

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

**Section C**

Promotion, Demotion, Transfer, Movement..... C-2

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 C

# Promotion, Demotion, Transfer, Movement

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### Introduction

In this topic, you will practice processing promotion, demotion, transfer, and movement transactions in SEMA4.

### THINGS TO CONSIDER BEFORE YOU ENTER DATA

#### PROMOTION, DEMOTION, TRANSFER, MOVEMENT

To save time and improve accuracy, consider these items *before* entering a promotion, demotion, transfer, or movement in SEMA4.

- Refer to the bargaining unit contract or plan regarding language on promotion, demotion, or transfer eligibility, as they may vary.
- Verify the salary information.
- Compare the compensation of the current job with the new job. Identify whether the transaction is a promotion, demotion, transfer, or movement. If you need help, review Administrative Procedure 15.6, Transfers/Demotions/Promotions. Also, check the Glossary in SEMA4 Help.
- For a promotion, verify that the amount of the increase does not exceed the maximum of the range or salary limits in contracts and plans.
- For a movement, for the purpose of determining salary, apply the same formula as promotion, demotion or transfer.
- Check the position record to make sure the information is accurate, especially: Job Code, Status, Department, Location, Business Unit, Title, Seniority Unit, Reg/Temp, Full/Part Time, Standard Hours, Classified Indicator, FTE, and Not To Exceed Date. Check the Position Funding.
- Choose the appropriate Action and Reason. Refer to the check lists in SEMA4 Help.
- If compensation is off step, be sure the Rate Code is correct.
- Add notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.
- Figure out the Eligible For Next Increase date.
- If you do not have security clearance to the employee's record, process a department ID change before entering the transaction.

## Promotion

Use the Promotion action to appoint an employee with permanent or probationary status to a position with permanent or probationary status in a higher job class. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Some examples of promotions are:

- Competitive Open Appointment
- Agency Competitive Placement

## Compare Promotion to Movement

Select Promotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

## ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find out how to process a promotion.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. Click <b>Promotion</b> .	Promotion – Reason Codes page displays
4. Click  next to Agency Competitive Placement (ACP). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop up box with a hint appears
5. Click again.	The hint disappears
6. Click <b>Agency Competitive Placement (ACP)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li><li>• Notice the reason code, ACP.</li></ul>	Promotion - Agency Competitive Placement – Check List displays
7. Click <b>Hires: Unlimited Classified Positions Operating Policy and Procedures</b> .	Operating Policy and Procedure page displays
8. Click the Back button on the browser.	Check list appears again

ACTION	RESULT
<p>9. Scroll down. Click <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction.</b>  Notice the fields that have required values:</p> <ul style="list-style-type: none"> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> </ul>	<p>A pop-up box displays, listing fields with required values</p>
<p>10. Click the Back button.</p>	<p>Promotion – Reason Codes page displays</p>
<p>11. Agency Competitive Placement is not the only reason code for the Promotion action. Look at some other lightning-quick hints, for descriptions of other reason codes.</p>	<p>Hints display</p>
<p>12. Exit SEMA4 Help.</p>	

## PROCESS A PROMOTION

In this walk-through, you will process a promotion.

Dana Cooper, a Management Analyst 2, is being promoted to Management Analyst 3. You have security clearance to the job and position records. You have viewed the position record of Dana's new position, and it does not require any changes.

The action is **Promotion** because the employee is in permanent or probationary status, and is being appointed to a higher job class, in permanent or probationary status. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

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 000667__ (substituting your two-digit code for the blanks) and click 	<b>Work Location</b> page displays information for Dana J. Cooper
4. Be sure that the current or future row you want to copy displays.	For this example, the current row is displayed
5. To insert a row of information, click 	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

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

Begin with 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

**Cooper, Dana J** Empl ID 00066701  
Employee Empl Record 0

Work Location Find First 1 of 3 Last

\*Effective Date  Go To Row

Effective Sequence  \*Action Promotion

HR Status Active Reason ACP Agency Competitive Placement

Payroll Status Active \*Job Indicator Primary Job

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Position Number  Management Analyst 3 Current

Position Entry Date   Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit H55MP Human Svcs-MAPE

Department H55M300 Financial Management

Department Entry Date

Location H551S Department of Human Services

Establishment ID  Department of Human Services Date Created 08/14/2012

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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>Enter the first day of the promotion.</li> <li>If a warning message displays, verify the effective date.</li> </ul>	04/02/2015
<b>2. Action</b> <ul style="list-style-type: none"> <li>Select Promotion.</li> </ul>	Promotion
<b>3. Reason</b> <ul style="list-style-type: none"> <li>Select the appropriate reason.</li> </ul>	ACP, Agency Competitive Placement
<b>4. Position Number</b> <ul style="list-style-type: none"> <li>Enter or look up the new position number. Press <b>Tab</b>.</li> </ul>	00030002
<b>5. Position Entry Date</b> <ul style="list-style-type: none"> <li>This is the date the position number was assigned to the employee.</li> </ul>	04/02/2015
<b>6. Establishment ID</b> <ul style="list-style-type: none"> <li>Use the Look Up page to select a value.</li> </ul>	H5542

Select the **Job Information** page.

State Of Minnesota Home | Worki

All Search Advanced Search | Last Search Results

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

**Cooper, Dana J** Empl ID 0006701  
 Employee Empl Record 0

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

Effective Date 04/02/2015 Go To Row  
 Effective Sequence 0 Action Promotion  
 HR Status Active Reason Agency Competitive Placement  
 Payroll Status Active Job Indicator Primary Job

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Job Code 000893 Management Analyst 3  
 Entry Date 04/02/2015 Current

Supervisor ID Dir Agricultural Lab  
 Reports To 00000001  
 Regular/Temporary Unlimited Full/Part Full-Time  
 Empl Class Probatny \*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

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

FIELD NAME	DATA
<p>1. <b>Entry Date</b></p> <ul style="list-style-type: none"> <li>Change the job code entry date, if necessary. This is the date the job code was assigned to the employee record.</li> <li>This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. <b>Be sure this date is accurate.</b></li> </ul>	04/02/2015
<p>2. <b>Regular/Temporary</b></p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record. For Promotion – Agency Competitive Placement, it must be Unlimited or Seasonal.</li> <li>This field affects employee insurance eligibility.</li> </ul>	Unlimited

FIELD NAME	DATA
<p><b>3. Full/Part</b></p> <ul style="list-style-type: none"> <li>• View for accuracy. Data came from the position record.</li> <li>• This field affects employee insurance eligibility.</li> </ul>	Full-Time
<p><b>4. Empl Class</b></p> <ul style="list-style-type: none"> <li>• For a promotion, you must select Probatnry or Permanent.</li> </ul>	Probatnry
<p><b>5. Officer Code</b></p> <ul style="list-style-type: none"> <li>• Review the employee's benefit eligibility and select the appropriate value.</li> <li>• This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.</li> </ul>	Non-Manager
<p><b>6. Classified Indc</b></p> <ul style="list-style-type: none"> <li>• Check for accuracy. This data came from the position record. For Promotion – Agency Competitive Placement, it must be Classified</li> </ul>	Classified
<p><b>7. Standard Hours</b></p> <ul style="list-style-type: none"> <li>• Check for accuracy. This data came from the position record.</li> <li>• A change in standard hours can affect insurance eligibility and will change the FTE.</li> </ul>	40.00

Select the **Job Labor** page.

