

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

Section D

Fill-BehindD-2

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

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

Introduction

A fill-behind typically occurs when the incumbent is on leave of absence, on mobility, or on a work out of class assignment, and is expected to return. A fill-behind is processed so that the tasks associated with that position continue to be performed.

An agency may choose to process the fill-behind with a short-term appointment such as emergency, temporary classified, or temporary unclassified; or with a work out of class or mobility assignment.

Conditions for a Fill-Behind

To ensure that a fill-behind is appropriate, check that the following conditions are met:

- The employee on leave, mobility, or work out of class is expecting to return.
- The agency is temporarily fulfilling the employee's responsibilities with another employee.

THINGS TO CONSIDER BEFORE YOU ENTER DATA

FILL-BEHIND

To save time and improve accuracy, consider these items *before* entering a fill-behind in SEMA4.

- Identify whether fill-behind is appropriate. Is the incumbent on leave, mobility, or work out of class? Is the incumbent expecting to return? Is the agency temporarily filling the employee's responsibilities with another individual?
- Decide how to process the fill-behind. Do the incumbent and the employee filling in have the identical employment condition and status? If not, you need to create a new position for the fill-behind.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find the definition of fill-behind.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Glossary .	After a few seconds, the Glossary appears
3. In the Glossary, select F .	Glossary topics beginning with the letter F appear
4. Click fill-behind . <ul style="list-style-type: none">• Read the definition.	A pop-up definition appears
5. Exit SEMA4 Help.	

PROCESS A FILL-BEHIND

EXERCISE

In this exercise, you will process a fill-behind resulting from a leave of absence.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Hire walk-through of Section A
- SEMA4 Help

Directions

Trevor Montain, a Customer Service Specialist with permanent status, went on a leave of absence. To ensure that Trevor's duties continue to be performed during his absence, you will hire Robin Ford to temporarily fill the position. Robin has never been employed by the state, and therefore does not hold a position with the same attributes as the incumbent. So you will create a new position for the fill-behind.

In the **User Training** database, create a new position and hire the employee, using the following information.

Part 1: Create a New Position

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. Select Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.	Add/Update Position Info search page displays
3. Click Add a New Value.	A message displays
4. Click OK.	Description page displays

FIELD NAME	DATA
Effective Date	04/07/2015
Status	Active
Reason	NEW
Position Status	Approved
Status Date	Accept default
Business Unit	G02AF
Job Code	003635
Manager Level	None
Reg/Temp	Temporary
Full/Part Time	Full-Time
Regular Shift	Not Applicable
Title	Receptionist
Short Title	Reception
Department	G022200
Location	G0200, Commissioner's Office
Reports To	00000004
Dot-Line	Blank
Supervisor Lvl	Blank
Standard Hours	40.00
Max Head Count	1
Mail Drop ID	Blank
Classified Indicator	Classified

FIELD NAME	DATA
FTE	1.0
Option Code	Blank
FLSA Status	Nonexempt
WCRA Code	8810
Date Position Established	Accept default
Audited By	Blank
Position Audit Date	Blank
Seniority Unit	006
Not to Exceed Date	12/31/2015
Unclassified Authorization	XXXX
Agency Use	Blank
Intend to Fill Date	05/06/2015
Intend to Fill Step	1
Salary Authority	AFS
Effective Date	Accept default
Earn Code	blank
Percent	100.000
Accounting Date	blank
Fund	100
Fin DeptID	G101111
AppropID	011

SOLUTION: PART 1

Your pages should resemble the pages shown below.

State Of Minnesota Home | Worklist

All Search Advanced Search

Description | Specific Information | Budget and Incumbents | Barg Unit/Cost Projection | Position_Funding

Position Information Find | View All | First 1 of 1 Last

Position Number 00000000 Receptionist + -

Headcount Status Current Head Count 0 out of 0

*Effective Date 04/07/2015 *Status Active Initialize From Existing Position

Reason NEW New Position Action Date 04/07/2015

*Position Status Approved Status Date 04/07/2015 Key Position

Job Information

*Business Unit G02AF Administration-AFSCME Manager Level None

Job Code 003635 Customer Svcs Specialist

*Reg/Temp Temporary *Full/Part Time Full-Time

*Regular Shift Not Applicable Union Code AFS AFSCME Minnesota Council 5

Title Receptionist Short Title Reception Detailed Position Description

Work Location

*Reg Region USA United States

Department G022200 Operations Management *Company SMN State of Minnesota

Location G0200 Commissioner's Office

Reports To 00000004 Management Analyst Supv 1 Dot-Line

Supervisor Lvl

Salary Plan Information

Salary Admin Plan 5 Grade 58

Standard Hours 40.00 Work Period SMN MN Weekly

Updated on Updated By

All Search >> Advanced Search

- Description
- Specific Information
- Budget and Incumbents
- Barg Unit/Cost Projection
- Position_Funding

