04/01/2015	
Combined Standard Hours	60.00	FTE	1.500000	

**Contract Number** Next Contract Number

Contract Number

Contract Type

USA

State Of Minnesota Home | Worklist | Add to Favorites

All Search Advanced Search Last Search Results

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave / WQC New Window

**Miller, Paula** Empl ID 00074301  
Employee Empl Record 2

**Labor Information** Find First 1 of 1 Last

Effective Date 04/01/2015 Go To Row

Effective Sequence 0 Action Transfer

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Secondary Job Current

Bargaining Unit 214

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code MAP MN Assoc of Professional Emplo

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
			<input type="checkbox"/>	

Recalculate Seniority Dates

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave / WQC

Miller, Paula  
Employee

Empl ID 00074301  
Empl Record 2

Payroll Information Find First 1 of 1 Last

Effective Date 04/01/2015  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Transfer  
Reason Competitive Open Appt  
Job Indicator Secondary Job

Go To Row

Current

Payroll for North America

Pay Group P05 Public Safety  
Employee Type H Hourly  
Tax Location Code MN Minnesota  
GL Pay Type  
Combination Code  
Holiday Schedule HOL Std. Hol  
FICA Status Subject  
Edit ChartFields

Job Data Employment Data Benefits Program Participation

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave / WQC

Miller, Paula  
Employee

Empl ID 00074301  
Empl Record 2

Salary Plan Find View All First 1 of 1 Last

Effective Date 04/01/2015  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Transfer  
Reason Competitive Open Appt  
Job Indicator Secondary Job

Go To Row

Current

Salary Admin Plan 14G  
Grade 10  
Step 3  
Includes Wage Progression Rule  
Grade Entry Date 04/01/2015  
Step Entry Date 04/01/2015

Job Data Employment Data Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WOC

**Miller, Paula** Employee Empl ID 00074301 Empl Record 2

**Compensation** Find First 1 of 1 Last

Effective Date 04/01/2015 **Go To Row**

Effective Sequence 0 Action Transfer

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Secondary Job

Current

---

Compensation Rate 20.700000 Frequency H Hourly Annual Rate 43,221.600

**Pay Components** Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 ONSTEP	0		20.700000 USD	H		+ -

**Calculate Compensation**

Job Data Employment Data Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WOC

**Miller, Paula** Employee Empl ID 00074301 Empl Record 2

**Job Option / Leave / WOC** Find First 1 of 1 Last

Effective Date 04/01/2015 **Go To Row**

Effective Sequence 0 Action Transfer

HR Status Active Reason Code Competitive Open Appt

Payroll Status Active Job Indicator Secondary Job

Current

Option Code:  Salary Authority: MAP MAPE

Special Program:  Leave Authority: PE1 MAPE Emp Eligible For Leave

**Work Out of Class -- Requires WOC Rate Code on Compensation**

WOC Job Code SetID:	Salary Admin Plan:
Jobcode:	Grade:
Appointment End Date:	Step:

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | W

All Search  >> Advanced Search [Last Search Results](#)

Employment Information **Additional Employment Info**

**Miller, Paula** Employee Empl ID 00074301 Empl Record 2

**Organizational Instance** ?

Organizational Instance Rod 0	Original Start Date 05/14/1997	<input type="checkbox"/> Override
Last Start Date	First Start Date	
Termination Date		

**Organizational Assignment Data** ?

**Additional Assignment Record**

Home/Host Classification Home	Years	Months	Days
Company Seniority Date 04/01/2015 <input type="checkbox"/> Override	0	0	0
Service Date 04/01/2015 <input type="checkbox"/> Override	0	0	0
Probation Date 10/01/2015 <input type="text"/>			
Anniversary/Progression Date <input type="text"/>	Last Verification Date <input type="text"/>		
Business Title Management Analyst 3	Position Phone		

USA

Owns 5% (or More) of Company  
Appointment End Date

Accrue Tenure Services  
Service Calculation Group

Contract Length Not Applicable

FTE for Tenure Accrual

FTE for Flex Service Accrual

Job Data Employment Data **Benefits Program Participation**

State Of Minnesota Home | Work

All Search  >> Advanced Search [Last Search Results](#)