State Of Minnesota Home | Worklist | Add to Favorites | Help

All Search Advanced Search | Last Search Results

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

Cooper, Dana J Empl ID 00006701  
Employee Empl Record 0

**Labor Information** Find | First 1 of 3 | Last

Effective Date 04/02/2015 [Go To Row](#)

Effective Sequence 0 Action Promotion

HR Status Active Reason Agency Competitive Placement

Payroll Status Active Job Indicator Primary Job

Current

Bargaining Unit 214

Labor Agreement

Labor Agreement Entry Dt 10/19/2002

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
<p><b>1. Bargaining Unit</b></p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> <li>This field affects employee insurance eligibility.</li> </ul>	214
<p><b>2. Union Code</b></p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> <li>This field affects employee insurance eligibility.</li> </ul>	MAP

Select the **Payroll** page.

State Of Minnesota Home | W

All Search Advanced Search Last Search Results

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

Cooper, Dana J Empl ID 00066701  
Employee Empl Record 0

Payroll Information Find First 1 of 3 Last

Effective Date 04/02/2015 Go To Row

Effective Sequence 0 Action Promotion

HR Status Active Reason Agency Competitive Placement

Payroll Status Active Job Indicator Primary Job Current

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Payroll for North America

Pay Group P16 Human Services

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
<p>1. <b>Pay Group</b></p> <ul style="list-style-type: none"> <li>This field is view-only and cannot be changed after the record was created. You can ignore the value displayed.</li> </ul>	Accept default
<p>2. <b>Holiday Schedule</b></p> <ul style="list-style-type: none"> <li>Select the appropriate value. If the employee is not eligible for holidays, select NONE – No Holiday Schedule.</li> </ul>	HOL
<p>3. <b>Employee Type</b></p> <ul style="list-style-type: none"> <li>Select hourly or salaried.</li> </ul>	H
<p>4. <b>Tax Location Code</b></p> <ul style="list-style-type: none"> <li>Accept the default MN; if the work location is outside of Minnesota, select the correct state.</li> </ul>	MN
<p>5. <b>FICA Status</b></p> <ul style="list-style-type: none"> <li>Accept the default or select a value.</li> </ul>	Subject

Select the **Salary Plan** page.

State Of Minnesota Home | Wo

All Search Advanced Search Last Search Results

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

Cooper, Dana J Empl ID 00088701  
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 Promotion  
HR Status Active Reason Agency Competitive Placement  
Payroll Status Active Job Indicator Primary Job Current

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Salary Admin Plan 14G   
Grade 10   
Step 2   
 Includes Wage Progression Rule

Grade Entry Date 04/02/2015   
Step Entry Date 04/02/2015 

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Grade Entry Date</b></p> <ul style="list-style-type: none"> <li>Accept the displayed value.</li> </ul>	Accept default
<p>2. <b>Step</b></p> <ul style="list-style-type: none"> <li>If the compensation is on step, select the appropriate step for the promotion.</li> </ul>	2
<p>3. If a step value was entered, click  (refresh) in the toolbar.</p>	
<p>4. <b>Step Entry Date</b></p> <ul style="list-style-type: none"> <li>Enter the date the employee entered this step.</li> </ul>	04/02/2015

Select the **Compensation** page.

The screenshot shows the 'Compensation' page for Dana J. Cooper (Empl ID 00066701). The page includes a navigation bar with 'Compensation' selected. Key fields include: Effective Date (04/02/2015), Action (Promotion), HR Status (Active), Payroll Status (Active), and Compensation Rate (19.390000). Below these is a 'Pay Components' table with one row for 'ONSTEP' with a rate of 19.390000 USD. A 'Calculate Compensation' button is visible below the table.

FIELD NAME	DATA
<p>1. <b>Rate Code</b></p> <ul style="list-style-type: none"> <li>If you entered a step on the <b>Salary Plan</b> page, you will see rate code ONSTEP.</li> <li>If you did not enter a step on the <b>Salary Plan</b> page, select the appropriate rate code. Off step rate codes are defined in the <i>Off Step Rate Codes – Reference</i>.</li> <li>Commissioners Plan and Managers Plan employees are always off-step; their promotional increases are based on a percent, not steps.</li> </ul>	ONSTEP
<p>2. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>Verify the amount is correct. Rate code and comp rate filled in based on the step on the <b>Salary Plan</b> page.</li> </ul>	19.39
<p>3. Click </p>	The employee's total compensation rate displays
<p>4. <b>Compensation Rate</b> (displayed below the <b>Action</b> field)</p> <ul style="list-style-type: none"> <li>Verify the employee's total compensation rate.</li> </ul>	19.39

Select the **Leave/WOC** 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**

**Cooper, Dana J** Employee Empl ID 00066701 Empl Record 0

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

Effective Date 04/02/2015 Go To Row

Effective Sequence 0 Action Promotion

HR Status Active Reason Code Agency Competitive Placement

Payroll Status Active Job Indicator Primary Job Current

Option Code:  Salary Authority:  MAPE

Special Program:  Leave Authority:  MAPE - FT/PT Leave Eligible

**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
<p><b>1. Special Program</b></p> <ul style="list-style-type: none"> <li>Leave it blank or select a value.</li> <li>If the employee is appointed as a workers' compensation-related placement, select Workers' Compensation. If the employee is filling an essential position, select Essential. Do not select Not Available; this is for historical rows only.</li> </ul>	None
<p><b>2. Salary Authority</b></p> <ul style="list-style-type: none"> <li>Select the appropriate value.</li> <li>Data does <i>not</i> fill in from the position record. You have to review this field whenever you enter a position number, and change it if necessary.</li> </ul>	MAP
<p><b>3. Leave Authority</b></p> <ul style="list-style-type: none"> <li>Use the Lookup page to select the appropriate value.</li> <li>This is the set of rules governing an employee's eligibility for leave calculation, accrual, and usage.</li> </ul>	PE5

Select the **Employment Data** component link.

The **Employment Information** page displays.

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All Search > Advanced Search Last Search Results

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Employment Information | Additional Employment Info

**Cooper, Dana J** Empl ID 00066701  
Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0	Original Start Date 02/07/1996	<input type="checkbox"/> Override
Last Start Date 02/07/1996	First Start Date 02/07/1996	
Termination Date		

**Organizational Assignment Data** ?

Instance Record

Home/Host Classification Home	Years	Months	Days	
Company Seniority Date 02/07/1996 <input type="text"/> <input type="checkbox"/> Override	19	1	26	
Service Date 02/07/1996 <input type="text"/> <input checked="" type="checkbox"/> Override	19	1	26	
Probation Date 09/23/2008 <input type="text"/> <input type="checkbox"/> Override				
Anniversary/Progression Date 04/02/2015 <input type="text"/> <input type="checkbox"/> Override				Last Verification Date <input type="text"/> <input type="checkbox"/> Override
Business Title Management Analyst 3				Position Phone

USA

<input type="checkbox"/> Owns 5% (or More) of Company Appointment End Date <input type="text"/> <input type="checkbox"/> Override	Contract Length Not Applicable <input type="text"/> <input type="checkbox"/> Override
<input type="checkbox"/> Accrue Tenure Services Service Calculation Group <input type="text"/> <input type="checkbox"/> Override	FTE for Tenure Accrual <input type="text"/> <input type="checkbox"/> Override FTE for Flex Service Accrual <input type="text"/> <input type="checkbox"/> Override

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

FIELD NAME	DATA
<p><b>1. Probation Date</b></p> <ul style="list-style-type: none"> <li>If the Empl Class is Probationary, enter the date the probation ends.</li> </ul>	<p>09/23/2008</p>
<p><b>2. 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>	<p>04/02/2015</p>

FIELD NAME	DATA
<p><b>3. Last Verification Date</b></p> <ul style="list-style-type: none"> <li>Complete this field if your agency tracks this data. This is the most recent date the employee verified personal data.</li> </ul>	Blank
<p><b>4. Appointment End Date</b></p> <ul style="list-style-type: none"> <li>If applicable, enter the date that corresponds to the last day the employee will be on the job. The appointment end date, which pertains to the employee's job, must be the same as, or prior to, the Not To Exceed Date on the position record.</li> </ul>	Blank

Select the **Additional Employment Info** page.

