

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

**Section F**

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

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# Section F

## Changes to a Filled Position

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### Introduction

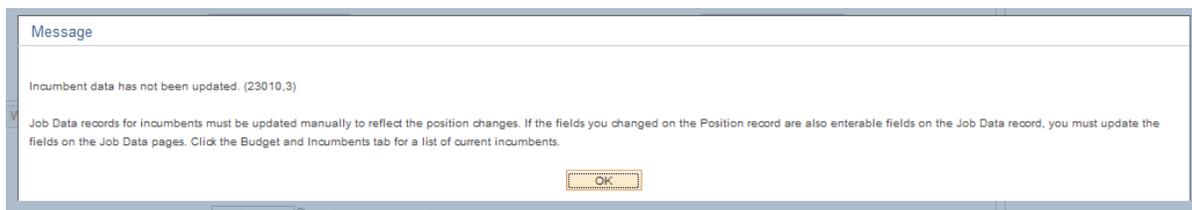
After an employee is hired into a position, information about that position may change. For example, the employee's work location or job code may change and you need to record that in SEMA4.

### What is a Position Change?

To make changes to an employee's position information, you will use the action Position Change. Position Change means changing information about a position, *not* moving an employee to a different position.

### Relationship of Position and Incumbent Information

Think back to the Position Management learning guide. Position and incumbent information are related. However, since SEMA4 does *not* automatically update the employee record after a position update, *you* must update the incumbent's job record; otherwise the employee record would be out of sync with the position record. After saving changes to a position record, you may get the following message, warning you to update the incumbent job data:



You must access each incumbent's Job Data and update the information.

Be sure to update the position record first, and then update the incumbent's job data. If there are no incumbents, you do not need to update the incumbent's job record.

This topic contains a walk-through showing Location and Department ID changes to Position Data. The topics *Reallocation* and *Unclassified Conversion* will demonstrate other kinds of changes to a filled position.

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

## THINGS TO CONSIDER BEFORE YOU ENTER DATA

### CHANGES TO A FILLED POSITION

To save time and improve accuracy, consider these items *before* entering a change to a filled position in SEMA4.

- Refer to policies and procedures in SEMA4 Help, as well as the contract or plan, before changing an employee's position information.
- Choose the appropriate Action and Reason code. Refer to the Position Change check lists in SEMA4 Help.

### ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find the Position Change – Location Change check list.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> . <ul style="list-style-type: none"><li>• These check lists are used for making changes to the data in a position record. They are not used for assigning an employee to a position.</li></ul>	Position Change – Reason Codes page displays
4. Scroll down and click the  next to Location Change. <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click <b>Location Change (LOC)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li></ul>	The Position Change – Location Change - Check List displays
7. Click the <b>Update position information</b> link.	The Update Position Information – Steps page displays
8. Click the Back button.	The check list displays

ACTION	RESULT
9. Click the <b>Update the position fields in job data</b> link. <ul style="list-style-type: none"><li data-bbox="300 247 576 283">• Review the steps.</li></ul>	The Update Position Fields in Job Data – Steps page displays
10. Exit SEMA4 Help.	

## PROCESS A LOCATION CHANGE

In this walk-through, you will enter a change to a position record. Morgan Zahn, an employee in the Department of Health, will be working on research requiring him to move to the Duluth office. Same position, different location.

You will need to make a change to the Location in the position record. You will also enter the corresponding change in Job Data.

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>Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info.</b>	The Add/Update Position Info search page appears
3. <b>Position Number</b> <ul style="list-style-type: none"><li>• Enter 010400__ __ (substituting your two-digit code for the blanks) and click </li></ul>	The <b>Description</b> page displays information about the position

Begin on the **Description** page.

State Of Minnesota Home | Worklist

All Search Advanced Search | Last Search Results

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

**Position Information** Find | View All | First 1 of 2 | Last

Position Number 01040001 Laboratory Attendant 1 + -

Headcount Status Filled Current Head Count 1 out of 1

\*Effective Date 04/09/2015 \*Status Active Initialize From Existing Position

Reason LOC Location Change Action Date 04/09/2015

\*Position Status Approved Status Date 08/15/2003 Key Position

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**Job Information**

\*Business Unit H12AF Health Dept-AFSCME Manager Level None

Job Code 001507 Laboratory Attendant 1 \*Full/Part Time Full-Time

\*Reg/Temp Unlimited Union Code AFS AFSCME Minnesota Council 5

\*Regular Shift Day Short Title LABYATDT1 Detailed Position Description

Title Laboratory Attendant 1

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**Work Location**

\*Reg Region USA United States

Department H123200 F&PC-Information & Analysis \*Company SMN State of Minnesota

Location H12D2 MN Dept of Health-Duluth

Reports To 01010001 Asst To Commr Dot-Line

Supervisor Lvl

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**Salary Plan Information**

Salary Admin Plan 3 Grade 54

Standard Hours 40.00 Work Period SMN MN Weekly

Updated on 04/09/2015 10:57:17AM Updated By FIKAP04

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b> <ul style="list-style-type: none"> <li>Enter the date that this change is effective.</li> </ul>	04/09/2015
3. <b>Reason</b> <ul style="list-style-type: none"> <li>Enter or select the reason for the action.</li> <li>Avoid selecting the reason Other – Position Change. For advice on selecting a reason code, refer to the Check Lists, lightning bolt hints, or call a SEMA4 HR Specialist.</li> </ul>	LOC, Location Change

FIELD NAME	DATA
<p><b>4. Location</b></p> <p>Enter or select the new location and press <b>Tab</b>.</p> <p>This code identifies the physical site of a work location or group of employees. The first three characters are the agency code.</p> <p>Several contracts and plans require the state to supply accurate work addresses for members. It is important that changes are entered in a timely fashion.</p>	<p>H12D2, MN Dept of Health-Duluth</p>

ACTION	RESULT
<p>1. Click  to save the position record.</p> <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, click <b>OK</b> and continue to the next step.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner, and a warning message appears</p>
<p>2. Select the <b>Budget and Incumbents</b> page. If current incumbents display, write down the name, EmplID, and employment record number for each incumbent.</p>	<p><b>Budget and Incumbents</b> page displays. Write down: Name: Zahn,Morgan G Empl ID: 006007__ __ (substituting your two-digit code for the blanks) Empl Rcd#: 0</p>
<p>3. On the Budget and Incumbents page, click the <u>Job Data</u> link.</p> <ul style="list-style-type: none"> <li>SEMA4 does <i>not</i> automatically update the employee record after a position update, so you will update the incumbent's job record.</li> </ul>	<p><b>Work Location</b> page displays for Morgan Zahn</p>
<p>4. Select the <b>Salary Plan</b> page.</p>	<p><b>Salary Plan</b> page displays</p>
<p>5. Write down the Step.</p>	<p>Step:</p>
<p>6. Write down the Step Entry Date.</p>	<p>Step Entry Date:</p>
<p>7. Select the <b>Work Location</b> page.</p>	<p><b>Work Location</b> page displays</p>

Continue on the **Work Location** page.

State Of Minnesota Home | Wc

Job Data Search Advanced Search Last Search Results

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

**Zahn, Morgan G** Empl ID 00600701  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date 04/09/2015 Go To Row + -

Effective Sequence 0 \*Action Position Change

HR Status Active Reason LOC Location Change

Payroll Status Active \*Job Indicator Primary Job

Calculate Status and Dates

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Position Number 01040001 Laboratory Attendant 1 Current

Override Position Data

Position Entry Date 08/15/2003

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit H12AF Health Dept-AFSCME

Department H123200 F&PC-Information & Analysis

Department Entry Date 08/15/2003

Location H12D2 MN Dept of Health-Duluth

Establishment ID H12D2 MN Dept of Health-Duluth Date Created 04/09/2015

Expected Job End Date  Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b>	04/09/2015
<ul style="list-style-type: none"> <li>Enter the same effective date used in the position record. If a date out of range warning displays, click <b>OK</b>.</li> </ul>	
3. <b>Action</b>	Position Change
4. <b>Reason</b>	LOC, Location Change
<ul style="list-style-type: none"> <li>Enter the same reason used on the position record.</li> </ul>	

FIELD NAME	DATA
<p>5. <b>Position Entry Date</b></p> <ul style="list-style-type: none"> <li>• Write down the date. You will need it soon.</li> </ul>	<p>Position Entry Date:</p> <p>_____</p>
<p>6. <b>Position Number</b></p> <ul style="list-style-type: none"> <li>• Highlight the number, and press the <b>Delete</b> key. The field is blank.</li> <li>• Press <b>Tab</b>.</li> </ul> <p><i>Be sure to press <b>Tab</b> after deleting the position number!</i></p> <ul style="list-style-type: none"> <li>• Re-enter the same position number, and press <b>Tab</b> again.</li> </ul>	<p>010400__ __ (substituting your two-digit code for the blanks)</p> <p>The updated position data fills in</p>
<p>7. <b>Position Entry Date</b></p> <ul style="list-style-type: none"> <li>• Enter the date you wrote down.</li> </ul>	<p>08/15/2003</p>
<p>8. <b>Location</b></p> <ul style="list-style-type: none"> <li>• Verify the view-only code that filled in.</li> </ul>	<p>H12D2</p>
<p>9. <b>Establishment ID</b></p> <ul style="list-style-type: none"> <li>• Enter or select the establishment ID.</li> </ul>	<p>H12D2</p>

Select the **Salary Plan** page.