Employment Information **Additional Employment Info**

**Miller, Paula** Employee Empl ID 00074301 Empl Record 2

Agency Use Date:  Barg Unit Seniority Date:  Seniority Tie Breaker:

Agency Seniority Date: 04/01/2015 Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase: 04/01/2018 Layoff Notice Date:  Security Clearance Type:

Email Address:

**Work Phones** Find | View All First 1 of 1 Last

Phone Type:

Telephone:  Extension:

Job Data Employment Data **Benefits Program Participation**

Benefits Program Participation component:

State Of Minnesota Home | W

All Search >> Advanced Search Last Search Results

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Benefit Program Participation

**Miller, Paula** Empl ID 00074301  
Employee Empl Record 2

**Benefit Status** Find First 1 of 1 Last

Benefit Record Number 0 Go To Row

Effective Date 04/01/2015

Effective Sequence 0 Action Transfer

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Secondary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate  USD

---

**Benefits Administration Eligibility** ?

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contrbtn

Salary Authority MAP MN Assoc of Professional Empl Barg Unit Elig Fid 8

Retirement Code AA MSRS

Benefits STATE STATE Suppl Ret

**Benefit Program Participation** Find | View All First 1 of 1 Last

Effective Date 02/25/2008 Currency Code USD

Benefit Program DFT Default Benefit Program

[Job Data](#)    [Employment Data](#)    [Benefits Program Participation](#)

ACTION	RESULT
1. Click <ul style="list-style-type: none"> <li>Several warning messages may appear. Click <b>OK</b> on the warning messages.</li> <li>If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p> <p>The effective date of the concurrent job displays in the Company Seniority Date and Service Date fields, view-only</p>
2. On the menu, select <b>Job Data</b> , because you need to fix some dates that filled in when you saved.	Job Data search page displays
3. Enter the <b>EmplID</b> of the concurrent job you added.	000743 __ (substituting your two-digit code for the blanks)
4. Enter the <b>Empl Rcd Nbr</b> of the concurrent job you added.	1
5. Click	Job Data component displays for Empl Rcd# 1

ACTION	RESULT
6. Make sure <b>Empl Rcd#1</b> is displayed. Scroll down and select the <b>Employment Data</b> component link.	Employment Information page displays

State Of Minnesota Home

All Search Advanced Search Last Search Results

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Employment Information Additional Employment Info

**Miller, Paula** Empl ID 00074301  
Employee Empl Record 2

**Organizational Instance** ?

Organizational Instance Rcd 0	Original Start Date 05/14/1997	<input type="checkbox"/> Override
Last Start Date	First Start Date	
Termination Date		

**Organizational Assignment Data** ?

**Additional Assignment Record**

Home/Host Classification Home	Years	Months	Days
Company Seniority Date 05/14/1997 <input type="text"/> <input checked="" type="checkbox"/> Override	17	10	18
Service Date 05/14/1997 <input type="text"/> <input checked="" type="checkbox"/> Override	0	0	0
Probation Date 10/01/2015 <input type="text"/>			
Anniversary/Progression Date <input type="text"/>	Last Verification Date <input type="text"/>		
Business Title Management Analyst 3	Position Phone		

USA

Owns 5% (or More) of Company  
Appointment End Date

Accrue Tenure Services  
Service Calculation Group

Contract Length Not Applicable

FTE for Tenure Accrual

FTE for Flex Service Accrual

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
Company Seniority Date	05/14/1997
Service Date	05/14/1997
Override check boxes next to Company Seniority Date and Service Date	Always keep the check boxes "on"

ACTION	RESULT
1. Click  Save <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	Saved displays briefly in the upper-right corner
2. For this exercise, there are no changes to Personal Data.	

ACTION	RESULT
3. For this exercise, you will not create or modify a work schedule.	

**VIEW MULTIPLE JOBS SUMMARY**

**EXERCISE**

**Resources**

You may use these resources in completing this exercise:

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

**Directions**

View Paula Miller’s multiple jobs, using the data shown below.

Hint: The path is **Workforce Administration > Job Information > Review Job Information > Multiple Jobs Summary**.

FIELD NAME	DATA
Employee ID	000743 __ (substituting your two-digit code for the blanks)
Empl Rcd Nbr	Blank

## SOLUTION

Your page should resemble the following page.