State Of Minnesota Home | Wor

All Search Advanced Search Last Search Results

Employment Information **Additional Employment Info**

Cooper, Dana J Employee Empl ID 00086701 Empl Record 0

Agency Use Date:  Barg Unit Seniority Date:  Seniority Tie Breaker:  0

Agency Seniority Date:  02/07/1996 Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase:  04/02/2016 Layoff Notice Date:  Security Clearance Type:  0

Email Address:  dana.cooper@state.mn.us

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

Phone Type:  Main Business

Telephone:  651/555-9901 Extension:  0

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Agency Use Date</b></p> <ul style="list-style-type: none"> <li>Enter a date if it applies to the specific purpose set forth by your agency's policy.</li> </ul>	Blank
<p><b>2. Barg Unit Seniority Date</b></p> <ul style="list-style-type: none"> <li>Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.</li> </ul>	Blank

FIELD NAME	DATA
<p><b>3. Agency Seniority Date</b></p> <ul style="list-style-type: none"> <li>• Enter the date the employee started continuous employment with the current agency (example: Department of Human Services).</li> <li>• 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>	Accept displayed date
<p><b>4. Eligible for Next Increase</b></p> <ul style="list-style-type: none"> <li>• Enter the date the employee is eligible for an increase.</li> <li>• Check the contract or plan.</li> <li>• If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150).</li> </ul>	04/02/2016
<p><b>5. Security Clearance Type</b></p> <ul style="list-style-type: none"> <li>• For most employee's, 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>	0
<p><b>6. Email Address</b></p> <ul style="list-style-type: none"> <li>• Enter or verify the employee's email address at work. The insurance unit uses email to contact employees.</li> </ul>	dana.cooper@state.mn.us
<p><b>7. Phone Type</b></p> <ul style="list-style-type: none"> <li>• Select the phone type.</li> </ul>	Main Business
<p><b>8. Telephone</b></p> <ul style="list-style-type: none"> <li>• Check the telephone number and change it if necessary.</li> </ul>	651/555-9901

Select the **Benefits Program Participation** link.

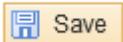
The **Benefit Program Participation** page appears.

The screenshot shows the 'Benefit Program Participation' page for employee Dana J. Cooper (Empl ID 00066701). The page is divided into several sections:

- Benefit Status:** Shows a promotion action on 04/02/2015. Key details include: Benefit Record Number 0, Effective Date 04/02/2015, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Promotion, Reason Agency Competitive Placement, Job Indicator Primary Job, Benefits System Benefits Administration, Annual Benefits Base Rate 45000.000 USD, and Benefits Employee Status Active.
- Benefits Administration Eligibility:** Lists various eligibility criteria such as BAS Group ID, Salary Authority (MAP), Retirement Code (AA), Benefits (STATE), Spec Elig (MF12), Barg Unit (214), SEGIP, and Suppl Ret.
- Benefit Program Participation:** Shows the program as MN1 (Mn Benefit Program 1) with an effective date of 02/07/1996 and currency code USD.

FIELD NAME	DATA
<ul style="list-style-type: none"> <li>• <b>Annual Benefits Base Rate</b> <ul style="list-style-type: none"> <li>• Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users should review the field, and change the value in SCUPPS if it is incorrect.</li> <li>• This field affects employee insurance eligibility.</li> </ul> </li> </ul>	Leave unchanged
<ul style="list-style-type: none"> <li>• <b>Salary Authority</b> <ul style="list-style-type: none"> <li>• Check for accuracy.</li> <li>• This field affects employee insurance eligibility.</li> </ul> </li> </ul>	Leave unchanged
<ul style="list-style-type: none"> <li>• <b>Retirement Code</b> <ul style="list-style-type: none"> <li>• Select the appropriate retirement plan code.</li> <li>• This field affects employee insurance eligibility.</li> </ul> </li> </ul>	AA

FIELD NAME	DATA
<ul style="list-style-type: none"> <li>• <b>Benefits</b> <ul style="list-style-type: none"> <li>• Accept STATE, or most employees. COUNTY applies to certain employees participating in their county benefits program.</li> <li>• This field affects employee insurance eligibility.</li> </ul> </li> </ul>	STATE
<ul style="list-style-type: none"> <li>• <b>Special Elig</b> <ul style="list-style-type: none"> <li>• Select the appropriate code. Refer to the <i>Special Eligibility Codes – Reference</i> in SEMA4 Help.</li> <li>• This field affects employee insurance eligibility.</li> </ul> </li> </ul>	MF12
<ul style="list-style-type: none"> <li>• <b>Effective Date and Benefit Program</b> in the Benefits Program Participation group box <ul style="list-style-type: none"> <li>• The information in these fields is maintained by central benefits staff and is updated nightly by a batch job.</li> </ul> </li> </ul>	Leave unchanged

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.  <ul style="list-style-type: none"> <li>• Use the Job Data Notepad to enter any special notes regarding job data information when entering an unusual transaction, or when the reason code Other is used.</li> </ul>	Leave blank
3. <ul style="list-style-type: none"> <li>• Create or modify a work schedule for the new appointment. For this walk-through, do not create or modify a work schedule.</li> </ul>	

## SEMA4 TIPS

### PROMOTION, DEMOTION, TRANSFER, MOVEMENT

When processing a promotion, demotion, transfer, or movement, use the following tips to check your work.

- ✓ Be sure the Reason is correct.
- ✓ Make sure the row you added has a Position Number different from the previous row.
- ✓ Make sure the Empl Class is probationary or permanent.
- ✓ Commissioners Plan and Managers Plan employees must be off-step; their promotional increases are based on a percent, not steps.
- ✓ Be sure the salary information is entered correctly.
- ✓ After you save, enter notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.
- ✓ Be sure the proper Probation Date is entered.
- ✓ If the transaction is a promotion for salary purposes, enter the effective date in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Check that the Eligible for Next Increase date is accurate.
- ✓ Be sure the work Email Address and Telephone are up-to-date.
- ✓ If necessary, check the Leave Accrual Date.
- ✓ Check the Special Elig code.

## PROCESS A PROMOTION

### EXERCISE

In this exercise, you will process a promotion, using Reason code COM.

### Resources

You may use these resources in completing this exercise:

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

### Directions

You are filling an Information Technology Spec 1 position by promoting Mary Gardner, an Accounting Technician in permanent status. You have security clearance to the job record and position record.

