

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

Section H

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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 H

Permanent Layoff

Introduction

Processing a layoff is a procedure that may be needed in times of fiscal constraint. By learning how to enter a layoff on SEMA4, you can help ensure that the layoff is processed correctly.

It is important that a layoff is done accurately and in accordance with the appropriate contract. Otherwise, the layoff procedure could be nullified and would have to be re-done as a result of a grievance. In addition, layoffs affect an employee's eligibility for insurance continuation. Accuracy in selecting the correct Action and Reason combination and Special Eligibility code ensures that the laid off employee will receive any permitted employer contributions toward insurance continuation.

THINGS TO CONSIDER BEFORE YOU ENTER DATA

PERMANENT LAYOFF

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

- Refer to the specific contract or plan for terms and conditions of the employee's layoff rights, severance and annual leave payments.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help for layoff processing instructions.

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find a check list for a permanent layoff.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Check Lists .	HR & Payroll Check Lists display
3. Select Layoff . <ul style="list-style-type: none"> There are several reason codes for layoff, such as L06, L09, L12, and LOF. Each has its own check list. 	Layoff – Reason Codes page displays
4. Click the  next to Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months (C12). <ul style="list-style-type: none"> Read the hint. 	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months (C12) . <ul style="list-style-type: none"> Read the check list. Notice the reason code, <i>L06</i>. 	Layoff – Permanent Layoff with Employer Insurance Contributions – 6 Months - Check List displays
7. Scroll down and click Leave and Other Payoffs - Check List . <ul style="list-style-type: none"> Use this payroll check list to ensure that vacation, severance, and other leave payoffs are correctly processed. 	Leave and Other Payoffs – Check List displays
8. Click Back.	Layoff – Permanent Layoff with Employer Insurance Contributions – 6 Months - Check List displays
9. Scroll down and click WHOA! Better Check Those Critical Fields Before Saving This Transaction to review fields required for this transaction.	Field requirements display

ACTION	RESULT
<p>10. Scroll down and notice that you also need to add a future effective-dated row of action <i>Data Change</i> and reason code <i>C12</i> (Layoff-begin 12mos ee pay ins). The effective date is the first date the employee is no longer eligible for employer contributions. The future-dated row ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued and that the employee is offered COBRA continuation.</p>	
<p>11. Scroll down and read the Benefits Consequences.</p>	
<p>12. Exit SEMA4 Help.</p>	

Process a Permanent Layoff

In this walk-through, you will process a permanent layoff.

There's a major shortage in the General Fund. The governor announces a one percent reduction in budgets. As a result, Ross Haynes, a Customer Services Specialist, is laid off.

This will require two transactions in SEMA4: a row using reason code L06, and a *future* effective-dated row using reason code C12.

In addition, because the position is no longer needed, you will abolish it and delete the Intend to Fill Date to remove the vacant position from cost projection calculation.

Process the Layoff

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Job Information > Job Data .	A search page displays
3. In the EmplID field, enter 008065__ __ (substituting your two-digit code for the blanks). Click  .	Work Location page for Ross Haynes appears

Begin on the **Work Location** page.

State Of Minnesota Home | Wor

All Search >> Advanced Search

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

Haynes, Ross J Empl ID 00806501
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Layoff

*Action

Reason Permanent Layoff, 6 mo ER Cont

*Job Indicator Current

Position Number

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit B04AF Agriculture-AFSCME

Department B041510 Dairy Services

Department Entry Date

Location B0415 Dairy & Livestock

Establishment ID Agriculture - St Paul Office Date Created 04/21/2015

Expected Job End Date

Expected Return Date

Termination Date

End Job Automatically

Override Last Date Worked

Last Date Worked 02/24/2008

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Be sure that the current or future row you want to copy is displayed. For this example, the current row is displayed.	
2. Click <input type="button" value="+"/> to add a row of information.	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> Enter the date that the layoff takes effect. This is the first day the employee is <i>not</i> working. If a message appears, click OK. 	04/21/2015
4. Action <ul style="list-style-type: none"> Select the action. 	Layoff