**State Of Minnesota** All Search >> Advanced Search Last Search Results

Multiple Jobs

### Multiple Jobs Summary

Miller,Paula Person ID 00074301

Multiple Jobs Find | View All First 1 of 2 Last

As Of Date 02/25/2008

Job Information Personalize | Find | View All

Employee	Position Data	Job Information		
Empl Record	Pay Status	Job Indicator	Effective Date	Sequence
0	Active	Primary Job	10/19/2002	0
1	Active	Primary Job	02/25/2008	0

Save Return to Search Previous in List Next in List Notify

## REVIEW QUESTIONS

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

1. What is a definition of a concurrent job? (select one)
  - a. A job a State employee holds with another employer.
  - b. An elective office the employee holds that requires time off to attend to official duties.
  - c. A job appointment, with the State, that exists in addition to and at the same time as an employee's initial job(s).
  - d. The job the employee held prior to holding the current job.
  
2. What is the path you use to add a concurrent job?
  - a. Workforce Administration > Job Information > Add Concurrent Job
  - b. Workforce Administration > Job Information > Add a Person
  - c. Workforce Administration > Job Data > Add Concurrent Job
  - d. Workforce Administration > Administer Flexible Service > Add Concurrent Job
  
3. When you are processing a concurrent job, you should always do which of the following?
  - a. Give the employee a raise.
  - b. Always ensure that the pay grade of the new job is at or below the pay grade of the other job(s) the employee holds.
  - c. Contact Labor Relations to ensure that the new job is appropriate for the employee.
  - d. Contact the other agency(ies) to determine the employee's benefit eligibility and primary job.
  
4. How can you tell, through SEMA4, if an employee has a concurrent job?
  - a. Each page of the employee's job record will display "Concurrent Job."
  - b. There is more than one employment record for the employee.
  - c. Each page of the employee's job record will display "Concurrent Appointment."
  - d. Look at Job Data Notepad information.

5. When you add a concurrent job, the system puts the effective date in the Company Seniority Date and Service Date fields. You need to fix the data in these fields. Once the Override check boxes for Company Seniority Date and Service Date are “on”, you must keep them “on”.
  - a. True
  - b. False
  
6. When adding a concurrent job, should you enter the work e-mail address and work phone number on the Additional Employment Info page?
  - a. Yes
  - b. No; it fills in automatically

## REVIEW ANSWERS

Check your answers to the review questions.

1. What is a definition of a concurrent job? (select one)
  - c. A job appointment, with the State, that exists in addition to and at the same time as an employee's initial job(s).
2. What is the path you use to add a concurrent job?
  - a. Workforce Administration > Job Information > Add Concurrent Job
3. When you are processing a concurrent job, you should always do which of the following?
  - d. Contact the other agency(ies) to determine the employee's benefit eligibility and primary job.
4. How can you tell, through SEMA4, if an employee has a concurrent job?
  - b. There is more than one employment record for the employee.
5. When you add a concurrent job, the system puts the effective date in the Company Seniority Date and Service Date fields. You need to fix the data in these fields. Once the Override check boxes for Company Seniority Date and Service Date are “on”, you must keep them “on”.
  - a. True
6. When adding a concurrent job, should you enter the work e-mail address and work phone number on the Additional Employment Info page?
  - a. Yes

Pull out these pieces from this topic:

- *Things to Consider Before You Enter Data*, at the beginning of the Concurrent Jobs topic
- *SEMA4 Tips*, located before the Exercise in this topic

Whenever you need to add a concurrent job, refer to *Things to Consider Before You Enter Data*. After entering the concurrent job, check your work using *SEMA4 Tips*.

Continue to the next topic, *Rehire*.

## Introduction

Use the Rehire action when a former state employee, with a SEMA4 record, returns to work.

If the employee is in a department for which you do not have security access, you start by processing a department ID change.

## THINGS TO CONSIDER BEFORE YOU ENTER DATA

### REHIRE

To save time and improve accuracy, consider these items *before* processing a rehire in SEMA4.