In the **User Training** database, use the following information to process the promotion.

*Hint:* Select **Workforce Administration > Job Information > Job Data**

FIELD NAME	DATA
Employee ID	006311__ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/03/2015
Action	Promotion
Reason	COM, Competitive Open Appt
Position Number	00000333
Position Entry Date	04/03/2015
Establishment ID	G24SP
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry
Officer Code	Non-Manager

FIELD NAME	DATA
Classified Indc (view only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view only)	214
Union Code (view only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6
 (refresh)	Click button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	17.52
	Click button
Compensation Rate (view-only)	17.52
Special Program	None
Salary Authority	MAP
Leave Authority	PE1
Probation Date	10/03/2015
Anniversary/Progression Date	04/03/2015
Last Verification Date	Leave unchanged

FIELD NAME	DATA
Appointment End Date	Blank
Barg Unit Seniority Date	Blank
Agency Seniority Date	Accept displayed date
Eligible for Next Increase	4/3/2016
Security Clearance Type	0
Email Address	mary.gardner@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9876
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 <i>Refer to the Special Eligibility Codes – Reference</i>

## EXERCISE ANSWERS

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Work

All Search Advanced Search | Last Search Results

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

**Gardner, Mary** Empl ID 00631102  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date 04/03/2015 Go To Row + -

Effective Sequence 0 \*Action Promotion

HR Status Active Reason COM Competitive Open Appt

Payroll Status Active \*Job Indicator Primary Job

Position Number 00000333 Information Technology Spec 1  
Current

Override Position Data

Position Entry Date 04/03/2015  Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit G24MP DOER-MAPE

Department G241000 H/R Administration

Department Entry Date 04/03/2015

Location G24SP Employee Relations

Establishment ID G24SP Employee Relations Date Created 04/03/2015

Expected Job End Date

Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Wo

All Search  >> Advanced Search  Last Search Results

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

**Gardner, Mary** Empl ID 00631102  
Employee Empl Record 0

**Job Information** Find First 1 of 2 Last

Effective Date 04/03/2015

Effective Sequence 0 Action Promotion

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Primary Job

Job Code 003583 Information Technology Spec 1

Entry Date 04/03/2015

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

Contract Type

USA

Job Data | Employment Data | Benefits Program Participation

State Of Minnesota Home | W

All Search  >> Advanced Search  Last Search Results

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

**Gardner, Mary** Empl ID 00631102  
Employee Empl Record 0

**Payroll Information** Find First 1 of 2 Last

Effective Date 04/03/2015

Effective Sequence 0 Action Promotion

HR Status Active Reason Competitive Open Appt

Payroll Status Active Job Indicator Primary Job

Current

**Payroll for North America** ?

Pay Group P25 Minnesota Management & Budget

Employee Type H   Hourly Holiday Schedule HOL   Std. Hol

Tax Location Code MN   Minnesota FICA Status Subject

GL Pay Type

Combination Code

Job Data | Employment Data | Benefits Program Participation

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

**Gardner, Mary**  
Employee

Empl ID 00631101  
Empl Record 0

Salary Plan ? Find | View All First 1 of 2 Last Go To Row

Effective Date 04/03/2015

Effective Sequence 0 Action Promotion

HR Status Inactive Reason Competitive Open Appt

Payroll Status Retired Job Indicator Primary Job

---

Salary Admin Plan 7

Grade 64

Step 6

Includes Wage Progression Rule

Grade Entry Date 07/14/1970

Step Entry Date 04/03/2015

Current

Job Data Employment Data Benefits Program Participation

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

**Gardner, Mary**  
Employee

Empl ID 00631101  
Empl Record 0

Compensation ? Find First 1 of 2 Last Go To Row

Effective Date 04/03/2015

Effective Sequence 0 Action Promotion

HR Status Inactive Reason Competitive Open Appt

Payroll Status Retired Job Indicator Primary Job

Compensation Rate 17.520000 Frequency H Hourly Annual Rate 36,581.760

Pay Components ? Personalize | Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 ONSTEP	0	17.520000	USD	H		+ -

Calculate Compensation

Job Data Employment Data Benefits Program Participation

All Search

Advanced Search

Last Search Results

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

**Gardner, Mary**

Employee

Empl ID 00631101

Empl Record 0

Job Option / Leave / WOC

Find First 1 of 2 Last

Go To Row

Effective Date 04/03/2015

Effective Sequence 0

HR Status Inactive

Payroll Status Retired

Action Promotion

Reason Code Competitive Open Appt

Job Indicator Primary Job

Current

Option Code:

Special Program: None

Salary Authority: MAP

MAPE

Leave Authority: PE1

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

Employment Data component:

State Of Minnesota Home | Wo

All Search Advanced Search Last Search Results

---

Employment Information Additional Employment Info

**Gardner, Mary** Empl ID 00631101  
 Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Red 0	Original Start Date 07/14/1970	<input type="checkbox"/> Override
Last Start Date 07/14/1970	First Start Date 07/14/1970	
Termination Date 07/13/2008		

**Organizational Assignment Data** ?

**Instance Record**

Home/Host Classification Home	Years	Months	Days	
Company Seniority Date 07/14/1970 <input type="text"/> <input checked="" type="checkbox"/> Override	38	0	0	
Service Date 07/14/1970 <input type="text"/> <input checked="" type="checkbox"/> Override	38	0	0	
Probation Date 10/03/2015 <input type="text"/>				
Anniversary/Progression Date 04/03/2015 <input type="text"/>	Last Verification Date <input type="text"/> <input type="text"/>			
Business Title Information Technology Spec 1	Position Phone			

USA

Owns 5% (or More) of Company

Appointment End Date

Contract Length Not Applicable

Accrue Tenure Services

FTE for Tenure Accrual

Service Calculation Group

FTE for Flex Service Accrual

Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Wo

All Search Advanced Search Last Search Results

---

Employment Information Additional Employment Info

**Gardner, Mary** Employee Empl ID 00631101 Empl Record 0

Agency Use Date:   Barg Unit Seniority Date:   Seniority Tie Breaker:  0

Agency Seniority Date: 07/14/1970   Layoff Expiration Date:   Employee Works at Home?:

Eligible for Next Increase: 04/03/2016   Layoff Notice Date:   Security Clearance Type: 0

Email Address: mary.gardner@state.mn.us

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

Phone Type: Main Business

Telephone: 612/555-9876  Extension: 0

Job Data Employment Data Benefits Program Participation

Benefits Program Participation component:

State Of Minnesota Home | Work

All Search Advanced Search | Last Search Results

---

**Benefit Program Participation**

**Gardner, Mary** Empl ID 00631101  
Employee Empl Record 0

**Benefit Status** Find First 1 of 2 Last

Benefit Record Number 0 Go To Row

Effective Date 04/03/2015

Effective Sequence 0 Action Promotion

HR Status Inactive Reason Competitive Open Appt

Payroll Status Retired Job Indicator Primary Job

---

Benefits System Benefits Administration Current Retired w/o ER Contribution

Annual Benefits Base Rate 40000.000 USD

**Benefits Administration Eligibility** Find | View All First 1 of 1 Last

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

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

Retirement Code AA MSRS SEGIP

Benefits STATE STATE Suppl Ret

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

Effective Date 07/14/1970 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

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

ACTION	RESULT
<p>1. Click  Save</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>	<p>Saved displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

## Demotion

Select the Demotion action when an employee with permanent or probationary status is appointed to a lower job class, with permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

### Compare Demotion to Movement

Select Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

### ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find out how to process a demotion.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. Click <b>Demotion</b> .	Demotion – Reason Codes page displays
4. Scroll down. Click  next to Voluntary Demotion (VOL). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop up box with a hint appears
5. Click again.	The hint disappears
6. Click <b>Voluntary Demotion (VOL)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li><li>• Notice the reason code, VOL.</li></ul>	Demotion – Voluntary Demotion – Check List displays
7. Scroll down to the bottom.	
8. Click <b>WHOA! Better Check Those Critical Fields Before This Transaction</b> . Notice the fields that have required values: <ul style="list-style-type: none"><li>• Regular/Temporary</li><li>• Classified Indc</li><li>• Empl Class</li></ul>	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

## PROCESS A DEMOTION

### EXERCISE

In this exercise, you will process a demotion.