Position Number 00000000 Receptionist
 Headcount Status Current Head Count 0 out of 0

Specific Information Find | View All First 1 of 1 Last

Effective Date 04/07/2015 Status Active

Max Head Count Incumbents

Mail Drop ID

Include Salary Plan/Grade

Education and Government

Position Pool ID

*Pre-Encumbrance Indicator Calc Group (Flex Service)

*Encumber Salary Option Academic Rank

*Classified Indicator FTE Adds to FTE Actual Count

All Search >> Advanced Search

- Description
- Specific Information
- Budget and Incumbents
- Barg Unit/Cost Projection
- Position_Funding

Position Number 00000000 Receptionist
 Headcount Status Current Head Count 0 out of 0

Current Budget

Head Count	Current Budget FTE	Amount
0	0.00	0.000

Current Incumbents Personalize | Find | 1 of 1

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
	0		0.00		04/07/2015				Job Data

Description Specific Information Budget and Incumbents **Barg Unit/Cost Projection** Position_Funding

Position Number 00000000 Receptionist
 Headcount Status Current Head Count 0 out of 0

Find | View All First 1 of 1 Last

Effective Date: 04/07/2015 Status: Active

Option Code: FLSA Status: Nonexempt

WCRA Code: 8810 Clerical/Office Employees NOC Date Position Established: 04/07/2015

Audited By: Position Audit Date:

*Seniority Unit: 008 Administration-AFSCME Not To Exceed Date: 12/31/2015

Bargaining Unit: 208 Unclassified Authorization: XXXX Agency Use:

Cost Projection Use

Intend to Fill Date: 05/06/2015 Intend to Fill Amount: Comp Frequency:

Intend to Fill Step: 1 Seas/Temp Start Dt: Seas/Temp End Dt:

Vacant Position Insurance Indc: Vacant Position Retirement Indc: *Salary Authority: AFS AFSCME

Description Specific Information Budget and Incumbents **Barg Unit/Cost Projection** Position_Funding

Position Number: 00000000 Incumbent(s): View All First 1 of 1 Last
 Description: Receptionist

Funding Distribution Effective Date

*Effective Date: 04/07/2015

Error Messages

Funding Distribution

Main Fields		Project/Grant Info									
Earn Code	Percent	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2		
<input type="text"/>	100.000	<input type="text"/>	100	G101111	011						

ACTION	RESULT
5. Click 	Record saves
6. Important: Write down the position number. You will need it for Part 2 of the exercise.	Position Number: _____
7. Click 	Validation Processing appears
8. Click  every few seconds until the validation is complete. In the User Training database, click it a few times for practice, and ignore any error messages that may appear. <i>(In the real system, if error messages display, fix the information according to the error messages. Repeat the save/validate/check progress until you receive no errors.)</i>	
9. Be sure you wrote down the position number.	
10. Click Home .	Main menu appears

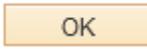
Part 2: Hire the Employee (Add a Person)

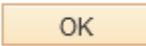
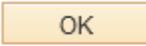
Be sure you wrote down the position number! You will need to use it.

Now that you have established a position, you will hire Robin Ford into the fill-behind position. The action is Hire because this is Robin's first state position. The reason is TMP, Temporary, because the position is classified and the duration is less than 12 months.