- Make sure all information on the position record is accurate, such as business unit, department, and location.
- Don't use the reason of reinstatement if the employee has never been in the job class before. Check employee history for the last four years, to find out if the employee has served in the classification.
- Determine whether or not you have security clearance to the employee's record. If not, process an employee department ID change before entering the rehire.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

### ACCESS SEMA4 HELP

Complete the following steps to view SEMA4 Help for completing a rehire.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Rehire</b> .	Rehire - Reason Codes page displays

ACTION	RESULT
4. Scroll to look at all the reason codes associated with the Rehire action.	
5. Click  next to Competitive Open Appointment (COM).	A pop-up box with a hint appears
6. Read the hint.	
7. Click again.	The hint disappears
8. Select <b>Competitive Open Appointment (COM)</b> .	Rehire - Competitive Open Appointment - Check List page displays
9. Scroll down. Click the <b>Update the employee's record</b> link.	Updating an Employee Record – Tasks page displays
10. Scroll down. Click the <b>Work Location</b> link.	Add/Update an Effective-Dated Row and Select an Action and Reason Code (Work Location ) - Steps
11. Click the Back button several times until you see the check list again.	Rehire - Competitive Open Appointment - Check List displays
12. Scroll down the page.	
13. Click the <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> link. Notice the requirements for these fields: <ul style="list-style-type: none"> <li>• Leave Accrual Date</li> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> </ul>	A pop-up box listing critical fields displays
14. Exit Help.	

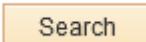
## PROCESS A REHIRE

In this walk-through, you will process a rehire. A former temporary Pollution Control Specialist for the Pollution Control Agency left state service in 1998 after one year of employment. He now qualifies and has accepted a classified Pollution Control Specialist position for the same agency. You have security clearance to the job and position records. You have already done the following:

- Verified that the employee is on the appropriate certified eligible list
- Reviewed the policies and procedures
- Referred to bargaining agreements or compensation plans for specific details on salary assignments
- Reviewed the new position record
- Looked up the employee ID

The action is **Rehire** because you are appointing a separated employee who has a job record in SEMA4.

Keep this reference handy: Special Eligibility Codes – Reference.

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Job Data</b> .	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 000987 __ __ (substituting your two-digit code for the blanks) and click 	<b>Work Location</b> page displays
4. Make sure the current row you want to copy is displayed. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

The steps for processing a rehire are similar to the steps for processing a hire. Abbreviated steps will be shown below. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need detail and field definitions.

Begin on the **Work Location** page.

State Of Minnesota Home W

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Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

**Macki, Harold** Empl ID 00098701  
Employee Empl Record 0

Work Location Find First 1 of 3 Last

\*Effective Date  Go To Row + -

Effective Sequence  \*Action Rehire

HR Status Active Reason COM Competitive Open Appt

Payroll Status Active \*Job Indicator Primary Job

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Position Number  Pollution Control Specialist Current

Position Entry Date   Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit R32MP Pollution Cntrl-MAPE

Department R323243 Supr: Monitoring Unit

Department Entry Date

Location R3210 Lafayette-Main Office

Establishment ID  Lafayette-Main Office Date Created 08/09/2012

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Expected Job End Date

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<b>1. Effective Date</b> <ul style="list-style-type: none"> <li>This is the date the rehire takes effect.</li> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	04/02/2015
<b>2. Action</b>	Rehire
<b>3. Reason</b>	COM, Competitive Open Appt
<b>4. Position Number</b> <ul style="list-style-type: none"> <li>If this is a different position number, just type the number and press <b>Tab</b>.</li> <li>If the position number is the same, to get the current data to fill in: Write down the Position Entry Date. Highlight the position number and press the <b>Delete</b> key. Press <b>Tab</b>. Type the position number and press <b>Tab</b> again. Re-enter the Position Entry Date.</li> </ul>	00000606, Pollution Control Specialist  Position data fills in from the position record

FIELD NAME	DATA
<b>5. Position Entry Date</b> <ul style="list-style-type: none"> <li>If this doesn't equal the effective date the employee was first assigned or reassigned to the position number, the employee will not appear in Position History.</li> </ul>	04/02/2015
<b>6. Establishment ID</b>	R3210

Select the **Job Information** page.