### Resources

You may use these resources in completing this exercise:

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

Andrea Jones, hired as a Management Analyst 2 on 2/7/1996, is being voluntarily demoted to Management Analyst 1 at another location. The position is classified and unlimited. You have security clearance to the job and position records. You have viewed the position record of the new position, and it does not require any changes.

The action is **Demotion** because an employee with permanent or probationary status is being appointed to a lower job class, in permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

In the **User Training** database, use the following information to process the demotion.

FIELD NAME	DATA
Employee ID	000666__ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/03/2015
Action	Demotion
Reason	VOL, Voluntary Demotion
Position Number	00030004
Position Entry Date	04/03/2015

FIELD NAME	DATA
Establishment ID	H5542
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probationary
Officer Code	Non-Manager
Classified Indc (view-only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	214
Union Code (view-only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3
 (refresh)	Click button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	17.01
	Click button
Compensation Rate (view-only)	17.01
Special Program	None
Salary Authority	MAP

FIELD NAME	DATA
Leave Authority	PE5
Probation Date	10/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Blank
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	andrea.jones@state.mn.us
Work Phone Type	Main Business
Telephone	507/444-1111
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 <i>Refer to the Special Eligibility Codes – Reference</i>

## EXERCISE ANSWERS

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Wc

All Search Advanced Search Last Search Results

---

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

**Jones, Andrea C** Empl ID 0006601  
Employee Empl Record 0

Work Location Find First 1 of 4 Last

\*Effective Date 04/03/2015 Go To Row

Effective Sequence 0 \*Action Demotion

HR Status Active Reason VOL Voluntary Demotion

Payroll Status Active \*Job Indicator Primary Job

[Calculate Status and Dates](#)

---

Position Number 00030004 Management Analyst 1  
Current

[Override Position Data](#)

Position Entry Date 04/03/2015  Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit H55MP Human Svcs-MAPE

Department H554201 Support Services

Department Entry Date 04/03/2015

Location H55TC 8th Ave Owatonna

Establishment ID H5542 Department of Human Services Date Created 08/14/2012

---

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

**Jones, Andrea C** Empl ID 0006601  
Employee Empl Record 0

**Job Information** Find First 1 of 4 Last

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Demotion

HR Status Active Reason Voluntary Demotion

Payroll Status Active Job Indicator Primary Job

Current

---

Job Code 000006 Management Analyst 1

Entry Date 04/03/2015

---

Supervisor ID

Reports To 0000017 Administrative Mgt Director 1 0050001 Rowe, Vera C

Regular/Temporary Unlimited Full/Part Full-Time

Empl Class Probatry \*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

State of Minnesota Home | Work

All Search Advanced Search | Last Search Results

---

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

**Jones, Andrea C** Empl ID 0006601  
Employee Empl Record 0

**Payroll Information** Find First 1 of 4 Last

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Demotion

HR Status Active Reason Voluntary Demotion

Payroll Status Active Job Indicator Primary Job

Current

---

**Payroll for North America** ?

Pay Group P16 Human Services

Employee Type H  Hourly Holiday Schedule HOL  Std. Hol

Tax Location Code MN  Minnesota

GL Pay Type  FICA Status Subject

Combination Code Edit ChartFields

---

Job Data Employment Data Benefits Program Participation

State of Minnesota Home | Worki

All Search >> Advanced Search Last Search Results

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

**Jones,Andrea C** Empl ID 0006601  
Employee Empl Record 0

Salary Plan ? Find | View All First 1 of 4 Last

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Demotion

HR Status Active Reason Voluntary Demotion

Payroll Status Active Job Indicator Primary Job

---

Salary Admin Plan 14G  

Grade 05

Step 3 

Grade Entry Date 04/03/2015 

Step Entry Date 04/03/2015 

Includes Wage Progression Rule

Current 

Job Data Employment Data Benefits Program Participation

State of Minnesota Home | Wo

All Search >> Advanced Search Last Search Results

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

**Jones,Andrea C** Empl ID 0006601  
Employee Empl Record 0

Compensation ? Find First 1 of 4 Last

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Demotion

HR Status Active Reason Voluntary Demotion

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 17.010000  Frequency H Hourly Annual Rate 35,516.880

Pay Components ? Personalize | Find  First 1 of 1 Last

Amounts	Controls	Changes	Conversion	---	
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP 	0	17.010000 	USD 	H 	

+ -

Calculate Compensation

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 /WOC

**Jones, Andrea C** Employee Empl ID 0006601 Empl Record 0

Job Option / Leave / WOC Find First 1 of 4 Last

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Demotion

HR Status Active Reason Code Voluntary Demotion

Payroll Status Active Job Indicator Primary Job

Option Code: Salary Authority: MAP MAPE

Special Program: None Leave Authority: PE5 MAPE - FT/PT Leave Eligible

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

WOC Job Code SetID: Salary Admin Plan:

Jobcode: Grade:

Appointment End Date: Step:

Current

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | V

All Search >> Advanced Search Last Search Results

---

Employment Information Additional Employment Info

**Jones, Andrea C** Empl ID 0006601

Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 02/07/1996 Override

Last Start Date 02/07/1996 First Start Date 02/07/1996

Termination Date

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	02/07/1996 <input type="text"/> <input type="checkbox"/> Override	19	1	27
Service Date	02/07/1996 <input type="text"/> <input checked="" type="checkbox"/> Override	19	1	27
Probation Date	10/03/2015 <input type="text"/>			
Anniversary/Progression Date	<input type="text"/> <input type="checkbox"/>			
Business Title	Management Analyst 1			
Last Verification Date	<input type="text"/> <input type="checkbox"/>			
Position Phone				

USA

Owns 5% (or More) of Company

Appointment End Date

Contract Length Not Applicable

Accrue Tenure Services

FTE for Tenure Accrual

Service Calculation Group

FTE for Flex Service Accrual

Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Work

All Search >> Advanced Search Last Search Results

---

Employment Information **Additional Employment Info**

**Jones, Andrea C** Employee Empl ID 00066601 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

Benefits Program Participation component:

State Of Minnesota Home | V

All Search >> Advanced Search Last Search Results

---

**Benefit Program Participation**

**Jones, Andrea C** Empl ID 00066601  
Employee Empl Record 0

**Benefit Status** ? Find First 1 of 4 Last

Benefit Record Number 0 Go To Row

Effective Date 04/03/2015

Effective Sequence 0 Action Demotion

HR Status Active Reason Voluntary Demotion

Payroll Status Active Job Indicator Primary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate  USD

**Benefits Administration Eligibility** ?

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

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

Retirement Code  MSRS SEGIP

Benefits  STATE Suppl Ret

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

Effective Date 02/07/1996 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
<p>1. Click  Save</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>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

## Transfer

Use the Transfer action when an employee in permanent or probationary status is laterally appointed, in permanent or probationary status, to another position in one of the following circumstances:

- The same job class in a different agency or organizational unit; or
- A different job class assigned to the same salary range; or
- A different job class assigned to a salary range which differs by less than two steps at the minimum and maximum; or
- A different job class with a salary range which differs by less than two steps at the maximum but differs by more than two steps at the minimum, if less than a two-step increase is required to pay the employee at the minimum of the new range

A transfer may occur within an agency or organizational unit or between two agencies or organizational units. Reassignment of an employee does not constitute a transfer.