The screenshot shows the Oracle HR system interface for the 'Salary Plan' page. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, **Salary Plan**, Compensation, and Leave/WOC. The employee's name is Morgan Zahn, with Empl ID 00600702 and Empl Record 0. The page displays salary plan details for an effective date of 01/12/2015, including HR Status (Active), Payroll Status (Active), and Job Indicator (Primary Job). It also shows Salary Admin Plan 3, Grade 54, and Step 6. The Step field has a search icon and a refresh icon. The Step Entry Date is 08/15/2003. There are buttons for 'Go To Row', 'OK', 'Cancel', 'Apply', and 'Refresh'. The bottom of the page has a breadcrumb trail: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave/WOC.

FIELD NAME	DATA
<p>1. <b>Step</b></p> <ul style="list-style-type: none"> <li>• If the Step field is already filled in, continue below.</li> <li>• If the Step field is blank and the employee is on step, enter the appropriate step, which you wrote down earlier. (Some reason codes cause this field to become blank.)</li> <li>• If the employee is off step, enter nothing on this page.</li> </ul>	<p>If necessary, enter the step you wrote down</p>
<p>2. <b>Step Entry Date</b></p> <ul style="list-style-type: none"> <li>• If the Step Entry Date is already filled in, continue below.</li> <li>• If the Step Entry Date field is blank and the employee is on step, enter the step entry date, which you wrote down earlier. (Some reason codes cause this field to become blank.)</li> <li>• This is the date the employee was placed on the salary step.</li> </ul>	<p>If necessary, enter the step entry date you wrote down</p>

ACTION	RESULT
<p>1. Select the <b>Compensation</b> page.</p>	<p><b>Compensation</b> page displays</p>
<p>2. </p> <ul style="list-style-type: none"> <li>• Click this button even though the compensation has not changed.</li> </ul>	

Select the **Employment Data** component link.

Select the **Additional Employment Info** page.

FIELD NAME	DATA
<p>1. <b>Telephone</b></p> <ul style="list-style-type: none"> <li>Enter the employee’s work telephone number at the new location.</li> </ul>	218/555-7788
<p>2. Enter other changes on this page, as needed.</p> <ul style="list-style-type: none"> <li>For this example, no further changes are needed.</li> </ul>	

ACTION	RESULT
<p>1. Click </p> <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
<p>2. If there are more incumbent records, continue by updating their records. For this example, there are no more incumbents.</p>	

## Reports To data on Job is used by ELM

The Enterprise Learning Management (ELM) system uses the **Reports To** field on Job. This data needs to be accurate so that ELM can send the employee's training enrollment approvals to the appropriate supervisor.

Whenever you update the Reports To field in Position, remember that there has to be a row on Job which matches the updated Position row. The effective date on the rows must be the same. For transactions where the main change is the Reports To value, you enter action/reason Position Change/RTP (Reports to Position Change) on both the Position and Job records.

For other transactions entered on both Position and Job, such as Position Change/DID (Department ID Change), any change in the Reports To field will appear on Job when you enter the Position Change row there.

For more information, complete the following steps to access the Position Change – Reports to Position Change check list in SEMA4 Help.

### ACCESS SEMA4 HELP

Refer to SEMA4 Help to find the Position Change – Reports to Position Change check list.

Use this check list when the Reports To value is the *only* data on the Position record that is changing.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Click <b>Reports to Position Change (RTP)</b> . <ul style="list-style-type: none"><li data-bbox="300 1528 982 1598">• Read the check list. Notice that both the Position record and the Job record need to be updated.</li></ul>	The Position Change – Reports to Position Change - Check List displays
5. Exit SEMA4 Help.	

## Use the Mismatch Attributes Report to fix inconsistent data

Every two weeks, agencies should use the *Mismatch Attributes Report* (HP8015) on DocumentDirect to review and fix inconsistencies between their position and employee job records. The report shows discrepancies between the job-related fields on the position record and the incumbent's job data record. If a discrepancy exists, the employee is listed on the report, and an asterisk appears next to the fields that are inconsistent.

In general, there should *not* be inconsistencies between the position and job records for the fields listed on this report. Sometimes inconsistencies are caused by the inappropriate use of the Override Position Data button, located on the Work Location page. The report indicates whether or not the Position Data override has been activated.

## SEMA4 TIPS

### CHANGES TO A FILLED POSITION

When entering changes to a filled position, use these tips to check your work.

- ✓ The position data does *not* roll down to the incumbent's job record; you need to update the job data.
- ✓ To update the incumbent's job record, add a row with action Position Change and the same effective date and reason code from the position record. Delete the position number, press **Tab**, re-enter the position number, and press **Tab** again. The updated position information will fill in.
- ✓ Be sure to re-enter the appropriate position number.
- ✓ If the employee is on step, enter the appropriate Step and Step Entry Date.
- ✓ Click the **Calculate Compensation** button even if the compensation is not changing.
- ✓ Remember to enter other changes, such as Telephone number.
- ✓ Every two weeks, check the Mismatch Attributes Report (HP8015) on DocumentDirect, to review and fix inconsistencies between position and employee job records.
- ✓ Be sure to keep the Reports To data up-to-date on both Position and Job.

## PROCESS A DEPARTMENT ID CHANGE

### EXERCISE

In this exercise, you will change the department ID field in a position record. Assume that you have security clearance to both the existing department ID and the new department ID.

### Resources

You may use these resources in completing this exercise:

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

### Directions

The position occupied by Athena Kramarczuk is being assigned to a different department ID, MIS-Operations. At the same time, the location is changing to Field Services. There is no change to position funding. Which reason code should you select: Department ID Change or Location Change?

To choose the appropriate reason code, you must decide which change is the *cause*, or which one is the *most* important. Since the change in department ID is causing the location change, select reason code Department ID Change. Because you are making two changes on the same row, use the **Note Pad** in the Job Data component to describe the changes.

In the **User Training** database, use the following data to enter the changes to the position record and the incumbent's job record.

*Hint:* Select **Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**

### Part 1: Position Data

FIELD NAME	DATA
Position Number	010600__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/10/2015
Reason	DID, Department ID Change
Department	R29Y760, MIS Operations
Location	R2916, Field Services
Seniority Unit	Leave unchanged
Unclassified Authorization	TUNC

## SOLUTION: PART 1

Your pages should resemble the following pages.

Position Data component:

State Of Minnesota All Search Advanced Search Home Worklist

Description Specific Information Budget and Incumbents Barg Unit/Cost Projection

**Position Information** Find View All First 1 of 2 Last

Position Number 01060001 Management Analyst 1  
Headcount Status Filled Current Head Count 1 out of 1  
\*Effective Date 04/10/2015 \*Status Active Initialize From Existing Position  
Reason DID Department ID Change Action Date 04/10/2015  
\*Position Status Approved Status Date 07/10/2003 Key Position

**Job Information**

\*Business Unit R29MP DNR-MAPE Manager Level None  
Job Code 000008 Management Analyst 1 \*Full/Part Time Full-Time  
\*Reg/Temp Limited Union Code MAP MN Assoc of Professional Emplo  
\*Regular Shift Day Short Title MgtAnlystl Detailed Position Description  
Title Management Analyst 1

**Work Location**

\*Reg Region USA United States  
Department R29Y760 MIS-Operations \*Company SMN State of Minnesota  
Location R2916 Field Services  
Reports To 01010001 Asst To Commr Dot-Line  
Supervisor Lvl

**Salary Plan Information**

Salary Admin Plan 14G Grade 05  
Standard Hours 40.00 Work Period SMN MN Weekly

Updated on 04/10/2015 7:55:00AM Updated By FIKAP04

State Of Minnesota All Search >> Advanced Search

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

Position Number 01060001 Management Analyst 1  
 Headcount Status Filled Current Head Count 1 out of 1

Find | View All First 1 of 2 Last

Effective Date: 04/10/2015 Status: Active

Option Code:  FLSA Status: No FLSA Available  
 WCRA Code: 8810 Clerical/Office Employees NOC Date Position: 08/11/2008  
 Audited By:  Established:   
 \*Seniority Unit: 014 Natural Resources-MAPE Position Audit Date:   
 Bargaining Unit: 214 Not To Exceed Date: 07/10/2008  
 Unclassified Authorization: TUNC Agency Use:

**Cost Projection Use**

Intend to Fill Date: 07/10/2003 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: MAP MAPE

ACTION	RESULT
1. Click  <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, click <b>OK</b> and continue to the next step.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. Select the <b>Budget and Incumbents</b> page. If current incumbents display, write down the name, EmplID, and employment record number for each incumbent.	<b>Budget and Incumbents</b> page displays. Write down: Name: Kramarczuk,Athena T Empl ID: 003003__ __ (substituting your two-digit code for the blanks) Empl Rcd #: 0
3. On the <b>Budget and Incumbents</b> page, click the <u>Job Data</u> link.	<b>Work Location</b> page displays for Athena Kramarczuk

## Part 2: Job Data

FIELD NAME	DATA
Step	Write it down:
Step Entry Date	Write it down:
	Click button to add a row
Effective Date (same as position record)	04/10/2015
Action	Position Change
Reason (same as position record)	DID, Department ID Change
Position Entry Date	Write it down:
Position Number <ul style="list-style-type: none"> <li>Highlight the position number and press the <b>Delete</b> key.</li> <li>Press the <b>Tab</b> key. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>Re-enter the position number, and press the <b>Tab</b> key again.</li> </ul>	010600__ __ (substituting your two-digit code for the blanks)
Position Entry Date	Enter the date you wrote down, 7/10/2003
Department	Verify the code that filled in
Location	Verify the code that filled in
Establishment ID	EI001
Step	If the Step is blank and the employee is on step, enter the step you wrote down
Step Entry Date	If the Step Entry Date is blank and the employee is on step, enter the step entry date you wrote down
	Click button

## SOLUTION: PART 2

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Wo

Job Data Search Advanced Search

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

**Kramarczuk,Athena T** Empl ID 00300301  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date  Go To Row

Effective Sequence  \*Action Leave of Absence

HR Status Active Reason MPA Parenthood Leave

Payroll Status Leave of Absence \*Job Indicator Primary Job

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Position Number  Management Analyst 1 Current

Position Entry Date   Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit R29MP DNR-MAPE

Department R29Y780 MIS-Operations

Department Entry Date

Location R2916 Field Services

Establishment ID  DNR Central Office Date Created 04/10/2015

Expected Job End Date   Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

Job Data Employment Data Benefits Program Participation

Selected Note

Instructions

Add Performance Note

Applications

Empl ID	00300301	Kramarczuk,Athena T	Created	04/10/2015 8:28AM
Empl Record	0		Creator	
Effective Date	2009-01-12		Last Update	
Effective Sequence	0		Updated By	

Subject: Changed Department

Note Text: Changed Department ID from Mgmt Information Systems to MIS-Operations. Changed Location Code from Management Information Service to Field Services.