State Of Minnesota Home | W

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

**Macki, Harold** Empl ID 00098701  
Employee Empl Record 0

**Job Information** Find First 1 of 3 Last

Effective Date 04/02/2015 Go To Row

Effective Sequence 0 Action Rehire

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Primary Job

Current

Job Code 000858 Pollution Control Specialist

Entry Date 04/02/2015

Supervisor ID

Reports To

Regular/Temporary Unlimited Full/Part Full-Time

Empl Class Probatnry  \*Officer Code Non-Manager

Regular Shift Day Shift Rate

Classified Ind Classified Shift Factor

**Standard Hours** ?

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000			

**Contract Number** ?

Contract Number  Next Contract Number

Contract Type

USA

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<b>1. Entry Date</b> <ul style="list-style-type: none"> <li>Change the date if necessary, to indicate the date the employee entered this job code.</li> </ul>	04/02/2015
<b>2. Regular/Temporary</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Unlimited
<b>3. Full/Part</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Full-Time

FIELD NAME	DATA
4. <b>Empl Class</b>	Probatry
5. <b>Officer Code</b> <ul style="list-style-type: none"> <li>Review benefit eligibility and select the appropriate code.</li> </ul>	Non Manager
6. <b>Classified Ind</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Classified
7. <b>Standard Hours</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	40.00
8. <b>FTE</b> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	1.000000

Select the **Job Labor** page.

State Of Minnesota Home | Worklist | Add to Favorites

New Window |

Work Location | Job Information | **Job Labor** | Payroll | Salary Plan | Compensation | Leave /WQC

Macki, Harold Empl ID 00098701  
Employee Empl Record 0

Labor Information Find First 1 of 3 Last

Effective Date 04/02/2015 Go To Row

Effective Sequence 0 Action Rehire

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Primary Job

Current

Bargaining Unit 214

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code MAP MN Assoc of Professional Emplo

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
			<input type="checkbox"/>	

Recalculate Seniority Dates

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<b>1. Bargaining Unit</b> <ul style="list-style-type: none"> <li>View the field for accuracy. This data filled in from the position record.</li> </ul>	214
<b>2. Union Code</b> <ul style="list-style-type: none"> <li>View the field for accuracy. This data filled in from the position record.</li> </ul>	MAP

Select the **Payroll** page.

State Of Minnesota Home | W

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | Leave/WQC

Macki, Harold Empl ID 00098701  
Employee Empl Record 0

Payroll Information Find First 1 of 3 Last

Effective Date 04/02/2015 Go To Row  
 Effective Sequence 0 Action Rehire  
 HR Status Active Reason Competitive Open Appt  
 Payroll Status Active Job Indicator Primary Job Current

Payroll for North America

Pay Group P11 Pollution Control  
 Employee Type H Hourly Holiday Schedule NONE No Holiday  
 Tax Location Code MN Minnesota  
 GL Pay Type FICA Status Subject  
 Combination Code Edit ChartFields

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<b>1. Pay Group</b> <ul style="list-style-type: none"> <li>Pay Group does <i>not</i> change after the initial hire. This field is view-only. It's okay if the description next to the code is for a different agency; you can't change it.</li> </ul>	P11
<b>2. Holiday Schedule</b>	HOL
<b>3. Employee Type</b>	H
<b>4. Tax Location Code</b>	MN
<b>5. FICA Status</b>	Subject

Select the **Salary Plan** page.

State Of Minnesota Home | Work

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[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | **[Salary Plan](#)** | [Compensation](#) | [Leave /WQC](#)

**Macki, Harold** Empl ID 00098701  
 Employee Empl Record 0

**Salary Plan** Find | View All | First 1 of 3 Last

Effective Date 04/02/2015 [Go To Row](#)  
 Effective Sequence 0 Action Rehire  
 HR Status Active Reason Competitive Open Appt  
 Payroll Status Active Job Indicator Primary Job

---

Salary Admin Plan 14G Grade Entry Date 04/02/2015 [B1](#)  
 Grade 05 Step Entry Date 04/02/2015 [B1](#)  
 Step 4  Includes Wage Progression Rule

[Job Data](#) | [Employment Data](#) | [Benefits Program Participation](#)

FIELD NAME	DATA
1. <b>Grade Entry Date</b>	Accept default
2. <b>Step</b>	4
3. If you entered a step value, click  (refresh).	
4. <b>Step Entry Date</b>	04/02/2015

Select the **Compensation** page.