Some examples of reasons for the Transfer action are:

- Agency Transfer – Transferring an employee to a different agency, in the same job class
- Class Transfer – Transferring an employee to a different job class, in the same agency or a different department or agency

When an employee is transferred from one agency to another, the *receiving* agency processes the transfer.

### Compare Transfer to Data Change

If the appointment has the same job code *and* the same agency, process a Data Change rather than a Transfer. Use one of the following Data Change reason codes:

- Position Number Change (PSN)
- Position Number Change - Bid (BID)
- Position Number Change - Reassignment (RAS)
- Position Number Change - Expression of Interest (EOI)

### Compare Transfer to Movement

Select the Transfer action if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

## ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find out how to process a transfer.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. Click <b>Transfer</b> .	Transfer – Reason Codes page displays
4. Scroll down. Click  next to Agency Transfer (ATF). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop up box with a hint appears
5. Click again.	The hint disappears
6. Click <b>Agency Transfer (ATF)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li><li>• Notice the reason code, ATF.</li></ul>	Transfer – Agency Transfer – Check List displays
7. Scroll down to the bottom.	
8. Click <b>WHOA! Better Check Those Critical Fields Before This Transaction</b> . Notice the fields that have required values: <ul style="list-style-type: none"><li>• Regular/Temporary</li><li>• Classified Indc</li><li>• Empl Class</li></ul>	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

## PROCESS A TRANSFER

### EXERCISE

In this exercise, you will process a transfer.

### Resources

You may use these resources in completing this exercise:

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

### Directions

Keith Forest was hired as a Registered Nurse, and has permanent status. He has accepted another Registered Nurse position at a different agency. You have security clearance to the job and position records. You have viewed the position record for the new position, and it does not require any changes.

The action is **Transfer** because the employee has permanent or probationary status, and is being laterally appointed, in permanent or probationary status, to a position which is in the same job class, in a different agency or organizational unit.

In the **User Training** database, use the following information to process the transfer.

FIELD NAME	DATA
Employee ID	000871__ (substituting your two digit code for the blanks)
	Click button to add a row
Effective Date	04/03/2015
Action	Transfer
Reason	ATF, Agency Transfer
Position Number	00000704
Position Entry Date	04/03/2015
Establishment ID	H5542
Regular/Temporary (view-only)	Unlimited

FIELD NAME	DATA
Full/Part (view-only)	Full-Time
Empl Class	Probatnry
Officer Code	Non Manager
Classified Indc (view-only)	Classified
Standard Hours (view only)	40.00
Bargaining Unit (view-only)	205
Union Code	MNA
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6
 (refresh)	Click button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	22.23
	Click button
Compensation Rate (view-only)	22.23
Special Program	None
Salary Authority	MNA
Leave Authority	NA1

FIELD NAME	DATA
Probation Date	10/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Leave unchanged
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	keith.forest@state.mn.us
Work Phone Type	Main Business
Telephone	763/555-2222
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12  Refer to the <i>Special Eligibility Codes – Reference</i>

## EXERCISE ANSWERS

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home Work

All Search Advanced Search Last Search Results

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

**Forest, Keith** Empl ID 00087101  
Employee Empl Record 0

Work Location Find First 1 of 3 Last

\*Effective Date 04/03/2015 Go To Row

Effective Sequence 0 \*Action Transfer

HR Status Active Reason ATF Agency Transfer

Payroll Status Active \*Job Indicator Primary Job

Calculate Status and Dates Current

Position Number 00000704 Registered Nurse Override Position Data

Position Entry Date 04/03/2015  Position Management Record

Regulatory Region USA United States  
Company SMN State of Minnesota  
Business Unit H55NA Human Svcs-Nurses  
Department H554130 Health Source Clinic  
Department Entry Date 04/03/2015  
Location H55C1 Cambridge Regional Center  
Establishment ID H5542 Department of Human Services Date Created 08/14/2012

Expected Job End Date

Job Data Employment Data Benefits Program Participation

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

**Forest,Keith** Empl ID 00087101  
Employee Empl Record 0

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

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Transfer

HR Status Active Reason Agency Transfer

Payroll Status Active Job Indicator Primary Job Current

---

Job Code 001878 Registered Nurse

Entry Date 01/07/1998

Supervisor ID

Reports To

Regular/Temporary Unlimited Full/Part Full-Time

Empl Class Probatry \*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

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

**Forest,Keith** Empl ID 00087101  
Employee Empl Record 0

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

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Transfer

HR Status Active Reason Agency Transfer

Payroll Status Active Job Indicator Primary Job Current

---

**Payroll for North America**

Pay Group P18 Veterans Affairs

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 /WOC

**Forest, Keith** Empl ID 00087101  
 Employee Empl Record 0

**Compensation** Find First 1 of 3 Last

Effective Date 04/03/2015 **Go To Row**

Effective Sequence 0 Action Transfer

HR Status Active Reason Agency Transfer

Payroll Status Active Job Indicator Primary Job

Current

---

Compensation Rate 22.230000 Frequency H Hourly Annual Rate 48,418.240

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

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 ONSTEP	0	22.230000	USD	H		+	-

**Calculate Compensation**

Job Data Employment Data Benefits Program Participation

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

**Forest, Keith** Employee Empl ID 00087101 Empl Record 0

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

Effective Date 04/03/2015 **Go To Row**

Effective Sequence 0 Action Transfer

HR Status Active Reason Code Agency Transfer

Payroll Status Active Job Indicator Primary Job

Current

Option Code: Salary Authority: MNA Nurses-MNA

Special Program: None Leave Authority: NA1 Nurses 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 | Wor

All Search Advanced Search Last Search Results

---

Employment Information Additional Employment Info

**Forest, Keith** Empl ID 00087101  
 Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0	Original Start Date 01/07/1998	<input type="checkbox"/> Override
Last Start Date 01/07/1998	First Start Date 01/07/1998	
Termination Date		

**Organizational Assignment Data** ?

**Instance Record**

Home/Host Classification Home		Years	Months	Days
Company Seniority Date 01/07/1998 <input type="text"/>	<input checked="" type="checkbox"/> Override	17	2	27
Service Date 01/07/1998 <input type="text"/>	<input checked="" type="checkbox"/> Override	17	2	27
Probation Date 10/03/2015 <input type="text"/>				
Anniversary/Progression Date <input type="text"/>		Last Verification Date <input type="text"/>		
Business Title Registered Nurse		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 | W