ACTION	RESULT
1. In the User Training database, select Workforce Administration > Personal Information > Add a Person .	The Add Person page displays
2. Click the Add the Person link.	The Biographical Details page appears

FIELD NAME	DATA
Effective Date	04/07/2015
<u>Add Name</u>	Click the link
First Name	Robin
Middle Name	W

FIELD NAME	DATA
Last Name	Ford
Date of Birth	5/29/1960
Leave Accrual Date	Same as the Effective Date above
Effective Date	Accept default
Gender	Female
Marital Status	Married
National ID (Social Security Number)	898-42-12 __ (substituting your two-digit code for the blanks)
<u>Add Address Detail</u>	Click the link
Effective Date	Accept default
Country	USA
Status	A
<u>Add Address</u>	Click the link
Address 1	1255 Rosewood Ave
City (Hint: click ) <i>Note:</i> City names in the User Training database are uppercase. In the Production database they are mixed case.	FARIBAULT
State	MN
Postal	55021-1256
County (Hint: click )	Rice
	
	
	Add another address
Address Type	Business
<u>Add Address Detail</u>	Click the link
Effective Date	Enter the same date as the Effective Date you entered previously
Country	USA

FIELD NAME	DATA
Status	A
<u>Add Address</u>	Click the link
Address 1	200 Administration Bldg
Address 2	50 Sherburne Avenue
City (Hint: click ) <i>Note:</i> City names in the User Training database are uppercase. In the Production database they are mixed case.	ST PAUL
State	MN
Postal	55155
County (Hint: click )	Ramsey
	
	
Phone Type	Home
Telephone	507/555-8965
Email Type	Business
Email Address	robin.ford@state.mn.us
Preferred	Select the check box for the preferred email address
Ethnic Group	AMIND
Military Status	Veteran (meets M.S. 197.447)
Citizenship (proof 1)	SS Card
Citizenship (proof 2)	Driver Lic
Employee	Select the check box
	Click button If a warning message displays, click OK. Notice the Person ID and write it down. Person ID: _____

FIELD NAME	DATA
Effective Date	Same as the Effective Date above
Action	Hire
Reason	TMP, Temporary Appointment
Position Number	Refer to position number you wrote down
Position Entry Date	Accept default
Establishment ID	G0200
Regular/Temporary (view-only)	Temporary
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Classified
Standard Hours (view-only)	40.00
Barg Unit (view-only)	206
Union Code (view-only)	AFS
Pay Group	P02
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Step	1
 (refresh)	Click button
Step Entry Date	04/07/2015
Rate Code	ONSTEP
Comp Rate	13.27
	Click button
Compensation Rate (view-only)	13.27
Special Program	Blank
Salary Authority	AFS
Leave Authority	AF3
Probation Date	Blank

FIELD NAME	DATA
Anniversary/Progression Date	Same as the Effective Date entered above
Appointment End Date	12/31/2015
Barg Unit Seniority Date	Same as the Effective Date entered above
Agency Seniority Date	Same as the Effective Date entered above
Eligible for Next Increase	Blank
Security Clearance Type	0
Email Address	robin.ford@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9090
Salary Authority	Leave unchanged
Retirement Code	AN
Benefits	STATE
Special Elig	MX Refer to the <i>Special Eligibility Codes – Reference</i>

SOLUTION: PART 2

Your pages should resemble the following pages.

Personal Data component:

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

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Ford, Robin W Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 31 + -

Format Type English

Display Name Ford, Robin W Edit Name

Biographic Information

Date of Birth 31 Years 54 Months 10 View Pandemic Questionnaire

Birth Country United States

Birth State

Birth Location Leave Accrual Date: 31

Pandemic Work Avail

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"/> 31	<input type="text" value="Social Security Number"/>	<input type="text" value="898-42-1201"/>	<input checked="" type="checkbox"/> + -

Ford, Robin W

Empl ID NEW

Current Addresses Personalize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	04/07/2015	A	1255 Rosewood Ave FARIBAULT, MN 55021-1256 131 Rice	Edit/View Address Detail	+ -
Business	04/07/2015	A	200 Administration Bldg 50 Sherburne Avenue ST PAUL, MN 55155 123 Ramsey	Edit/View Address Detail	+ -

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Home	507/555-8965		<input type="checkbox"/>	+ -

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	Email Address	Preferred	
Business	robin.ford@state.mn.us	<input checked="" type="checkbox"/>	+ -

Ford, Robin W

Person ID NEW

USA

Ethnic Group Find | View All | First 1 of 1 Last

Regulatory Region: USA United States

Ethnic Group: AMIND American Indian/Alaska Native

Primary

History Find | View All | First 1 of 1 Last

Effective Date: Date Entitled to Medicare:

Citizenship (Proof 1): SS Card Citizenship (Proof 2): Driver Lic

Eligible to Work in U.S.