State Of Minnesota Home Worklist

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Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Leave /WOC

**Macki, Harold** Empl ID 00098701  
Employee Empl Record 0

**Compensation** Find First 1 of 3 Last

[Go To Row](#)

Effective Date 04/02/2015 Action Rehire

Effective Sequence 0 Reason Competitive Open Appt

HR Status Active Job Indicator Primary Job

Payroll Status Active

Current

---

Compensation Rate 17.530000 Frequency H Hourly Annual Rate 38,602.640

**Pay Components** Personalize Find 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	17.530000	USD	H	

[Calculate Compensation](#)

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Rate Code</b></p> <ul style="list-style-type: none"> <li>Refer to the <i>Off Step Rate Codes – Reference</i>, for the definition of each code.</li> </ul>	ONSTEP
<p>2. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	17.53
<p>3. Click </p>	The employee's total compensation rate displays
<p>4. <b>Compensation Rate</b> (located below <b>Action/Reason</b>)</p> <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	17.53

Select the **Leave/WOC** page.

State Of Minnesota Home | Workli

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[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | **[Leave /WOC](#)**

**Macki, Harold** Employee Empl ID 00098701 Empl Record 0

Job Option / Leave / WOC Find First 1 of 3 Last

[Go To Row](#)

Effective Date 04/02/2015  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active

Action Rehire  
 Reason Code Competitive Open Appt  
 Job Indicator Primary Job

Current

Option Code:  
 Special Program:

Salary Authority:  MAPE  
 Leave Authority:  MAPE Emp Eligible For Leave

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](#)

FIELD NAME	DATA
1. <b>Special Program</b>	Leave blank
2. <b>Salary Authority</b>	MAP
<ul style="list-style-type: none"> <li>Review the field and change the value if necessary. Data does <i>not</i> fill in from the position record.</li> </ul>	
3. <b>Leave Authority</b>	PE1

For this example, Job Data Notepad comments are not needed.

Select the **Employment Data** component link.

The **Employment Information** page displays.

State Of Minnesota Home | Wo

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Employment Information Additional Employment Info

**Macki, Harold** Empl ID 00098701  
Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0 Original Start Date 01/08/1997  Override  
 Last Start Date 03/10/2008 First Start Date 01/08/1997  
 Termination Date

**Organizational Assignment Data** ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	04/02/2015 <input type="text"/> <input checked="" type="checkbox"/> Override	7	0	23
Service Date	01/08/1997 <input type="text"/> <input checked="" type="checkbox"/> Override	18	2	25
Probation Date	10/02/2015 <input type="text"/>			
Anniversary/Progression Date	04/02/2015 <input type="text"/>	Last Verification Date <input type="text"/>		
Business Title	Pollution Control Specialist			
Position Phone				

USA

Owns 5% (or More) of Company Appointment End Date  Contract Length Not Applicable

Accrue Tenure Services Service Calculation Group  FTE for Tenure Accrual   
FTE for Flex Service Accrual

---

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Company Seniority Date</b></p> <ul style="list-style-type: none"> <li>Enter the starting date of the employee’s most recent <i>continuous</i> service at the state. If the employee <i>left state service</i> and is rehired, click the <b>Override</b> check box and enter the effective date of the rehire.</li> <li>This is the employee’s state seniority date.</li> <li>The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</li> <li>Keep the <b>Override</b> check box selected, to avoid losing the date you entered.</li> </ul>	<p>04/02/2015</p>

FIELD NAME	DATA
<p><b>2. Service Date</b></p> <ul style="list-style-type: none"> <li>Do not change this date due to breaks in service or rehiring. Agencies maintain this date according to their own service award policies.</li> </ul>	01/08/1997
<p><b>3. Probation Date</b></p>	10/02/2015
<p><b>4. Last Verification Date</b></p> <ul style="list-style-type: none"> <li>Complete this field if your agency tracks it. This is the most recent date the employee verified personal data.</li> </ul>	Leave blank
<p><b>5. Anniversary/Progression Date</b></p> <ul style="list-style-type: none"> <li>If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction.</li> <li>The anniversary or progression date is a <i>specific date</i> from which the Eligible for Next Increase date is calculated for all progression (also known as “step”) increases.</li> </ul>	04/02/2015
<p><b>6. Appointment End Date</b></p>	Blank

Select the **Additional Employment Info** page.