FIELD NAME	DATA
<p>5. Reason</p> <ul style="list-style-type: none"> Select the appropriate reason code. There are several reason codes for layoff, such as L06, L09, L12, and LOF. Each has its own check list in SEMA4 Help. 	L06, Permanent Layoff, 6 mo ER Cont
<p>6. Expected Return Date</p> <ul style="list-style-type: none"> Make sure it's blank. 	Blank
<p>7. Because you are going to inactivate the position record, tab to the Position Number field and press the Delete key.</p> <ul style="list-style-type: none"> If you are going to inactivate the position record, you need to first delete the position number on the Work Location page. This breaks the link between the position and incumbent. (Layoff is the only action that can have a blank position number.) If you don't delete the position number before inactivating the position, then you won't be able to enter transactions, such as pay rate changes, for that employee. 	Position number is blank; the link between the position and employee is broken

ACTION	RESULT
1. Select the Job Information page.	Job Information page displays
<p>2. Make sure the Regular/Temporary value is Unlimited or Seasonal.</p> <ul style="list-style-type: none"> This field is view-only; the data came from the position record. 	
<p>3. Make sure the Classified Indc field value is Classified. Exception: For MnSCU it can be Unclassified in certain bargaining units.</p> <ul style="list-style-type: none"> This field is view-only; the data came from the position record. 	
4. Select the Salary Plan page.	Salary Plan page displays
5. Click  to look at the previous row. Note the Step number.	Write the Step here: _____
6. Click  to return to the Layoff row.	

Continue on the **Salary Plan** page.

State Of Minnesota Home | Work

All Search Advanced Search Last Search Results

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

Haynes, Ross J Empl ID 00806501
 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 Layoff

HR Status Active Reason Permanent Layoff, 6 mo ER Cont

Payroll Status Layoff Job Indicator Primary Job

Salary Admin Plan 6 Current

Grade 58 Grade Entry Date 10/19/2002

Step 11 Step Entry Date 10/19/2002

Includes Wage Progression Rule

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Step <ul style="list-style-type: none"> Enter the step number from the previous row. 	11
2. Step Entry Date <ul style="list-style-type: none"> The date from the previous row should display. 	Accept default

ACTION	RESULT
1. Select the Compensation page.	Compensation page displays
2. Click  <ul style="list-style-type: none"> Click this button even though the compensation has not changed. 	
3. Select the Employment Data component link, and then select the Additional Employment Info page.	Additional Employment Info page displays

Continue on the **Additional Employment Info** page.

State Of Minnesota Home | Workli

All Search >> Advanced Search

Employment Information **Additional Employment Info**

Haynes, Ross J Employee Empl ID 00806501 Empl Record 0

Agency Use Date: Barg Unit Seniority Date: 10/15/1995 Seniority Tie Breaker: 0

Agency Seniority Date: 10/15/1995 Layoff Expiration Date: 04/21/2019 Employee Works at Home?:

Eligible for Next Increase: Layoff Notice Date: 03/20/2015 Security Clearance Type: 0

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 612/555-4545 Extension: 0

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. Layoff Expiration Date</p> <ul style="list-style-type: none"> Enter the date on which the employee's seniority unit layoff list rights expire. Refer to the contract or plan. 	04/21/2019
<p>2. Layoff Notice Date</p> <ul style="list-style-type: none"> Enter the date the employee received a layoff notice. 	03/20/2015

ACTION	RESULT
1. Review all Job Data and Personal Data pages and make any changes necessitated by this action. For this example, there are no more changes.	
2. Click  Save <ul style="list-style-type: none"> • If warning messages display, click OK. 	<i>Saved</i> displays briefly in the upper-right corner
3. Select the Job Data component link.	Work Location page displays
4. Click  to insert another effective-dated row. <ul style="list-style-type: none"> • This is the future-dated row, to record when employer contributions are no longer made. 	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field

Next, you will complete the future-dated Data Change row to indicate when the employee is no longer eligible for employer contributions for insurance. Usually, you enter this row at the same time as you enter the Layoff row.