Save

ACTION	RESULT
1. Click <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. If there are more incumbent records, continue by updating their records. For this exercise, there are no more incumbents.	
3. Because the department has changed, a standard work schedule needs to be set up for the employee. For this exercise, you will not set up a standard work schedule.	
4.	Changed Department ID from Mgmt Information Systems to MIS-Operations. Changed Location Code from Management Information Service to Field Services.

## REVIEW QUESTIONS

To review what you have learned, write the answers to the following questions. If you have trouble answering the questions, review the topic.

1. Position Change occurs when \_\_\_\_\_.
  - a. the employee moved to a different position
  - b. the position number changed
  - c. the position changed incumbents
  - d. information about the position changed
  
2. When you make changes to a filled position, you must \_\_\_\_\_.
  - a. change the Pay Group.
  - b. make sure that all of the information entered in the Position Data component rolled down to the Job Data pages automatically.
  - c. make changes to the Job Data pages for the incumbent, to ensure that the position data and job data are in sync.
  - d. notify SEMA4 HR Services of the changes to Position Data.
  
3. When making changes to Position Data, you must use a reason code. When entering these changes to Job Data, you \_\_\_\_\_.
  - a. use the action Position Change and the same reason code you used when changing the position data.
  - b. use the action Position Change and the Reason Code NPD, New Position Data.
  - c. use the action Movement and the same reason code you used when changing position data.
  - d. use the action Reallocation and the Reason Code PCH, Position Change.
  
4. On the incumbent's job record, how do you get the updated position data to fill in?
  - a. Delete position number and enter a different number.
  - b. Delete position number and delete the effective-dated row.
  - c. Position data fills in automatically.
  - d. Delete position number, Tab, re-enter the number, Tab.

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. Position Change occurs when \_\_\_\_\_.
  - d. information about the position changed
  
2. When you make changes to a filled position, you must \_\_\_\_\_.
  - c. make changes to the Job Data pages for the incumbent, to ensure that the position data and job data are in sync.
  
3. When making changes to Position Data, you must use a reason code. When entering these changes to Job Data, you \_\_\_\_\_.
  - a. use the Action Position Change and the same reason code you used when changing the position data.
  
4. On the incumbent's job record, how do you get the updated position data to fill in?
  - d. Delete position number, Tab, re-enter the number, Tab.

Pull out these pieces from the Changes to a Filled Position topic:

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

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

Continue to the next topic, *Reallocation*.

## Introduction

A reallocation is reclassification resulting from significant changes, over a period of time, in the duties and responsibilities of a position.

Examples of reason codes for a reallocation are:

- Reallocation - Demotion
- Reallocation - Promotion
- Reallocation - Transfer

Remember to refer to policies and procedures, in SEMA4 Help, before processing a reallocation. Also, refer to the contract or compensation plan.

## THINGS TO CONSIDER BEFORE YOU ENTER DATA

### REALLOCATION

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

- Refer to the appropriate contract or plans for information about wages.
- Determine if it's a transfer, demotion, or promotion.
- Choose the appropriate Action and Reason code. Refer to the Position Change – Reallocation check lists in SEMA4 Help.
- If this is a reallocation promotion, you will need to update the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- If the reallocation results in a demotion for the employee, the transaction becomes more complex; you must also enter a layoff record, in addition to a concurrent appointment. For assistance, see the Position Change - Reallocation - Demotion - Check List in SEMA4 Help.

## ACCESS SEMA4 HELP

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

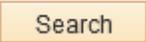
ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Scroll down and click  next to Reallocation – Demotion (RED). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Scroll down and click  next to Reallocation – Promotion (REP). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
7. Click again.	The hint disappears
8. Scroll down and click  next to Reallocation – Transfer (REX). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
9. Click again.	The hint disappears
10. Click <b>Reallocation – Transfer (REX)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li></ul>	The Position Change - Reallocation – Transfer – Check List displays
11. Scroll down and click the first <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> . <ul style="list-style-type: none"><li>• These Position Data fields require specific values.</li></ul>	A list of required Position Data field values displays
12. Scroll down further and click the second <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> . <ul style="list-style-type: none"><li>• These Job Data fields require specific values.</li></ul>	A list of required Job Data field values displays
13. Exit SEMA4 Help.	

## PROCESSING A REALLOCATION - TRANSFER

In this walk-through, you will process a reallocation – transfer.

A reallocation – transfer occurs when you are reallocating a position and an employee to a lateral job class. The change in classification may require the incumbent to serve a new probationary period. You start this process on the incumbent's position record.

The responsibilities of the classified Management Analyst 2 position held by Cliff Jefferson have evolved significantly over time. The job classification will change to Planner Intermediate, which is at the same level.

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>Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info.</b>	The Add/Update Position Info search page displays
3. In the <b>Position Number</b> field, enter 002039__ __ (substituting your two-digit code for the blanks) and click 	<b>Description</b> page displays information about the position

Begin on the **Description** page.

State Of Minnesota Home | Worklist

All Search >> Advanced Search

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

Position Information Find | View All First 1 of 2 Last

Position Number 00203901 Planner Senior State + -

Headcount Status Filled Current Head Count 1 out of 1

\*Effective Date 04/10/2015 + - \*Status Active Initialize From Existing Position

Reason REX Reallocation - Transfer Action Date 04/10/2015

\*Position Status Approved Status Date 07/20/1995 + -  Key Position

Job Information

\*Business Unit T79MP Transportation-MAPE Manager Level None

Job Code 002378 Planner Intermediate \*Full/Part Time Full-Time

\*Reg/Temp Unlimited \*Regular Shift Day Union Code MAP MN Assoc of Professional Emplo

Title Planner Intermediate Short Title PLANINT Detailed Position Description

Work Location

\*Reg Region USA United States \*Company SMN State of Minnesota

Department T797236 Research/Devp

Location T795F Roseville

Reports To 00000017 Administrative Mgt Director 1 Dot-Line

Supervisor Lvl

Salary Plan Information

Salary Admin Plan 14G Grade 07

Standard Hours 40.00 Work Period SMN MN Weekly

Updated on 04/10/2015 8:37:39AM Updated By FIKAP04

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b> <ul style="list-style-type: none"> <li>Enter the date this change is effective.</li> </ul>	04/10/2015
3. <b>Reason</b> <ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	REX, Reallocation - Transfer
4. <b>Title and Short Title</b> <ul style="list-style-type: none"> <li>Skip these fields. The new title will fill in automatically after you enter the new job code.</li> </ul>	Leave unchanged

FIELD NAME	DATA
<p><b>5. Business Unit</b></p> <p>If necessary, change the value.</p> <p>The business unit value is agency code + two characters representing a bargaining agreement or compensation plan. Example: T79MP for Department of Transportation-MAPE.</p>	Leave unchanged
<p><b>6. Job Code</b></p> <ul style="list-style-type: none"> <li>Select or enter the new job code and press <b>Tab</b>.</li> <li>When a message appears, click <b>OK</b>.</li> </ul>	002376, Planner Intermediate
<p><b>7. Reg/Temp</b></p> <ul style="list-style-type: none"> <li>Select either Unlimited or Seasonal, and press <b>Tab</b>.</li> </ul>	Unlimited

Select the **Specific Information** page.

State Of Minnesota Home | Worklist

All Search >> Advanced Search

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

Position Number 00203901 Planner Senior State  
 Headcount Status Filled Current Head Count 1 out of 1

**Specific Information** Find | View All First 1 of 2 Last

Effective Date 04/10/2015 Status Active

Max Head Count  Incumbents  
 Mail Drop ID   Include Salary Plan/Grade

**Education and Government** Check Budget

Position Pool ID

\*Pre-Encumbrance Indicator  Calc Group (Flex Service)

\*Encumber Salary Option  Academic Rank

\*Classified Indicator  FTE   Adds to FTE Actual Count

FIELD NAME	DATA
<ul style="list-style-type: none"> <li><b>Classified Indicator</b></li> </ul> <p>Make sure this value is Classified.</p>	Classified

Select the **Barg Unit/Cost Projection** page.