State Of Minnesota Home | W

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Employment Information **Additional Employment Info**

**Macki, Harold** Employee Empl ID 00098701 Empl Record 0

Agency Use Date:  Barg Unit Seniority Date:  Seniority Tie Breaker:

Agency Seniority Date:  Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase:  Layoff Notice Date:  Security Clearance Type:

Email Address:

**Work Phones** Find | View All First 1 of 1 Last

Phone Type:

Telephone:  Extension:

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

FIELD NAME	DATA
1. Agency Use Date	Leave blank
2. Barg Unit Seniority Date	Leave blank
3. Seniority Lot Number	Leave blank
4. Agency Seniority Date <ul style="list-style-type: none"> <li>Enter the date the employee started <i>continuous</i> employment with the current agency (example: Pollution Control Agency). 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).</li> </ul>	04/02/2015
5. Eligible for Next Increase	04/02/2016
6. Security Clearance Type <ul style="list-style-type: none"> <li>For most employees, select Not Required.</li> <li>Select the value 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. This value should be used only by select agencies such as Public Safety.</li> </ul>	0

FIELD NAME	DATA
7. <b>Email Address</b>	harold.macki@state.mn.us
<ul style="list-style-type: none"> <li>Be sure to enter the work e-mail address.</li> </ul>	
8. <b>Phone Type</b>	Main Business
9. <b>Telephone</b>	651/555-4455
<ul style="list-style-type: none"> <li>Be sure to enter the work telephone number.</li> </ul>	
10. <b>Extension</b>	Leave blank

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

The **Benefit Program Participation** page displays.

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Benefit Program Participation

**Macki, Harold** Empl ID 00098701  
Employee Empl Record 0

**Benefit Status** Find First 1 of 3 Last

[Go To Row](#)

Benefit Record Number 0

Effective Date 04/02/2015

Effective Sequence 0 Action Rehire

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Primary Job

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Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate  USD

**Benefits Administration Eligibility** ?

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contrbtn

Salary Authority  MN Assoc of Professional Empl Barg Unit 214 Elig Fld 8

Retirement Code  MSRS SEGIS

Benefits  STATE Suppl Ret

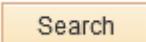
**Benefit Program Participation** Find | View All First 1 of 1 Last

Effective Date 01/08/1997 Currency Code

Benefit Program DFT

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Annual Benefits Base Rate</b></p> <ul style="list-style-type: none"> <li>For all agencies except MnSCU, accept the displayed value. SEMA4 automatically updates this field for all agencies except MnSCU.</li> <li>MnSCU users should review the value in this field, and change the value in SCUPPS if it is incorrect.</li> </ul>	Leave unchanged
2. <b>Salary Authority</b>	Leave unchanged
3. <b>Retirement Code</b>	AA
4. <b>Benefits</b>	STATE
<p>5. <b>Spec Elig</b></p> <ul style="list-style-type: none"> <li>Refer to the <i>Special Eligibility Codes – Reference</i> for the definition of each code.</li> </ul>	MF12
6. <b>Effective Date</b> and <b>Benefit Program</b> fields in the Benefits Program Participation group box	Leave unchanged

ACTION	RESULT
<p>1. Click </p> <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> <li>If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.</li> </ul>	Saved displays briefly in the upper-right corner
2. Normally, you would create or modify a work schedule for the new appointment. For this walk-through, we will not create or modify a work schedule.	
3. In the menu, select <b>Workforce Administration &gt; Personal Information &gt; Modify a Person</b> .	The Personal Information search page displays with the Empl ID of the same employee
4. Click 	The <b>Biographical Details</b> page displays

Next, you will update the **Leave Accrual Date** field.