This future effective-dated information permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

If you are unsure of when an employee will need to begin paying the whole cost of their insurance, you may postpone entering the second row until a later date. Note: if you do not enter the second row, your agency will continue to be charged the employer share of the cost, and the employee will not be notified that they must begin paying the entire premium.

The screenshot shows the 'Work Location' tab for employee Haynes, Ross J. (Empl ID 00806501). The main data row is a 'Data Change' row with an effective date of 10/21/2015. The reason for the change is 'C12 Layoff-begin 12 mos ee pay ins'. The job indicator is 'Primary Job' and the status is 'Future'. Below this, there are fields for Position Number, Position Entry Date, and Position Management Record. Organizational details include Regulatory Region (USA), Company (SMN), Business Unit (B04AF), Department (B041510), Location (B0415), and Establishment ID (E1109). The last date worked is 02/24/2008.

FIELD	DATA
<p>1. Effective Date</p> <ul style="list-style-type: none"> This is the first day the employer contributions are no longer made. If a date out of range warning displays, click OK. 	10/21/2015
<p>2. Action</p>	Data Change

FIELD	DATA
<p>3. Reason</p> <ul style="list-style-type: none"> • Select the reason code and press Tab. • The bottom of the check list tells which reason code to choose, for the future-dated row. • The number in the reason code for the layoff <i>with</i> employer contributions plus the number in the reason code for the layoff <i>without</i> employer contributions must equal 18. Example: For reason codes L06 and C12, 6 + 12 = 18. 	C12, Layoff-begin 12mos ee pay ins

ACTION	RESULT
1. Select the Compensation page.	Compensation page displays
<p>2. Click </p> <ul style="list-style-type: none"> • Click this button even though the compensation has not changed. 	
<p>3. Click </p> <ul style="list-style-type: none"> • In the User Training database, an error message may display. If an error message displays, click OK, click Home, and click Cancel. 	Main Menu displays
4. You may need to enter severance information for the employee. Severance and leave balance payouts can be system-calculated or manually calculated, and are entered through the payroll process of mass time entry. Mass time entry is covered in another learning guide. For this walk-through, you will not enter payouts.	

As a general rule, when an employee’s status changes—for example from Active to Layoff—you should leave the Spec Elig code *unchanged*. Eligibility for an employer contribution while on Benefits Billing is based on a combination of fields, including Action, Reason, *and* the Spec Elig code the employee had when they first went on layoff. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.

Inactivate the Position

After processing a layoff, you might inactivate the position. Or, you might put the position on hold if it is not going to be filled for a while. For this walk-through, since the position is vacant and you do not intend to fill it in the future, you will inactivate it.

ACTION	RESULT
1. Select Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.	A search page displays
2. In the Position Number field, enter 002043__ __ (substituting your two-digit code for the blanks). This is the position formerly held by Ross Haynes.	Description page displays