State Of Minnesota All Search >> Advanced Search

---

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

Position Number 00203901 Planner Senior State  
 Headcount Status Filled Current Head Count 1 out of 1

Find | View All First 1 of 2 Last

Effective Date: 04/10/2015 Status: Active

---

Option Code:  FLSA Status: No FLSA Available  
 WCRA Code: 8810 Clerical/Office Employees NOC Date Position Established: 05/18/2008  
 Audited By:  Position Audit Date:   
 \*Seniority Unit: 014 Transportation-MAPE Not To Exceed Date:   
 Bargaining Unit: 214 Unclassified Authorization: XXXX Agency Use:

**Cost Projection Use**

Intend to Fill Date: 08/01/1995 Intend to Fill Amount:  Comp Frequency: Hourly  
 Intend to Fill Step: 1 Seas/Temp Start Dt:  Seas/Temp End Dt:   
 Vacant Position Insurance Indc:  Vacant Position Retirement Indc:  \*Salary Authority: MAP MAPE

FIELD NAME	DATA
<p><b>1. Option Code</b></p> <ul style="list-style-type: none"> <li>If appropriate, change the code.</li> <li>Identifies a group of jobs within a job classification that require specialized knowledge, skills, and abilities.</li> </ul>	<p>Leave unchanged, blank</p>
<p><b>2. Date Position Established</b></p> <ul style="list-style-type: none"> <li>This is the date the position was established or last updated. The system maintains this date automatically.</li> </ul>	<p>Accept default</p>
<p><b>3. Seniority Unit</b></p> <ul style="list-style-type: none"> <li>Select a value, based on the job code change.</li> <li>A seniority unit is an agency, or part of an agency, for which seniority rights are specified in a collective bargaining agreement or plan.</li> </ul>	<p>014</p>

ACTION	RESULT
<p>1. Click  to save the position record.</p> <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, click <b>OK</b> and continue to the next step.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner, and a warning message appears</p>
<p>2. Select the <b>Budget and Incumbents</b> page. If current incumbents display, write down the name, EmplID, and employment record number for each incumbent.</p>	<p><b>Budget and Incumbents</b> page displays. Write down: Name: Jefferson,Cliff G Empl ID: 008047 __ __ (substituting your two-digit code for the blanks) Empl Rcd#: 0</p>
<p>3. On the <b>Budget and Incumbents</b> page, click the <u>Job Data</u> link.</p> <ul style="list-style-type: none"> <li>SEMA4 does <i>not</i> automatically update the employee record after a position update, so you must update the incumbent's job record.</li> </ul>	<p><b>Work Location</b> page displays for Cliff Jefferson</p>
<p>4. Select the <b>Salary Plan</b> page.</p>	<p><b>Salary Plan</b> page displays</p>
<p>5. Write down the Step.</p>	<p>Step:</p>
<p>6. Write down the Step Entry Date.</p>	<p>Step Entry Date:</p>
<p>7. Select the <b>Work Location</b> page.</p>	<p><b>Work Location</b> page displays</p>

Continue on the **Work Location** page.

State Of Minnesota Home | V

All Search Advanced Search

---

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

**Jefferson,Cliff G** Empl ID 00804701  
Employee Empl Record 0

**Work Location** Find First 1 of 2 Last

\*Effective Date  Go To Row

Effective Sequence  \*Action Position Change

HR Status Active Reason REX Reallocation - Transfer

Payroll Status Active \*Job Indicator Primary Job

---

Position Number  Planner Senior State

Position Entry Date  Current

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit T79MP Transportation-MAPE

Department T797238 Research/Devlp

Department Entry Date

Location T795F Roseville

Establishment ID  Roseville Date Created 04/10/2015

Expected Job End Date  Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b> <ul style="list-style-type: none"> <li>Enter the same effective date that you entered on the position record.</li> <li>If the date out of range warning displays, click <b>OK</b>.</li> </ul>	04/10/2015
3. <b>Action</b>	Position Change
4. <b>Reason</b> <ul style="list-style-type: none"> <li>Select the same reason used in the position record.</li> </ul>	REX, Reallocation - Transfer

FIELD NAME	DATA
<p><b>5. Position Entry Date</b></p> <ul style="list-style-type: none"> <li>• Write down the date. You will need it soon.</li> </ul>	<p>Position Entry Date:</p>
<p><b>6. Position Number</b></p> <ul style="list-style-type: none"> <li>• Highlight the number, and press the <b>Delete</b> key. The field is blank.</li> <li>• Press <b>Tab</b>.</li> </ul> <p><i>Be sure to press <b>Tab</b> after deleting the position number!</i></p> <ul style="list-style-type: none"> <li>• Re-enter the same position number, and press <b>Tab</b> again.</li> </ul>	<p>002039__ (substituting your two-digit code for the blanks)</p> <p>The updated position data fills in</p>
<p><b>7. Position Entry Date</b></p> <ul style="list-style-type: none"> <li>• Enter the date you wrote down.</li> </ul>	<p>09/25/1995</p>
<p><b>8. Establishment ID</b></p> <ul style="list-style-type: none"> <li>• Select the establishment ID.</li> </ul>	<p>T795F</p>

Select the **Job Information** page.

State Of Minnesota Home | V

All Search >> Advanced Search

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

Jefferson,Cliff G Empl ID 00804701  
Employee Empl Record 0

Job Information ? Find First 1 of 2 Last

Effective Date 04/10/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Transfer

Payroll Status Active Job Indicator Primary Job

---

\*Job Code 002376 Planner Intermediate Current

Entry Date 04/10/2015

Supervisor ID

Reports To 00000017 Administrative Mgt Director 1 00500001 Rowe,Vera C

\*Regular/Temporary Trainee \*Full/Part Full-Time

Empl Class Permanent \*Officer Code Non-Manager

\*Regular Shift Day Shift Rate

\*Classified Ind Classified Shift Factor

Standard Hours ?

Standard Hours 40.00 Work Period SMN MN Weekly

FTE 1.000000

Contract Number ?

Contract Number Next Contract Number

Contract Type

USA

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Job Code</b></p> <ul style="list-style-type: none"> <li>Verify the view-only job code that filled in.</li> </ul>	002376, Planner Intermediate
<p><b>2. Empl Class</b></p> <ul style="list-style-type: none"> <li>Review the value and change it if necessary.</li> <li>Must be Permanent or Probatry.</li> <li>If the Appointing Authority requires that the employee serve a probationary period, select Probatry.</li> </ul>	Permanent
<p><b>3. Officer Code</b></p> <ul style="list-style-type: none"> <li>Review the value and change it if necessary.</li> <li>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

Select the **Salary Plan** page.

State Of Minnesota Home | Workl

All Search Advanced Search

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

Jefferson,Cliff G Empl ID 00804701  
Employee Empl Record 0

Salary Plan Find | View All First 1 of 2 Last

Effective Date 04/10/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Transfer

Payroll Status Active Job Indicator Primary Job

---

Salary Admin Plan 14G Current

Grade 07 Grade Entry Date 04/10/2015

Step 8 Step Entry Date 09/24/2003

Includes Wage Progression Rule

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Step</b></p> <ul style="list-style-type: none"> <li>If the compensation is on step, enter the appropriate step. For this lateral example, compensation remains the same, so use the step you wrote down earlier.</li> <li>If the compensation is off step, nothing is entered on this page.</li> </ul>	8
<p><b>2. Step Entry Date</b></p> <ul style="list-style-type: none"> <li>Enter the date the employee was placed on the salary step. For this example, enter the step entry date you wrote down earlier.</li> </ul>	09/24/2003

Select the **Compensation** page.

State Of Minnesota Home

All Search Advanced Search

---

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

Jefferson,Cliff G Empl ID 00804701  
Employee Empl Record 0

Compensation Find First 1 of 2 Last

Effective Date 04/10/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Transfer

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 22.180000 Frequency H Hourly Annual Rate 48,311.840

Current

Pay Components Personalize Find 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	22.180000	USD	H	

Calculate Compensation

---

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Rate Code</b></p> <ul style="list-style-type: none"> <li>In this example, the employee is on step.</li> <li>If the compensation is off step, select the appropriate off step rate code, referring to the <i>Off Step Rate Codes – Reference</i> in SEMA4 Help.</li> </ul>	ONSTEP
<p>2. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>The compensation is on step, so the amount displays automatically, based on the step you selected.</li> <li>If the compensation is off step, enter the rate.</li> </ul>	22.18
<p>3. Click </p> <ul style="list-style-type: none"> <li>You have to click this button even if the compensation is not changing.</li> </ul>	
<p>4. <b>Compensation Rate</b> (located below the Action)</p> <ul style="list-style-type: none"> <li>Verify that the correct amount displays.</li> </ul>	22.18

Select the **Employment Data** component link.