All Search Advanced Search Last Search Results

---

Employment Information Additional Employment Info

**Forest, Keith** Employee Empl ID 00087101 Empl Record 0

Agency Use Date:   Barg Unit Seniority Date: 01/07/1998  Seniority Tie Breaker:  0

Agency Seniority Date: 01/07/1998  Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase: 04/03/2016  Layoff Notice Date:  Security Clearance Type:  0

Email Address:

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

Phone Type: Main Business ▼ + -

Telephone: 612/555-9999  Extension: 0

---

Job Data Employment Data Benefits Program Participation

Benefits Program Participation component:

State Of Minnesota Home | Work

All Search Advanced Search Last Search Results

---

Benefit Program Participation

**Forest, Keith** Empl ID 00087101  
Employee Empl Record 0

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

Benefit Record Number 0 **Go To Row**

Effective Date 04/03/2015

Effective Sequence 0 Action Transfer

HR Status Active Reason Agency Transfer

Payroll Status Active Job Indicator Primary Job

---

Benefits System Benefits Administration Current

Annual Benefits Base Rate 50000.000 USD Benefits Employee Status Active

**Benefits Administration Eligibility** Find View All First 1 of 1 Last

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

Salary Authority MNA MN Nurses Assoc Barg Unit 205 Elig Fid 8

Retirement Code AA MSRS SEGIP

Benefits STATE STATE Suppl Ret

---

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

Effective Date 01/07/1998 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

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

ACTION	RESULT
<p>1. Click  Save</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>	<p>Saved displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

## Movement

Use the Movement action in SEMA4, when an employee is moving:

- From a *non-status* (examples: emergency, temporary, limited) appointment to a *status* (permanent or probationary) appointment; or
- From a *status* appointment to a *non-status* appointment; or
- From a *non-status* appointment to another *non-status* appointment.

If the employee is moving from a status appointment to another status appointment, it is *not* a movement.

Sometimes a transaction has the SEMA4 action Movement, even though it is a promotion for *salary* purposes. If the Movement is a promotion for salary purposes, then you update the Anniversary/Progression Date, which is the field that holds the date of the last hire, rehire, or promotion for salary purposes.

### Compare Movement to Transfer, Promotion, and Demotion

Select action Movement if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Select action Transfer, Promotion, or Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

### ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find out how to process a movement.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. Click <b>Movement</b> .	Movement – Reason Codes page displays
4. Scroll down. Click  next to Temporary Unclassified Appointment (TUN). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop up box with a hint appears
5. Click again.	The hint disappears

ACTION	RESULT
<p>6. Click <b>Temporary Unclassified Appointment (TUN)</b>.</p> <ul style="list-style-type: none"> <li>• Read the check list.</li> <li>• Notice the reason code, TUN.</li> </ul>	<p>Movement – Temporary Unclassified Appointment – Check List displays</p>
<p>7. Scroll down, and notice the additional steps to follow (add a row with action Data Change, reason BJC) if the employee was hired or rehired to an insurance-<i>ineligible</i> appointment within the 35 days preceding this action, <i>and</i> the insurance eligibility is changing.</p>	
<p>8. Scroll down to the bottom.</p>	
<p>9. Click <b>WHOA! Better Check Those Critical Fields Before This Transaction</b>. Notice the fields that have required values:</p> <ul style="list-style-type: none"> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> <li>• Appointment End Date</li> </ul>	<p>A pop-up box displays, listing fields with required values</p>
<p>10. Exit SEMA4 Help.</p>	

## PROCESS A MOVEMENT

### EXERCISE

In this exercise, you will process a movement.

### Resources

You may use these resources in completing this exercise:

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

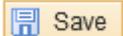
### Directions

Gary Ellis, a temporary unclassified Management Analyst 2, is being appointed to a temporary unclassified Management Analyst 3 position in the Commissioner's Plan, at a different agency. The compensation is off-step. You have reviewed the new position record, and it does not require any changes.

The action is **Movement** because the employee is moving from a *non-status* appointment to another *non-status* appointment.

The employee currently works for a department to which you do not have security clearance, so you must process an employee department ID change before you enter the movement.

In the **User Training** database, complete the following steps to process the employee department ID change.

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; Department ID Change</b> .	The Department ID Change search page appears
3. In the <b>EmplID</b> field, enter the employee's ID. For this example, enter 000411__ (substituting your two-digit code for the blanks) and click 	<b>Department ID Change</b> page displays
4. Select the <b>Employee Dept ID change</b> check box.	
5. Click  <ul style="list-style-type: none"><li>• If a warning message appears, click <b>OK</b>.</li></ul>	<b>Work Location</b> page displays, and you now have access to the record

In the **User Training** database, use the following information to process the movement.

FIELD NAME	DATA
	Click button to add a row
Effective Date	04/03/2015
Action	Movement
Reason	TUN, Temporary Unclassified Appt
Position Number	01080003
Position Entry Date	04/03/2015
Establishment ID	E7700
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Unclassified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	Blank because compensation is off-step

FIELD NAME	DATA
Step Entry Date	Blank
Rate Code	OFFRNG <i>Refer to Off Step Rate Codes – Reference</i>
Comp Rate	20.56
	Click button
Compensation Rate (view-only)	20.56
Special Program	None
Salary Authority	NUE
Leave Authority	NM1
Probation Date	Blank
Last Verification Date	Leave unchanged
Appointment End Date	12/31/2015
Barg Unit Seniority Date	Blank
Agency Seniority Date	5/19/2008
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	gary.ellis@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-1313
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE

FIELD NAME	DATA
Special Elig	MF12  Refer to the <i>Special Eligibility Codes – Reference</i>

## EXERCISE ANSWERS

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Wc

All Search Advanced Search Last Search Results

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

**Ellis, Gary** Empl ID 00041101  
Employee Empl Record 0

Work Location Find First 1 of 3 Last

\*Effective Date  Go To Row + -

Effective Sequence  \*Action

HR Status Active Reason  Temporary Unclassified Appt

Payroll Status Active \*Job Indicator

---

Position Number  Management Analyst 3 Current

Position Entry Date   Position Management Record

Regulatory Region	USA	United States
Company	SMN	State of Minnesota
Business Unit	E77NU	Mn Zoo-Non-Mgr Unrep
Department	E771100	Human Resources

Department Entry Date

Location	E7700	Minnesota Zoo
Establishment ID	<input type="text" value="E7700"/>	Minnesota Zoo

Date Created 08/14/2012

---

Expected Job End Date

Job Data Employment Data Benefits Program Participation

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

**Ellis Gary** Empl ID 00041101  
Employee Empl Record 0

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

Effective Date 04/03/2015 [Go To Row](#)

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Active Job Indicator Primary Job

---

Job Code 000893 Management Analyst 3

Entry Date 04/03/2015 Current

Supervisor ID

Reports To

Regular/Temporary Limited Full/Part Full-Time

Empl Class Not Applicable \*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			

---

**Contract Number** ?

Contract Number  [Next Contract Number](#)

Contract Type

USA

---

Job Data Employment Data Benefits Program Participation

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

**Ellis Gary** Empl ID 00041101  
Employee Empl Record 0

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

Effective Date 04/03/2015 [Go To Row](#)