State Of Minnesota

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 00204301

Headcount Status Open

*Effective Date 04/21/2015

Reason ABL Abolishment of Position

*Position Status Abolished

Current Head Count 0 out of 1

*Status Inactive

Action Date 04/21/2015

Status Date 02/25/2008 Key Position

Job Information

*Business Unit B04AF Agriculture-AFSCME

Job Code 003835 Customer Svcs Specialist

*Reg/Temp Unlimited

*Regular Shift Day

Title Customer Svcs Specialist

Manager Level None

*Full/Part Time Full-Time

Union Code AFS AFSCME Minnesota Council 5

Short Title CustSvcSpe

Work Location

*Reg Region USA United States

Department B041510 Dairy Services

Location B0415 Dairy & Livestock

Reports To 00305451 Business Manager 2

Supervisor Lvl

*Company SMN State of Minnesota

Dot-Line

Salary Plan Information

Salary Admin Plan 5

Standard Hours 40.00

Grade 58

Work Period SMN MN Weekly

Updated on 04/21/2015 11:09:51AM
Updated By FIKAP04

FIELD	DATA
1. Click  to add a new row.	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field
2. Effective Date <ul style="list-style-type: none"> Enter the first day the position is inactive. 	04/21/2015
3. Action Reason <ul style="list-style-type: none"> Select the reason code. 	ABL
4. Position Status <ul style="list-style-type: none"> Select the new status. 	Abolished

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

State Of Minnesota

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

Description Specific Information Budget and Incumbents Barg Unit/Cost Projection

Position Number 00204301

Headcount Status Open Current Head Count 0 out of 1

[Find](#) | [View All](#) | [First](#) 1 of 2 [Last](#)

Effective Date: 04/21/2015 Status: Inactive

Option Code:

WCRA Code: Clerical/Office Employees NOC

Audited By:

*Seniority Unit: Agriculture-AFSCME

Bargaining Unit:

FLSA Status: No FLSA Available

Date Position Established:

Position Audit Date:

Not To Exceed Date:

Unclassified Authorization: Agency Use:

Cost Projection Use

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

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

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

FIELD	DATA
<p>1. Intend to Fill Date</p> <ul style="list-style-type: none"> • Delete the date, if any. • Deleting the Intend to Fill Date removes the vacant position from cost projection calculation. 	Blank
<p>2. Click  Save</p> <ul style="list-style-type: none"> • On the Description page, notice that the Status has changed to Inactive. • If an error message indicates the position has an active incumbent(s), it may be because you didn't delete the position number on Job Data earlier in this walk-through. 	<i>Saved</i> displays briefly in the upper-right corner

SEMA4 TIPS

PERMANENT LAYOFF

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

- ✓ Make sure the Effective Date is the first day of the permanent layoff.
- ✓ Select the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- ✓ Enter the Layoff Expiration Date and Layoff Notice Date.
- ✓ If the layoff will continue past the date employer contributions are scheduled to end, add a future effective-dated row. Refer to the check list.

PROCESS A PERMANENT LAYOFF

EXERCISE

In this exercise you will process a permanent layoff, requiring two transactions.

Resources

You may use these resources in completing this exercise:

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

Directions

Renee Hsu, a Food Service Worker, is laid off. For six months, the employee is eligible for continued employer contributions toward insurance premiums. To process this layoff, you will enter two transactions in SEMA4. The position will not be abolished.

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

Part 1: Permanent Layoff with 6 Months Employer Contributions

In the first transaction, the employee is on permanent layoff and is *eligible* for continued employer contributions toward health insurance premiums for six months. The reason is L06.

FIELD NAME	DATA
Employee ID	009011__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/21/2015
Action	Layoff
Reason	L06, Permanent Layoff,6 mo ER Cont
Expected Return Date	Blank
	Click button
Layoff Expiration Date	04/20/2019
Layoff Notice Date	03/20/2015
Spec Elig	Leave unchanged

SOLUTION: PART 1

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Work

All Search Advanced Search

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

Hsu,Renee L Empl ID 00901101
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date: 04/21/2015 Go To Row + -

Effective Sequence: 0 *Action: Layoff

HR Status: Active Reason: L06 Permanent Layoff, 6 mo ER Cont

Payroll Status: Layoff *Job Indicator: Primary Job

Position Number: 00305580 Food Service Worker
Override Position Data

Position Entry Date: 12/01/1997 Position Management Record

Regulatory Region: USA United States

Company: SMN State of Minnesota

Business Unit: H55AF Human Svcs-AFSCME

Department: H5594C2 Food Service

Department Entry Date: 12/01/1997

Location: H55W1 Willmar RTC

Establishment ID: EI114 DHS - Willmar Regional Center Date Created 04/21/2015

Expected Job End Date: Termination Date

Expected Return Date: End Job Automatically

Last Date Worked: 06/01/2008 Override Last Date Worked

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | Work

All Search >> Advanced Search Last Search Results

Employment Information **Additional Employment Info**

Hsu,Renee L Employee Empl ID 00901101 Empl Record 0

Agency Use Date: 06/02/2012 Barg Unit Seniority Date: 12/01/1997 Seniority Tie Breaker: 0