State Of Minnesota Home | W

All Search >> Advanced Search

---

Employment Information | Additional Employment Info

**Jefferson,Cliff G** Empl ID 00804701  
 Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rod 0	Original Start Date 09/25/1995	<input type="checkbox"/> Override
Last Start Date 09/25/1995	First Start Date 09/25/1995	
Termination Date		

**Organizational Assignment Data** ?

**Instance Record**

Home/Host Classification Home	Years	Months	Days
Company Seniority Date 09/25/1995 <input type="checkbox"/> Override	19	6	16
Service Date 09/25/1995 <input type="checkbox"/> Override	19	6	16
Probation Date <input type="text"/> <input type="checkbox"/>			
Anniversary/Progression Date 05/18/2008 <input type="checkbox"/>	Last Verification Date <input type="text"/> <input type="checkbox"/>		
Business Title Planner Intermediate	Position Phone <input type="text"/>		

USA

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

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 Appointing Authority requires that the employee serve a probationary period, enter the date the probation ends. In this example, the employee is not required to serve a probationary period.</li> </ul>	Blank
<p><b>2. Business Title</b></p>	Accept displayed value

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

State Of Minnesota Home | W

All Search Advanced Search

---

**Benefit Program Participation**

Jefferson,Cliff G Empl ID 00804701  
Employee Empl Record 0

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

Benefit Record Number 0 Go To Row

Effective Date 04/10/2015

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - 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 MAP MN Assoc of Professional Empl Barg Unit 214 Elig Fld 8

Retirement Code AA MSRS SEGIP

Benefits STATE STATE Suppl Ret

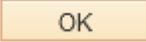
**Benefit Program Participation** Find | View All First 1 of 1 Last

Effective Date 09/25/1995 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

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

FIELD NAME	DATA
<ul style="list-style-type: none"> <li><b>Special Elig</b></li> </ul> <p>Select the appropriate code. Check the <i>Special Eligibility Codes – Reference</i> in SEMA4 Help. This field affects employee insurance eligibility.</p>	Leave unchanged, MF12

ACTION	RESULT
1. Click  <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. If there are more incumbent records, continue by updating them. For this example, there are no more incumbents.	
3. If a retroactive pay adjustment is required, you must calculate the amount of retroactive pay and then enter the adjustment through the Mass Time Entry process. For this example, there is no retroactive pay.	

## SEMA4 TIPS

### REALLOCATION

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

- ✓ Position number must be the same; not a different number.
- ✓ If the employee will serve a probationary period, select the Empl Class Probatory and enter a Probation Date.
- ✓ Re-enter the appropriate Position End Date.
- ✓ If the employee is on step, enter the appropriate Step and Step Entry Date.
- ✓ Click the Calculate Compensation button even if the compensation is not changing.

## PROCESS A REALLOCATION - PROMOTION

### EXERCISE

In this exercise, you will process a reallocation - promotion.

### Resources

You may use these resources in completing this exercise:

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

### Directions

It is now 2016. Cliff Jefferson has assumed greater responsibilities and he has shown initiative. After a year, the supervisor requested a reallocation to Planner Senior State. The request has been approved. The position is both classified and occupied.

In the **User Training** database, use the following data to process the reallocation – promotion.

### Part 1: Position Data

FIELD NAME	DATA
Position Number	002039__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/10/2016
Reason	REP, Reallocation - Promotion
Job Code	000837, Planner Senior State
Business Unit	Leave unchanged
Reg/Temp	Unlimited
Classified Indicator	Classified
Option Code	Leave unchanged, blank
Seniority Unit	014

## SOLUTION: PART 1

Your pages should resemble the following pages.

Position Data component:

State Of Minnesota Home | Worklist

All Search >> Advanced Search

---

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

**Position Information** Find | View All | First 1 of 2 | Last

Position Number 00203901 Planner Senior State

Headcount Status Filled Current Head Count 1 out of 1

\*Effective Date 04/10/2016 \*Status Active Initialize From Existing Position

Reason REP Reallocation - Promotion Action Date 04/28/2015

\*Position Status Approved Status Date 07/20/1995 Key Position

---

**Job Information**

\*Business Unit T79MP Transportation-MAPE Manager Level None

Job Code 000837 Planner Senior State \*Full/Part Time Full-Time

\*Reg/Temp Unlimited \*Regular Shift Day Union Code MAP MN Assoc of Professional Emplo

Title Planner Senior State Short Title PLANSRST Detailed Position Description

---

**Work Location**

\*Reg Region USA United States

Department T797236 Research/Devlp \*Company SMN State of Minnesota

Location T795F Roseville

Reports To 00000017 Administrative Mgt Director 1 Dot-Line

Supervisor Lvl

---

**Salary Plan Information**

Salary Admin Plan 14G Grade 10

Standard Hours 40.00 Work Period SMN MN Weekly

Updated on 04/28/2015 1:58:47PM Updated By FIKAP04

State Of Minnesota Home | Worklist

All Search >> Advanced Search

---

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

Position Number 00203901 Planner Senior State

Headcount Status Filled Current Head Count 1 out of 1

**Specific Information** Find | View All | First 1 of 2 | Last

Effective Date 04/10/2016 Status Active

Max Head Count 1 Incumbents

Mail Drop ID Include Salary Plan/Grade

---

**Education and Government**

Position Pool ID

\*Pre-Encumbrance Indicator Encumber Immediately Calc Group (Flex Service)

\*Encumber Salary Option Salary Step Academic Rank

\*Classified Indicator Classified FTE 1.000000 Add to FTE Actual Count

State Of Minnesota All Search >> Advanced Search

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[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Barg Unit/Cost Projection](#)

Position Number 00203901 Planner Senior State  
 Headcount Status Filled Current Head Count 1 out of 1

Find | View All First 1 of 2 Last

Effective Date: 04/10/2016 Status: Active

---

Option Code:  FLSA Status: No FLSA Available  
 WCRA Code: 8810  Clerical/Office Employees NOC Date Position Established: 05/18/2008  
 Audited By:  Position Audit Date:   
 \*Seniority Unit: 014  Transportation-MAPE Not To Exceed Date:   
 Bargaining Unit: 214  Unclassified Authorization: XXXX  Agency Use:

**Cost Projection Use**

Intend to Fill Date: 08/01/1995  Intend to Fill Amount:  Comp Frequency: Hourly  
 Intend to Fill Step: 1  Seas/Temp Start Dt:  Seas/Temp End Dt:   
 Vacant Position Insurance Indc:  Vacant Position Retirement Indc:  \*Salary Authority: MAP  MAPE

ACTION	RESULT
1. Click  Save to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, click <b>OK</b> and continue to the next step.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner, and a warning message appears
2. Select the <b>Budget and Incumbents</b> page. If current incumbents display, write down the name, EmplID, and employment record number for each incumbent.	<b>Budget and Incumbents</b> page displays. Write down: Name: Jefferson,Cliff G Empl ID: 008047 __ __ (substituting your two-digit code for the blanks) Empl Rcd#: 0
3. Click the <u>Job Data</u> link on this page.	<b>Work Location</b> page displays for Cliff Jefferson

**Part 2: Job Data**

	Click button to add a row
Effective Date (same as position record)	04/10/2016
Action	Position Change
Reason (same as position record)	REP, Reallocation - Promotion
Position Entry Date	Write it down:
Position Number <ul style="list-style-type: none"> <li>• Highlight the position number and press the <b>Delete</b> key.</li> <li>• Press the <b>Tab</b> key. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>• Re-enter the position number, and press the <b>Tab</b> key again.</li> </ul>	002039__ __ (substituting your two-digit code for the blanks)
Position Entry Date	Enter the date you wrote down, 9/25/1995
Establishment ID	T795F
Job Code	Notice the job code that filled in: 000837, Planner Senior State
Empl Class	Probatnry
Officer Code	Non-Manager
Step	6
 (refresh)	Click button
Step Entry Date	04/10/2016
Comp Rate	22.92
	Click button
Compensation Rate (view-only)	2292
Probation Date	10/12/2016
Anniversary/Progression Date	05/18/2008
Special Elig	MF12

## SOLUTION: PART 2

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | W

All Search Advanced Search

---

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

**Jefferson,Cliff G** Empl ID 00804701  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date 04/10/2016 Go To Row

Effective Sequence 0 \*Action Position Change

HR Status Active Reason REP Reallocation - Promotion

Payroll Status Active \*Job Indicator Primary Job

[Calculate Status and Dates](#)

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Position Number 00203901 Planner Senior State

[Use Position Data](#)

Position Entry Date 09/25/1995 Future

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

\*Business Unit T79MP Transportation-MAPE

\*Department T797236 Research/Devlp

Department Entry Date 09/24/2003

\*Location T795F Roseville

Establishment ID T795F Roseville Date Created 04/28/2015

Expected Job End Date

---

Job Data Employment Data Benefits Program Participation

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

Jefferson,Cliff G  
Employee

Empl ID 00804701  
Empl Record 0

Job Information ? Find First 1 of 2 Last

Effective Date 04/10/2016 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Promotion

Payroll Status Active Job Indicator Primary Job Future

---

\*Job Code 000837  Planner Senior State

Entry Date 05/18/2008

Supervisor ID

Reports To 00000017  Administrative Mgt Director 1 00500001 Rowe,Vera C

\*Regular/Temporary Trainee  \*Full/Part Full-Time

Empl Class Permanent  \*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 /WQC

Jefferson,Cliff G  
Employee

Empl ID 00804701  
Empl Record 0

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

Effective Date 04/10/2016 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Promotion

Payroll Status Active Job Indicator Primary Job Future

---

Salary Admin Plan 14G

Grade 10

Step 6

Includes Wage Progression Rule

Grade Entry Date 04/10/2016

Step Entry Date 04/10/2016

Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Work

All Search >> Advanced Search

---

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

**Jefferson,Cliff G** Empl ID 00804701  
Employee Empl Record 0

**Compensation** Find First 1 of 2 Last

Effective Date 04/10/2016 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Promotion

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 22.920000 Frequency H Hourly Annual Rate 47,856.980

Future

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

Amounts	Controls	Changes	Conversion	Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1	ONSTEP				0	22.920000	USD	H			

Calculate Compensation

---

Job Data | Employment Data | Benefits Program Participation

Employment Data component:

State Of Minnesota Home | V

All Search >> Advanced Search

---

Employment Information | Additional Employment Info

**Jefferson,Cliff G** Empl ID 00804701  
Employee Empl Record 0

**Organizational Instance** Override

Organizational Instance Rcd 0 Original Start Date 09/25/1995

Last Start Date 09/25/1995 First Start Date 09/25/1995

Termination Date

---

**Organizational Assignment Data**

**Instance Record**

Home/Host Classification	Company Seniority Date	Service Date	Probation Date	Anniversary/Progression Date	Business Title	Years	Months	Days	Last Verification Date	Position Phone
Home	09/25/1995 <input type="checkbox"/> Override	09/25/1995 <input type="checkbox"/> Override	10/10/2016 <input type="checkbox"/>	05/18/2008 <input type="checkbox"/>	Planner Senior State	19	7	3		

---

USA

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

Appointment End Date  FTE for Tenure Accrual

Accrue Tenure Services FTE for Flex Service Accrual

Service Calculation Group

---

Job Data | Employment Data | Benefits Program Participation

Benefits Program Participation component:

State Of Minnesota Home | Wd

All Search >> Advanced Search

---

**Benefit Program Participation**

Jefferson,Cliff G Empl ID 00804701  
 Employee Empl Record 0

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

Benefit Record Number 0 Go To Row

Effective Date 04/10/2016

Effective Sequence 0 Action Position Change

HR Status Active Reason Reallocation - Promotion

Payroll Status Active Job Indicator Primary Job

---

Benefits System Benefits Administration Future

Annual Benefits Base Rate 50000.000 USD Benefits Employee Status Active

**Benefits Administration Eligibility** ?

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

Salary Authority MAP MN Assoc of Professional Empl Barg Unit 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 09/25/1995 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

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

ACTION	RESULT
1. Click  <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If there are more incumbents, continue by updating their records. For this exercise, there are no more incumbents.	
3. If a retroactive pay adjustment is required, you must calculate the amount of retroactive pay and then enter the adjustment through the Mass Time Entry process. For this exercise, there is no adjustment.	

## REVIEW QUESTIONS

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

1. In a reallocation, the job duties have \_\_\_\_\_.
  - a. Changed abruptly
  - b. Evolved over time
  - c. Not changed
  - d. Changed slightly, on a temporary basis
  
2. When processing a reallocation, with which component do you begin?
  - a. Job Data
  - b. Plan Careers
  - c. Personal Data
  - d. Position Data
  
3. When processing a reallocation, you start at which page?
  - a. Salary Plan
  - b. Name History
  - c. Description
  - d. Budget and Incumbents
  
4. If you're entering a reallocation promotion, you need to update the Anniversary/Progression Date on which page?
  - a. Work Location
  - b. Employment Information
  - c. Biographical Details
  - d. Modify a Person

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. In a reallocation, the job duties have \_\_\_\_\_.
  - b. Evolved over time
  
2. When processing a reallocation, with which component do you begin?
  - d. Position Data
  
3. When processing a reallocation, you start at which page?
  - c. Description
  
4. If you're entering a reallocation promotion, you need to update the Anniversary/Progression Date on which page?
  - b. Employment Information

Pull out these pieces from the Reallocation topic:

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

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

Continue to the next topic, *Unclassified Conversion*.

## Introduction

An unclassified conversion occurs when an incumbent's employee classification changes from unclassified to classified and the employment status changes from not applicable to probationary. You start this process on the position record.

The incumbent must have met the following criteria:

- Meets the minimum qualifications for the position  
and
- Served at least one year in the unclassified position, which has been placed in the classified service

If an employee is in a *classified* position (for example, Temporary or Emergency), do *not* process an unclassified conversion. Instead, process a Movement to appoint the employee to an unlimited position.

## THINGS TO CONSIDER BEFORE YOU ENTER DATA

### UNCLASSIFIED CONVERSION

To save time and improve accuracy, consider these items *before* processing an unclassified conversion in SEMA4.

- Make sure the employee served in the same class for at least one year.
- If the job code is changing to a higher, lower, or lateral job classification, process a Recompare with Unclassified Conversion. This three-part process uses the same effective date in each part. In SEMA4 Help, click Check Lists, and then Position Change, and then Recompare with Unclassified Conversion.
- Choose the appropriate Action and Reason code. Refer to the Position Change – Unclassified to Probationary Conversion check list in SEMA4 Help.

## ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find the Position Change - Unclassified to Probationary Conversion check list.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Scroll down and click the  next to Unclassified to Probationary Conversion (UNC).  • Read the hint.	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click <b>Unclassified to Probationary Conversion (UNC)</b> .  • Read the check list.	The Position Change – Unclassified to Probationary Conversion – Check List displays
7. Scroll down and click the first <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> .  • These Position Data fields require specific values.	A list of required Position Data field values displays
8. Scroll down further and click the second <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> .  • These Job Data fields require specific values.	A list of required Job Data field values displays
9. Exit SEMA4 Help.	

## PROCESSING AN UNCLASSIFIED CONVERSION

Irene Lewis is in a project position which is temporary unclassified. After a year, there is an ongoing need for the position, so the position and the incumbent will be converted to permanent status. As part of that conversion, the employee will serve a probationary period.

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>Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info.</b>	The Add/Update Position Info search page displays
3. In the <b>Position Number</b> field, enter 010500__ __ (substituting your two-digit code for the blanks), and click 	The <b>Description</b> page displays information about the position

Begin on the **Description** page.

State Of Minnesota Home | Worklist

All Search >> Advanced Search

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

**Position Information** Find | View All | First 1 of 2 Last

Position Number 01050001 Management Analyst 1 + -

Headcount Status Filled Current Head Count 1 out of 1

\*Effective Date 04/21/2015 \*Status Active Initialize From Existing Position

Reason UNC Unclass to Prob Conversion Action Date 04/21/2015

\*Position Status Approved Status Date 07/10/2003 Key Position

---

**Job Information**

\*Business Unit P78MP Corrections-MAPE Manager Level None

Job Code 000006 Management Analyst 1 \*Full/Part Time Full-Time

\*Reg/Temp Unlimited \*Regular Shift Day Union Code MAP MN Assoc of Professional Emplo

Title Management Analyst 1 Short Title MgtAnlystl Detailed Position Description

---

**Work Location**

\*Reg Region USA United States

Department P780000 Corrections, Department Of \*Company SMN State of Minnesota

Location P78CO Minnesota Dept of Corrections

Reports To 00000017 Administrative Mgt Director 1 Dot-Line

Supervisor Lvl

---

**Salary Plan Information**

Salary Admin Plan 14G Grade 05

Standard Hours 40.00 Work Period SMN MN Weekly

Updated on 04/21/2015 8:59:13AM Updated By FIKAP04

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b>	04/21/2015
<ul style="list-style-type: none"> <li>Enter the date this change is effective.</li> </ul>	
3. <b>Reason</b>	UNC, Unclass to Prob Conversion
<ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	
4. <b>Reg/Temp</b>	Unlimited
Select the appropriate value (Unlimited or Seasonal) and press <b>Tab</b> .	

Select the **Specific Information** page.

State Of Minnesota Home | Worki

All Search  >> Advanced Search

---

Description | **Specific Information** | Budget and Incumbents | Berg Unit/Cost Projection

Position Number 01050001 Management Analyst 1  
 Headcount Status Filled Current Head Count 1 out of 1

**Specific Information** Find | View All First 1 of 2 Last

Effective Date 04/21/2015 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

FIELD NAME	DATA
<ul style="list-style-type: none"> <li>• <b>Classified Indicator</b></li> </ul> <p style="margin-left: 20px;">Change the value to Classified.</p>	Classified

Select the **Barg Unit/Cost Projection** page.

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

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

Position Number 01050001 Management Analyst 1  
 Headcount Status Filled Current Head Count 1 out of 1

Find | View All First 1 of 2 Last

Effective Date: 04/21/2015 Status: Active

Option Code:  FLSA Status: No FLSA Available

WCRA Code: 8810 Clerical/Office Employees NOC Date Position Established: 09/22/2008

Audited By:  Position Audit Date:

\*Seniority Unit: CCO Corr-Ctl Off-Comm Svc-MAPE Not To Exceed Date:

Bargaining Unit: 214 Unclassified Authorization: XXXX Agency Use:

**Cost Projection Use**

Intend to Fill Date: 07/10/2003 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: MAP MAPE

FIELD NAME	DATA
5. <b>Not To Exceed Date</b>  Delete the date.	Blank

ACTION	RESULT
1. Click  to save the position record. <ul style="list-style-type: none"> <li>If you receive a warning message reminding you to update incumbent job data, click <b>OK</b> and continue to the next step.</li> </ul>	Saved displays briefly in the upper-right corner, and a warning message appears
2. Select the <b>Budgets and Incumbents</b> page. If current incumbents display, write down the name, EmplID, and employment record number for each incumbent.	<b>Budget and Incumbents</b> page displays. Write down: Name: Lewis,Irene H Empl ID: 001004 ___ __ (substituting your two-digit code for the blanks) Empl Rcd#: 0

ACTION	RESULT
3. Click the <u>Job Data</u> link on this page. <ul style="list-style-type: none"> <li>• SEMA4 does <i>not</i> automatically update the employee record after a position update, so you must update the incumbent's job record.</li> </ul>	<b>Work Location</b> page displays for Irene Lewis
4. Select the <b>Salary Plan</b> page.	<b>Salary Plan</b> page displays
5. Write down the Step.	Step:
6. Write down the Step Entry Date.	Step Entry Date:
7. Select the <b>Work Location</b> page.	<b>Work Location</b> page displays

Continue on the **Work Location** page.