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Active Job Indicator Primary Job

---

**Payroll for North America** ?

Pay Group P24 Small Agency

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 /WOC

**Ellis, Gary** Empl ID 00041101  
Employee Empl Record 0

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

[Go To Row](#)

Effective Date 04/03/2015

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Active Job Indicator Primary Job

---

Salary Admin Plan 14G

Grade 07

Step  Grade Entry Date 01/21/1998

Includes Wage Progression Rule Step Entry Date

Current

Job Data Employment Data Benefits Program Participation

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

**Ellis, Gary** Empl ID 00041101  
Employee Empl Record 0

**Compensation** Find | First 1 of 3 Last

[Go To Row](#)

Effective Date 04/03/2015

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 20.560000 Frequency H Hourly Annual Rate 42,929.000

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

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 OFFRNG	0	20.560000	USD	H		<input type="button" value="+"/>	<input type="button" value="-"/>

[Calculate Compensation](#)

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 /WOC

**Ellis, Gary** Employee Empl ID 00041101 Empl Record 0

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

Effective Date 04/03/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Code Temporary Unclassified Appt

Payroll Status Active Job Indicator Primary Job

Option Code: Salary Authority: NUE N-M Unrep

Special Program: None Leave Authority: NM1 Non-Mgr Unrep Emp Elig For Lv

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

WOC Job Code SetID: Salary Admin Plan:

Jobcode: Grade:

Appointment End Date: Step:

Current

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | Work

All Search >> Advanced Search Last Search Results

---

Employment Information Additional Employment Info

**Ellis, Gary** Employee Empl ID 00041101 Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 01/21/1998  Override

Last Start Date 01/21/1998 First Start Date 01/21/1998

Termination Date

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	01/21/1998 <input type="checkbox"/> <input checked="" type="checkbox"/> Override	17	2	13
Service Date	01/21/1998 <input type="checkbox"/> <input checked="" type="checkbox"/> Override	17	2	13
Probation Date	<input type="checkbox"/> <input type="checkbox"/>			
Anniversary/Progression Date	<input type="checkbox"/> <input type="checkbox"/>			
Last Verification Date		<input type="checkbox"/> <input type="checkbox"/>		
Business Title	Management Analyst 3	Position Phone		

USA

Owns 5% (or More) of Company

Appointment End Date 12/31/2015

Contract Length Not Applicable

Accrue Tenure Services

FTE for Tenure Accrual

Service Calculation Group

FTE for Flex Service Accrual

Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Work

All Search >> Advanced Search Last Search Results

---

Employment Information **Additional Employment Info**

**Ellis, Gary** Employee Empl ID 00041101 Empl Record 0

Agency Use Date:  Barg Unit Seniority Date:  Seniority Tie Breaker:  0

Agency Seniority Date: 05/19/2008 Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase: 04/03/2016 Layoff Notice Date:  Security Clearance Type:  0

Email Address:  gary.ellis@state.mn.us

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

Phone Type: Main Business

Telephone: 012/555-1313 Extension: 0

Job Data Employment Data **Benefits Program Participation**

Benefits Program Participation component:

State Of Minnesota Home | Work

All Search >> Advanced Search Last Search Results

---

**Benefit Program Participation**

**Ellis, Gary** Empl ID 00041101  
Employee Empl Record 0

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

Benefit Record Number 0 Go To Row

Effective Date 04/03/2015

Effective Sequence 0 Action Movement

HR Status Active Reason Temporary Unclassified Appt

Payroll Status Active Job Indicator Primary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 45000.000 USD

**Benefits Administration Eligibility**

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

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

Retirement Code AA MSRS SEGIP

Benefits STATE Suppl Ret

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

Effective Date 01/21/1998 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

Job Data Employment Data **Benefits Program Participation**

ACTION	RESULT
<p>1. Click  Save</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>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this example, the employee was <i>not</i> hired or rehired to an insurance-ineligible appointment within the 35 days preceding this action, so you do not need to do any additional steps.</p>	
<p>3. If the Leave Accrual date needs to be updated, enter it on the Biographical Details page in the Workforce Administration &gt; Personal Information &gt; Modify a Person component. For this exercise, there are no changes.</p>	
<p>4. For this exercise, you will not create or modify a work schedule.</p>	

## REVIEW QUESTIONS

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

1. Movement is an appropriate action when:
  - a. An employee is moving from an appointment with permanent or probationary status, to an appointment with permanent or probationary status.
  - b. An employee is moving from an appointment with permanent or probationary status, to a non-status appointment.
  - c. An employee is moving from a non-status appointment, to an appointment with permanent or probationary status.
  - d. An employee is moving from a non-status appointment, to a non-status appointment.
  - e. b, c, or d
  
2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add another row with action Data Change, reason \_\_\_\_\_.
  - a. BJC
  - b. OTH
  - c. NON
  - d. INS
  
3. On which page would you enter the date the employee's probation ends?
  - a. Work Location
  - b. Employment Information
  - c. Salary Plan
  - d. Identity/Diversity
  
4. Only employees with \_\_\_\_\_ status are eligible for demotion.
  - a. permanent or probationary
  - b. permanent or classified
  - c. classified or unlimited
  - d. trainee or temporary

5. When an employee is transferred from one agency to another, which agency processes the transfer?
  - a. The current agency
  - b. Department of Administration
  - c. The receiving agency
  - d. Department of Management & Budget (MMB)
  
6. When using the Transfer action, the employee must be moving from a \_\_\_\_\_ appointment to \_\_\_\_\_ appointment.
  - a. status, a non-status
  - b. status, another status
  - c. non-status, another non-status
  - d. unclassified, a classified
  
7. On a promotion, which value must the Classified Indc field display?
  - a. Classified
  - b. Unclassified
  - c. Any valid value
  - d. Non-Status
  
8. Only employees in \_\_\_\_\_ status can be promoted.
  - a. unlimited or limited
  - b. unclassified or classified
  - c. permanent or probationary
  - d. permanent or intern
  
9. If a Movement transaction is a *promotion for salary purposes*, then you update the \_\_\_\_\_ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
  - a. Appointment End Date
  - b. Anniversary/Progression Date
  - c. Probation Date
  - d. Expected Return Date

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. Movement is an appropriate action when:
  - e. b, c, or d
2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add a row with action Data Change, reason \_\_\_\_\_.
  - a. BJC
3. On which page would you enter the date the employee's probation ends?
  - b. Employment Information
4. Only employees with \_\_\_\_\_ status are eligible for demotion.
  - a. permanent or probationary
5. When an employee is transferred from one agency to another, which agency processes the transfer?
  - c. The receiving agency
6. When using the Transfer action, the employee must be moving from a \_\_\_\_\_ position to \_\_\_\_\_ position.
  - b. status, another status
7. On a promotion, which value must the Classified Indc field display?
  - a. Classified
8. Only employees in \_\_\_\_\_ status can be promoted.
  - c. permanent or probationary
9. If a Movement transaction is a *promotion for salary purposes*, then you update the \_\_\_\_\_ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
  - b. Anniversary/Progression Date

Pull out these pieces from the Promotion, Demotion, Transfer, Movement topic:

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

Whenever you need to process a promotion, demotion, transfer, or movement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

You have completed Section C of Employee Maintenance!

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