Agency Seniority Date: 12/01/1997 Layoff Expiration Date: 04/20/2019 Employee Works at Home?:

Eligible for Next Increase: Layoff Notice Date: 03/20/2015 Security Clearance Type: 0

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 320/555-8080 Extension: 0

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. Click  Save <ul style="list-style-type: none"> If warning messages display, click OK. 	Saved displays briefly in the upper-right corner
2. Select the Job Data component link.	Work Location page displays
3. Click  to insert another effective-dated row. <ul style="list-style-type: none"> This is the future-dated row to record when employer contributions are no longer made. 	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field

Part 2: Layoff – Employee Pays Insurance – 12 months

In the future effective-dated transaction, the employee is on layoff and is *not* eligible for continued employer contributions toward health insurance premiums. The reason code is C12.

This future effective-dated transaction permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

FIELD NAME	DATA
Effective Date	10/21/2015
Action	Data Change
Reason	C12, Layoff-Begin 12mos ee pay ins
<input type="button" value="Calculate Compensation"/>	Click button

SOLUTION: PART 2

Your page should resemble the following.

The screenshot shows the 'Work Location' tab for employee Renee L. Hsu. Key fields include:

- Effective Date: 10/21/2015
- Position Number: 00305560 (Food Service Worker)
- Company: SMN (State of Minnesota)
- Department: H5594C2 (Food Service)
- Location: H55W1 (Willmar RTC)

 A 'Save' button is highlighted in the top right corner of the form area.

ACTION	RESULT
1. Click  Save <ul style="list-style-type: none"> If warning messages display, click OK. 	Saved displays briefly in the upper-right corner
2. You may need to enter severance information for the employee. For this exercise, you will not enter severance and leave balance payouts.	
3. For this exercise, you will not abolish the position.	

Employee is Laid Off and Continues Working

Sometimes an employee is laid off, but continues to work. This may occur for a variety of reasons, such as demotion in lieu of layoff, reallocation-demotion, bump, or claim. When a classified employee is laid off, and will continue to work, select the Layoff action with reason code OTH (Layoff - Other), *and* add a concurrent job. Check lists are found in SEMA4 Help. For further assistance, contact your SEMA4 HR Services specialist.

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find a check list for processing the layoff for an employee who will work in a different position.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Check Lists .	HR & Payroll Check Lists display
3. Select Layoff .	Layoff – Reason Codes page displays
4. Click the  next to Other – Layoff (OTH). <ul style="list-style-type: none">• Read the hint.	A pop-up box displays a hint
5. Select Other – Layoff (OTH) . <ul style="list-style-type: none">• Read the check list.	The Layoff - Other - Check List appears
6. Scroll to the bottom of the check list and notice the list of situations where you need to use action Layoff, reason code Other and also add a concurrent job: <ul style="list-style-type: none">Demotion - BumpDemotion - ClaimDemotion - In Lieu of LayoffTransfer - BumpTransfer - In Lieu of LayoffPosition Change - Reallocation DemotionPosition Change - Reduction in Work Hours in Lieu of Layoff	

PROCESS A DEMOTION IN LIEU OF LAYOFF

EXERCISE

In this exercise you will process a demotion in lieu of layoff. Process a demotion in lieu of layoff when a classified permanent or probationary employee is laid off and is demoted to a vacant position in a lower-level job class within the same seniority unit.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help
- Concurrent Job topic in the Employee Maintenance learning guide

Directions

Ev Wright, an Office & Administration Specialist Intermediate, has received a layoff notice, and is eligible for a demotion in lieu of layoff to an Office & Administration Specialist position. To process this in SEMA4, you will enter action Layoff and reason code OTH (Other), and then add a concurrent job with action Demotion and reason code ILL (In Lieu of Layoff). The employee continues working and continues eligibility for employer contribution to insurance premiums. When you use reason Other, be sure to click  after you save, to enter a comment.