State Of Minnesota All  >> [Advanced Search](#) [Last Search](#)

[Biographical Details](#) [Contact Information](#) [Regional](#)

**Macki, Harold** Person ID 00098701

**Name** Find | View All First 1 of 1 Last

\*Effective Date  31 + -

Format Type English

Display Name Macki, Harold Edit Name

**Biographic Information**

Date of Birth  31 Years 54 Months 7 View Pandemic Questionnaire

Date of Death  31 Pandemic Work Avail

Birth Country  31

Birth Location  31 Leave Accrual Date:  31

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date  31 + -

\*Gender

\*Highest Education Level

\*Marital Status  As of  31

Language Code

Alternate ID

Full-Time Student

**National ID** Personalize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
<input type="text" value="USA"/> <span>31</span>	<input type="text" value="Social Security Number"/>	<input type="text" value="454-88-2401"/>	<input checked="" type="checkbox"/> <span>+ -</span>

FIELD NAME	DATA
<p>1. <b>Leave Accrual Date</b></p> <ul style="list-style-type: none"> <li>You may need to adjust this date for a rehire. Check the applicable contract or compensation plan to determine the appropriate adjustment to leave accrual date. Agency staff are responsible for updating this field.</li> <li>This date indicates when an employee can start accruing leave, if eligible.</li> <li>For this example, the employee left state service more than four years ago, so is not eligible to be credited with service prior to separation.</li> </ul>	04/02/2015

ACTION	RESULT
1. Verify, and if necessary modify, information in the Biographical component. For this walk-through, there are no changes.	No changes needed
2. Click  Save <ul style="list-style-type: none"> <li>• A warning appears. Read the message and click <b>OK</b>.</li> <li>• If a system-required field is empty or entered incorrectly, complete or fix the field and save again.</li> </ul>	Saved displays briefly in the upper-right corner
3. You would also need to create or modify a work schedule for the employee. For this walk-through, do not enter a work schedule.	

## SEMA4 TIPS

### REHIRE

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

- ✓ Check on the Leave Accrual Date, to be sure it is accurate.
- ✓ Make sure you have inserted a new effective-dated row.
- ✓ Be sure the up-to-date position data displays. (If the position number is the *same*, to get the current position data to fill in, highlight the existing position number and press the **Delete** key; then press **Tab**. Type the same position number and press **Tab** again. If the position number is *different*, type the new number and press **Tab**.)
- ✓ Check the Entry Date for the job code, on the Job Information page.
- ✓ Enter the effective date of the rehire in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Enter the correct Appointment End Date or Probation Date, if necessary.
- ✓ Enter the employee's work Email Address.
- ✓ Check the employee's work Telephone number.
- ✓ Check the Company Seniority Date on the Employment Information page. Make sure it shows the starting date of the employee's most recent *continuous* service at the state. If the employee *left state service* before the rehire, enter the rehire effective date in this field.
- ✓ Check the Salary Authority for accuracy, and change it if necessary. This value does *not* fill in from the position record.
- ✓ Be sure the Security Clearance Type field contains the appropriate value.

## REVIEW QUESTIONS

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

1. When would you use the action Rehire? (Chose one.)
  - a. When a former employee of your agency is returning after working for another agency
  - b. When a former state employee, with a SEMA4 record, returns to work for the State
  - c. When an employee is returning from Military Leave
  - d. When an employee is transferring between branches of government
  
2. To process a rehire, you must enter employee-related data in which two components?
  - a. Job Data and Biographical
  - b. Job Data and Enroll in Course
  - c. Personal Data and Employee Event Summary
  - d. Employee Event Summary and Prior Work Experience
  
3. On which component would you verify and modify a rehired employee's personal information?
  - a. Multiple Jobs
  - b. Job Data Statewide
  - c. Biographical
  - d. Job Data
  
4. A probation date is entered under which condition? (Choose one.)
  - a. Whenever an employee is hired or rehired
  - b. When the employee's status is Temporary
  - c. When the employee's employment status is Probationary
  - d. When the employee holds an emergency appointment

## REVIEW ANSWERS

Check your answers to the review questions.

1. When would you use the action Rehire? (Chose one.)
  - b. When a former state employee, with a SEMA4 record, returns to work for the State
2. To process a rehire, you must enter employee-related data in which two components?
  - a. Job Data and Biographical
3. On which component would you verify and modify a rehired employee's personal information?
  - c. Biographical
4. A probation date is entered under which condition? (Choose one.)
  - c. When the employee's employment status is Probationary

Pull out these pieces from this topic:

- *Things to Consider Before You Enter Data*, at the beginning of the Rehire topic
- *SEMA4 Tips*, located before the Review Questions in the Rehire topic

Whenever you need to process a rehire, refer to *Things to Consider Before You Enter Data*. After entering the rehire, check your work using *SEMA4 Tips*.

You have completed Section B of Employee Maintenance!

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