Veteran

Military Status: Veteran (meets M.S. 197.447)

Smoker History Personalize | Find | View All | First 1 of 1 Last

*Smoker	*As of	
1	<input type="text"/>	+ -

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

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Ford,Robin W Person ID NEW

Choose Org Relationship to Add

Employee
 Person of Interest

Empl Record 0

[Add Relationship](#)

[Save](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Job Data component:

State Of Minnesota All >> [Advanced Search](#) Home | W

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

Ford,Robin W Empl ID 01081272
Employee Empl Record 0

Work Location Find First 1 of 1 Last Go To Row + -

*Effective Date Effective Sequence *Action Hire
HR Status Active Reason TMP Temporary Appointment
Payroll Status Active *Job Indicator Primary Job

[Calculate Status and Dates](#)

Position Number Receptionist Current
[Override Position Data](#)

Position Entry Date Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit G02AF Administration-AFSCME
Department G022200 Operations Management

Department Entry Date
Location G0200 Commissioner's Office
Establishment ID Commissioner's Office Date Created 04/07/2015

Expected Job End Date

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

State Of Minnesota Home

All Search Advanced Search

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

Ford, Robin W Empl ID 01081272
Employee Empl Record 0

Job Information Find First 1 of 1 Last

[Go To Row](#)

Effective Date 04/07/2015
 Effective Sequence 0 Action Hire
 HR Status Active Reason Temporary Appointment
 Payroll Status Active Job Indicator Primary Job

Job Code 003635 Customer Svcs Specialist
 Entry Date 04/07/2015 Current

Supervisor ID
 Reports To 00000004 Management Analyst Supv 1 0505 Yang, Lan
 Regular/Temporary Temporary Full/Part Full-Time
 Empl Class Not Applicable *Officer Code Non-Manager
 Regular Shift Not Applicable 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 | Worklist | Add to Favorites

All Search Advanced Search

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

Ford, Robin W Empl ID 01081272
Employee Empl Record 0

Labor Information Find First 1 of 1 Last

[Go To Row](#)

Effective Date 04/07/2015
 Effective Sequence 0 Action Hire
 HR Status Active Reason Temporary Appointment
 Payroll Status Active Job Indicator Primary Job

Bargaining Unit 208
 Labor Agreement ?
 Labor Agreement Entry Dt ?
 Employee Category ?
 Employee Subcategory ?
 Employee Subcategory 2 ?
 Position Management Record

Union Code AFS AFSCME Minnesota Council 5
 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

Ford, Robin W
Employee

Empl ID 01081272
Empl Record 0

Payroll Information Find First 1 of 1 Last Go To Row

Effective Date 04/07/2015
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Hire
 Reason Temporary Appointment
 Job Indicator Primary Job

Current

Payroll for North America

Pay Group P02 Administration
 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

Ford, Robin W
Employee

Empl ID 01081272
Empl Record 0

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

Effective Date 04/07/2015
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Hire
 Reason Temporary Appointment
 Job Indicator Primary Job

Current

Salary Admin Plan 6
 Grade 58
 Step 1
 Includes Wage Progression Rule

Grade Entry Date 04/07/2015
 Step Entry Date 04/07/2015

Job Data Employment Data Benefits Program Participation

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

Ford, Robin W Empl ID 01081272
Employee Empl Record 0

Compensation Find First 1 of 1 Last

[Go To Row](#)

Effective Date 04/07/2015 Action Hire

Effective Sequence 0 Reason Temporary Appointment

HR Status Active Job Indicator Primary Job

Payroll Status Active Current

Compensation Rate 13.270000 Frequency H Hourly Annual Rate 27,707.760

Pay Components Personalize | Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion						
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent				
1 ONSTEP	0	13.270000	USD	H					

[Calculate Compensation](#)

Job Data Employment Data Benefits Program Participation

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

Ford, Robin W Employee Empl ID 01081272 Empl Record 0

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

[Go To Row](#)

Effective Date 04/07/2015 Action Hire

Effective Sequence 0 Reason Code Temporary Appointment

HR Status Active Job Indicator Primary Job

Payroll Status Active Current

Option Code: Salary Authority: AFS AFSCME

Special Program: Leave Authority: AF3 AFSCME - Emp Not 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:

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | Wo

All Search Advanced Search

Employment Information Additional Employment Info

Ford, Robin W Empl ID 01081272
 Employee Empl Record 0

Organizational Instance ?

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

Organizational Assignment Data ?