State of Minnesota Home | Wc

All Search > Advanced Search

---

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

**Lewis,Irene H** Empl ID 00100401  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date  Go To Row + -

Effective Sequence  \*Action

HR Status Active Reason  Unclass to Prob Conversion

Payroll Status Active \*Job Indicator

---

Position Number  Management Analyst 1 Current

Position Entry Date   Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit P78MP Corrections-MAPE

Department P780000 Corrections, Department Of

Department Entry Date

Location P78CO Minnesota Dept of Corrections

Establishment ID  Minnesota Dept of Corrections Date Created 04/21/2015

Expected Job End Date   Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Click <input type="button" value="+"/> to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b> <ul style="list-style-type: none"> <li>Enter the same effective date that you entered in the position record.</li> <li>If the date out of range warning displays, click <b>OK</b>.</li> </ul>	04/21/2015
3. <b>Action</b> <ul style="list-style-type: none"> <li>Select the appropriate action.</li> </ul>	Position Change

FIELD NAME	DATA
<p><b>4. Reason</b></p> <ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	UNC, Unclass to Prob Conversion
<p><b>5. Position Entry Date</b></p> <ul style="list-style-type: none"> <li>Write down the date. You will use it soon.</li> </ul>	Position Entry Date:
<p><b>6. Position Number</b></p> <ul style="list-style-type: none"> <li>Highlight the number, and press the <b>Delete</b> key. The field is blank.</li> <li>Press <b>Tab</b>.</li> </ul> <p><i>Be sure to press <b>Tab</b> after deleting the position number!</i></p> <ul style="list-style-type: none"> <li>Re-enter the same position number, and press <b>Tab</b> again.</li> </ul>	010500__ __ (substituting your two-digit code for the blanks)  The updated position data fills in
<p><b>7. Position Entry Date</b></p> <ul style="list-style-type: none"> <li>Enter the date you wrote down.</li> </ul>	7/10/2003
<p><b>8. Establishment ID</b></p> <ul style="list-style-type: none"> <li>Select the establishment ID.</li> </ul>	P78CO

Select the **Job Information** page.

State Of Minnesota Home | V

All Search  >> Advanced Search

---

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

**Lewis,Irene H** Empl ID 00100401  
 Employee Empl Record 0

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

Effective Date 04/21/2015 [Go To Row](#)  
 Effective Sequence 0 Action Position Change  
 HR Status Active Reason Unclass to Prob Conversion  
 Payroll Status Active Job Indicator Primary Job

---

Job Code 000006 Management Analyst 1  
 Entry Date 07/10/2003 Current

Supervisor ID  
 Reports To 00000017 Administrative Mgt Director 1 00500001 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  
 Duties Type

**Standard Hours**

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000	As of Date		

**Contract Number**

Contract Number  [Next Contract Number](#)  
 Contract Type

USA

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

FIELD NAME	DATA
<p><b>1. Regular/Temporary</b></p> <ul style="list-style-type: none"> <li>Notice the view-only data that filled in.</li> </ul>	Unlimited
<p><b>2. Empl Class</b></p> <ul style="list-style-type: none"> <li>Change the value to Probatry.</li> </ul>	Probatry
<p><b>3. Classified Indc</b></p> <ul style="list-style-type: none"> <li>Notice the view-only data that filled in.</li> </ul>	Classified

Select the **Salary Plan** page.

State Of Minnesota Home | Work

All Search >> Advanced Search

---

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

**Lewis,Irene H** Empl ID 00100401  
Employee Empl Record 0

**Salary Plan** Find | View All First 1 of 2 Last

Effective Date 04/21/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Unclass to Prob Conversion

Payroll Status Active Job Indicator Primary Job

---

Salary Admin Plan 14G Current

Grade 05 Grade Entry Date 07/10/2003

Step 4 Step Entry Date 07/14/2004

Includes Wage Progression Rule

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Step</b></p> <ul style="list-style-type: none"> <li>Enter the appropriate step, which you wrote down earlier.</li> <li>If the employee is off step, enter nothing on this page.</li> </ul>	Enter the step you wrote down
<p><b>2. Step Entry Date</b></p> <ul style="list-style-type: none"> <li>Enter the step entry date, which you wrote down earlier.</li> <li>This is the date the employee was placed on the salary step.</li> </ul>	Enter the step entry date you wrote down

Select the **Compensation** page.

State Of Minnesota Home | Worklist

All Search Advanced Search

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

Lewis,Irene H Empl ID 00100401  
Employee Empl Record 0

Compensation Find First 1 of 2 Last

Effective Date 04/21/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Unclass to Prob Conversion

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 18.100000 Frequency H Hourly Annual Rate 37,792.800

Pay Components Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	18.100000	USD	H	

Calculate Compensation

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<ul style="list-style-type: none"> <li>Click </li> </ul> <p>You have to click this button even though the compensation is not changing.</p>	

Select the **Employment Data** component link.

State Of Minnesota Home | Workis

All Search Advanced Search

---

Employment Information | Additional Employment Info

**Lewis, Irene H** Empl ID 00100401  
Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0	Original Start Date 07/10/2003	<input type="checkbox"/> Override
Last Start Date 07/10/2003	First Start Date 07/10/2003	
Termination Date		

**Organizational Assignment Data** ?

**Instance Record**

Home/Host Classification Home		Years	Months	Days
Company Seniority Date 07/10/2003 <input type="text"/>	<input checked="" type="checkbox"/> Override	11	9	11
Service Date 07/10/2003 <input type="text"/>	<input checked="" type="checkbox"/> Override	11	9	11
Probation Date 10/21/2015 <input type="text"/>				
Anniversary/Progression Date <input type="text"/>		Last Verification Date <input type="text"/>		
Business Title Management Analyst 1		Position Phone		

USA

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

---

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

FIELD NAME	DATA
<p>1. <b>Probation Date</b></p> <ul style="list-style-type: none"> <li>Enter the date the probation ends.</li> </ul>	10/21/2015
<p>2. <b>Appointment End Date</b></p> <ul style="list-style-type: none"> <li>Delete the date.</li> </ul>	Blank

ACTION	RESULT
<p>3. Click <input type="button" value="OK"/></p> <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
<p>4. If there are more incumbent records, continue by updating them. For this example, there are no more incumbents.</p>	

## SEMA4 TIPS

### UNCLASSIFIED CONVERSION

Use the following tips to check your work.

- ✓ Make sure the correct probationary period is given.
- ✓ If the conversion is to the same job code, the employee's pay shouldn't change.
- ✓ Click  even if the compensation is not changing.

### PROCESS AN UNCLASSIFIED CONVERSION - EXERCISE

In this exercise, you will process an unclassified conversion.

#### Resources

You may use these resources in completing this exercise:

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

#### Directions

The position occupied by Kenji Austin is converting from unclassified to classified. Kenji has the minimum qualifications, and has served at least one year in the unclassified position.

In the **User Training** database, use the following data to process the unclassified conversion.

#### Part 1: Position Data

FIELD NAME	DATA
Position Number	002125__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/21/2015
Reason	UNC, Unclass to Prob Conversion
Reg/Temp	Unlimited
Classified Indicator	Classified
Not To Exceed Date	Blank

## SOLUTION: PART 1

Your pages should resemble the following pages.

Position Data component:

State Of Minnesota Home Worklist

All Search Advanced Search

---

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

**Position Information** Find | View All | First 1 of 2 Last

Position Number 00212501      Research Analyst

Headcount Status Filled      Current Head Count 1 out of 1

\*Effective Date 04/21/2015      \*Status Active      Initialize From Existing Position

Reason UNC      Unclass to Prob Conversion      Action Date 04/21/2015

\*Position Status Approved      Status Date 01/15/1996      Key Position

---

**Job Information**

\*Business Unit P78MP      Corrections-MAPE      Manager Level None

Job Code 000804      Research Analyst      \*Full/Part Time Full-Time

\*Reg/Temp Unlimited      Union Code MMAP      MN Assoc of Professional Emplo

\*Regular Shift Day      Title Research Analyst      Short Title RESAN      Detailed Position Description

---

**Work Location**

\*Reg Region USA      United States

Department P782800      DOC Field Services      \*Company SMN      State of Minnesota

Location P78CO      Minnesota Dept of Corrections

Reports To 00305451      Business Manager 2      Dot-Line

Supervisor Lvl

---

**Salary Plan Information**

Salary Admin Plan T4G      Grade 05

Standard Hours 40.00      Work Period SMN      MN Weekly

Updated on 04/21/2015 9:16:15AM      Updated By FIKAP04

All Search >> Advanced Search

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

Position Number 00212501 Research Analyst  
Headcount Status Filled Current Head Count 1 out of 1

Specific Information Find | View All First 1 of 2 Last

Effective Date 04/21/2015 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 Number 00212501 Research Analyst  
Headcount Status Filled Current Head Count 1 out of 1

Find | View All First 1 of 2 Last

Effective Date: 04/21/2015 Status: Active

Option Code:  FLSA Status: No FLSA Available

WCRA Code:  Clerical/Office Employees NOC Date Position Established:

Audited By:

\*Seniority Unit:  Corr-Ctl Off-Comm Svo-MAPE Position Audit Date:

Bargaining Unit:  Not To Exceed Date:

Unclassified Authorization:  Agency Use:

---

Cost Projection Use

Intend to Fill Date:  Intend to Fill Amount:  Comp Frequency:

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

Vacant Position Insurance Indc:  Vacant Position Retirement Indc:  \*Salary Authority:  MAPE

ACTION	RESULT
<p>1. Click  Save to save the position record.</p> <ul style="list-style-type: none"> <li>• If you receive a warning message reminding you to update incumbent job data, click <b>OK</b> and continue to the next step.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner, and a warning message appears</p>
<p>2. Select the <b>Budget and Incumbents</b> page. If current incumbents display, write down the name, EmplID, and employment record number for each incumbent.</p>	<p><b>Budget and Incumbents</b> page displays. Write down: Name: Austin, Kenji L Empl ID: 007022 __ __ (substituting your two-digit code for the blanks) Empl Rcd#: 0</p>
<p>3. Click the <u>Job Data</u> link on this page.</p>	<p><b>Work Location</b> page displays for Kenji Austin</p>

## Part 2: Job Data

FIELD NAME	DATA
Step	Write it down:
Step Entry Date	Write it down:
	Click button to add a row
Effective Date (same as position record)	04/21/2015
Action	Position Change
Reason (same as position record)	UNC, Unclass to Prob Conversion
Position Entry Date	Write it down:
Position Number <ul style="list-style-type: none"> <li>• Highlight the position number and press the <b>Delete</b> key.</li> <li>• Press the <b>Tab</b> key. <i>Be sure to press <b>Tab</b> after deleting the position number!</i></li> <li>• Re-enter the position number, and press the <b>Tab</b> key again.</li> </ul>	002125 __ __ (substituting your two-digit code for the blanks)
Position Entry Date	Enter the position entry date you wrote down, 2/1/1996
Establishment ID	P78CO
Regular/Temporary	Notice that Unlimited filled in
Empl Class	Probatnry
Classified Indc	Notice that Classified filled in
Step	Enter the step you wrote down, 9
Step Entry Date	Enter the step entry date you wrote down, 1/28/2004
	Click button
Probation Date	10/21/2015
Appointment End Date	Blank

## SOLUTION: PART 2

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | W

All Search >> Advanced Search

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

**Austin, Kenji L** Empl ID 00702201  
Employee Empl Record 0

**Work Location** Find First 1 of 2 Last

\*Effective Date: 04/21/2015 Go To Row

Effective Sequence: 0 \*Action: Position Change

HR Status: Active Reason: UNCL Unclass to Prob Conversion

Payroll Status: Active \*Job Indicator: Primary Job

---

Position Number: 00212501 Research Analyst Current

Position Entry Date: 02/01/1996  Position Management Record

Regulatory Region: USA United States  
Company: SMN State of Minnesota  
Business Unit: P78MP Corrections-MAPE  
Department: F782600 DOC Field Services  
Department Entry Date: 02/01/1996  
Location: P78CO Minnesota Dept of Corrections  
Establishment ID: P78CO Minnesota Dept of Corrections Date Created 04/21/2015

Expected Job End Date:   End Job Automatically  
Expected Return Date:   Override Last Date Worked  
Last Date Worked:

Termination Date

---

Job Data Employment Data Benefits Program Participation

All Search >> Advanced Search

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

Austin, Kenji L  
Employee

Empl ID 00702201  
Empl Record 0

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

Effective Date 04/21/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Unclas to Prob Conversion

Payroll Status Active Job Indicator Primary Job Current

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Job Code 000604 Research Analyst

Entry Date 01/28/2004

Supervisor ID

Reports To 00305451 Business Manager 2 01081258 Valpincon, Adam J

Regular/Temporary Unlimited Full/Part Full-Time

Empl Class Probatory \*Officer Code Non-Manager

Regular Shift Day Shift Rate

Classified Ind Classified Shift Factor

Duties Type

**Standard Hours**

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000	As of Date		

**Contract Number**

Contract Number Next Contract Number

Contract Type

USA

- Job Data
- Employment Data
- Benefits Program Participation

All Search >> Advanced Search

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

Austin, Kenji L  
Employee

Empl ID 00702201  
Empl Record 0

**Salary Plan** Find View All First 1 of 2 Last

Effective Date 04/21/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Unclas to Prob Conversion

Payroll Status Active Job Indicator Primary Job Current

---

Salary Admin Plan 14G

Grade 05

Step 9

Includes Wage Progression Rule

Grade Entry Date 02/01/1996

Step Entry Date 01/28/2004

- Job Data
- Employment Data
- Benefits Program Participation

State Of Minnesota Home | Worklist

All Search >> Advanced Search

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

**Austin, Kenji L** Empl ID 00702201  
Employee Empl Record 0

**Compensation** Find First 1 of 2 Last

Effective Date 04/21/2015 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Unclass to Prob Conversion

Payroll Status Active Job Indicator Primary Job

Compensation Rate 21.400000 Frequency H Hourly Annual Rate 44,683.200

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

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 ONSTEP	0	21.400000	USD	H		

Calculate Compensation

Job Data | Employment Data | Benefits Program Participation

State Of Minnesota Home | Wo

All Search >> Advanced Search

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Employment Information | Additional Employment Info

**Austin, Kenji L** Empl ID 00702201  
Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd 0 Original Start Date 02/01/1996  Override

Last Start Date 02/01/1996 First Start Date 02/01/1996

Termination Date

**Organizational Assignment Data** ?

**Instance Record**

Home/Host Classification	Company Seniority Date	Service Date	Probation Date	Anniversary/Progression Date	Business Title	Years	Months	Days	Last Verification Date	Position Phone
Home		02/01/1996 <input checked="" type="checkbox"/> Override	10/21/2015		Research Analyst	0	0	0		
						19	2	20		

USA

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

Accrue Tenure Services Contract Length Not Applicable

Service Calculation Group FTE for Tenure Accrual

FTE for Flex Service Accrual

Job Data | Employment Data | Benefits Program Participation

ACTION	RESULT
1. Click  <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If there are more incumbents, continue by updating their records. For this exercise, there are no more incumbents.	

### Recompare with Unclassified Conversion

If an unclassified position is being reclassified to a higher, lower, or lateral job classification, and on the same date, the incumbent's employment status is changing from unclassified to probationary, enter a Recompare followed by an Unclassified Conversion. This is a *three-part* process in which you update Job Data (saved as Unclassified, with the 'Use Position Data' button displayed), and then Position Data, and finally Job Data again. The **Recompare with Unclassified Conversion** check list explains the process.

### ACCESS SEMA4 HELP

Refer to SEMA4 Help to find the Position Change - Recompare with Unclassified Conversion check list.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Position Change</b> .	Position Change – Reason Codes page displays
4. Scroll down and click the  next to Recompare with Unclassified Conversion (RCP & UNC). <ul style="list-style-type: none"> <li>Read the hint.</li> </ul>	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click <b>Recompare with Unclassified Conversion (RCP &amp; UNC)</b> . <ul style="list-style-type: none"> <li>Notice that this is a three-part process.</li> </ul>	The Position Change – Recompare with Unclassified Conversion – Check List displays

ACTION	RESULT
7. Scroll down to <b>Part 1</b> . <ul style="list-style-type: none"> <li>• First, the recompare information is entered on the employee's Job Data. The record is saved with the 'Use Position Data' button displayed.</li> </ul>	
8. Scroll down to <b>Part 2</b> . <ul style="list-style-type: none"> <li>• Next, both the unclassified to probationary conversion and the recompare information are entered on the position record.</li> </ul>	
9. Scroll down to <b>Part 3</b> . <ul style="list-style-type: none"> <li>• Finally, the unclassified to probationary conversion information is entered on the employee's Job Data.</li> </ul>	
10. Exit SEMA4 Help.	

#### REVIEW QUESTIONS

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

1. Which reason code do you select, when an incumbent's employment status is changing from unclassified to probationary?
  - a. UNA
  - b. OTH
  - c. ETT
  - d. UNC
  
2. An employee in a classified Emergency position, is to be appointed to a position of Unlimited appointment status. What should you do?
  - a. Process a Transfer to appoint the employee.
  - b. Process a Movement to appoint the employee.
  - c. Process a Reallocation to appoint the employee.
  - d. Process a Concurrent Job to appoint the employee.
  
3. An employee, in an unclassified position, is to be appointed to a position of Unlimited appointment status. You should:
  - a. Process a Position Change, Unclassified to Probationary Status.
  - b. Process a Movement to appoint the employee.

- c. Change the appointment status in the position record from Emergency to Unlimited, using Correction.
  - d. Process a Reallocation to appoint the employee.
4. An unclassified position is being reclassified to a different job classification, and on the same date, the incumbent's employment status is changing from unclassified to probationary. For instructions, refer to the \_\_\_\_\_ check list.
- a. Unclassified Conversion
  - b. Reallocation
  - c. Recompare
  - d. Recompare with Unclassified Conversion
  - e. Other

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. Which reason code do you select, when an incumbent's employment status is changing from unclassified to probationary?
  - d. UNC
  
2. An employee in a classified Emergency position, is to be appointed to a position of Unlimited appointment status. You should:
  - b. Process a Movement to appoint the employee.
  
3. An employee, in an unclassified position, is to be appointed to a position of Unlimited appointment status. You should:
  - a. Process a Position Change, Unclassified to Probationary Status.
  
4. An unclassified position is being reclassified to a different job classification, and on the same date, the incumbent's employment status is changing from unclassified to probationary. For instructions, refer to the \_\_\_\_\_ check list.
  - d. Recompare with Unclassified Conversion

Pull out these pieces from the Unclassified Conversion topic:

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

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

You have completed Section F of Employee Maintenance!

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