Instance Record

Home/Host Classification Home		Years	Months	Days
Company Seniority Date	<input type="checkbox"/> Override	0	0	0
Service Date	<input type="checkbox"/> Override	0	0	0
Probation Date				
Anniversary/Progression Date 04/07/2015		Last Verification Date		
Business Title Receptionist		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 | W

All Search Advanced Search

Employment Information Additional Employment Info

Ford, Robin W Employee Empl ID 01081272 Empl Record 0

Agency Use Date: Barg Unit Seniority Date: 04/07/2015 Seniority Tie Breaker: 0

Agency Seniority Date: 04/07/2015 Layoff Expiration Date: Employee Works at Home?:

Eligible for Next Increase: Layoff Notice Date: Security Clearance Type: 0

Email Address: robin.ford@state.mn.us

Work Phones Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 651-555-9090 Extension:

Job Data Employment Data Benefits Program Participation

Benefits Program Participation component:

State Of Minnesota Home | Wo

All Search Advanced Search

Benefit Program Participation

Ford, Robin W Empl ID 01081272
Employee Empl Record 0

Benefit Status Find First 1 of 1 Last

Benefit Record Number 0 Go To Row

Effective Date 04/07/2015

Effective Sequence 0 Action Hire

HR Status Active Reason Temporary Appointment

Payroll Status Active Job Indicator Primary Job

Benefits System Benefits Administration Current

Annual Benefits Base Rate USD Benefits Employee Status Active

Benefits Administration Eligibility

BAS Group ID Spec Elig MX State Ineligible

Salary Authority AFS AFSCME Minnesota Council 5 Barg Unit Elig Fld 8

Retirement Code AN No Retirement SEGIP

Benefits STATE STATE Suppl Ret

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

Effective Date 04/07/2015 Currency Code USD

Benefit Program DFT Default Benefit Program

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

ACTION	RESULT
<p>1. Click </p> <ul style="list-style-type: none"> • If a warning appears, read the message and click OK. • If an error message appears, fix the data according to the message. 	<p>Saved displays briefly in the upper-right corner</p> <p>EmplID appears</p>
<p>2. Normally, you would set up a work schedule for the employee. However, for this exercise, skip that step.</p>	
<p>3. </p> <p></p> <p>Subject</p> <p>Note Text</p>	<p>Fill-behind</p> <p>This is a fill-behind while Trevor Montain is on leave.</p>
<p>4. Save.</p>	

SEMA4 TIPS

FILL-BEHIND

When processing a fill-behind, use the following tips to check your work.

- ✓ Remember to enter the Business address and Business email address.
- ✓ Be sure the Reason is correct.
- ✓ Be sure the compensation information is entered correctly.
- ✓ Enter the effective date of the hire in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Enter Notes if appropriate.

REVIEW QUESTIONS

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

1. If you are appointing an individual who is not a state employee, to temporarily fill in for an employee on leave, which two SEMA4 processes might you use?
 - a. Mass Time Entry and Add a New Position
 - b. Add a New Position and Hire
 - c. Plan Succession and Hire
 - d. Replacement Planning and Add a New Position

2. Which of the following conditions must exist, to process a fill behind?
 - a. The employee is expected to return within one year.
 - b. The employee is on leave, mobility, or work out of class, and the position is on hold.
 - c. The employee on leave, mobility, or work out of class is expected to return, and the agency is temporarily fulfilling the employee's responsibilities with another employee.
 - d. The agency must fill the position with a current employee.

3. True or False: If the incumbent and the person filling in have different employment status or conditions, you can temporarily hire the replacing employee into the incumbent's original position.
 - a. True
 - b. False

REVIEW ANSWERS

Check your answers to the review questions.

1. If you are appointing an individual who is not a state employee, to temporarily fill in for an employee on leave, which two SEMA4 processes might you use?
 - b. Add a New Position and Hire

2. Which of the following conditions must exist, to process a fill behind?
 - c. The employee on leave, mobility, or work out of class is expected to return, and the agency is temporarily fulfilling the employee's responsibilities with another employee.

3. True or False: If the incumbent and the person filling in have different employment status or conditions, you can temporarily hire the replacing employee into the incumbent's original position.
 - b. False. You may temporarily hire the replacing employee into the incumbent's original position only if they have the identical employment condition and status. If these attributes differ, create a new position for the employee filling in.

Pull out these pieces from the Fill-Behind topic:

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

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

You have completed Section D of Employee Maintenance!

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