In the **User Training** database, use the following data to enter the transactions.

Part 1: Layoff/Other

First, the employee is placed on permanent layoff with reason code Other.

FIELD NAME	DATA
Employee ID	008009__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/21/2015
Action	Layoff
Reason	OTH, Layoff-Other
	Click button
Layoff Expiration Date	04/20/2019
Layoff Notice Date	03/20/2015
Spec Elig	Leave unchanged

SOLUTION: PART 1

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Wo

All Search Advanced Search Last Search Results

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

Wright, Ev M Empl ID 00800901
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date 04/21/2015 Go To Row

Effective Sequence 0 *Action Layoff

HR Status Active Reason OTH Layoff-Other

Payroll Status Layoff *Job Indicator Primary Job

[Calculate Status and Dates](#)

Position Number 00200903 Office & Admin Specialist Int

[Override Position Data](#)

Position Entry Date 12/18/1995 Current

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit P78AF Corrections-AFSCME

Department P782180 MCF-SCL A-M

Department Entry Date 12/18/1995

Location P78SC MCF - St Cloud

Establishment ID P78SC MCF - St Cloud Date Created 04/21/2015

Expected Job End Date Termination Date

Expected Return Date End Job Automatically

Last Date Worked 08/26/2012 Override Last Date Worked

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | Worklis

All Search >> Advanced Search Last Search Results

Employment Information **Additional Employment Info**

Wright, Ev M Employee Empl ID 00800901 Empl Record 0

Agency Use Date: Barg Unit Seniority Date: 12/18/1995 Seniority Tie Breaker: 0

Agency Seniority Date: 12/18/1995 Layoff Expiration Date: 06/21/2019 Employee Works at Home?:

Eligible for Next Increase: 12/15/2004 Layoff Notice Date: 03/20/2015 Security Clearance Type: 0

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 612/555-8767 Extension: 0

Job Data Employment Data Benefits Program Participation

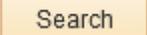
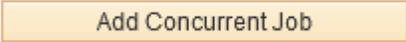
ACTION	RESULT
1. Click  Save If warning messages display, click OK .	Saved displays briefly in the upper-right corner
2. For this exercise, you will not abolish the original position.	
3. 	Demotion to OAS in lieu of layoff

Part 2: Add a Concurrent Job for the Demotion in Lieu of Layoff

Next, you will add a concurrent job to process the demotion in lieu of layoff. Employment record number 0 contains the layoff, and employment record number 1 will contain the active appointment.

The concurrent job will be the primary job. An employee must have only *one* primary job. The primary job determines insurance eligibility and level of employer contribution. Be sure to designate the correct job as primary. If the wrong job is designated as primary, eligibility and level of employer contribution can be affected. Contact the other agency(s) to determine the employee's benefit eligibility and primary job.

More detailed information about adding a concurrent job is found in the *Concurrent Jobs* topic in the Employee Maintenance learning guide.

ACTION	RESULT
1. Before processing the appointment, check the position record to make sure the data is accurate, and the Reg/Temp field value is Unlimited or Seasonal, and the Classified Indc field value is Classified. For this exercise, assume we have completed that task.	
2. In the menu, select Workforce Administration > Job Information > Add Concurrent Job .	Add Concurrent Job search page displays
3. In the EmplID field, enter 008009__ (substituting your two-digit code for the blanks) and click 	Add Concurrent Job page displays
4. Click 	A warning appears, telling you that adding a concurrent job may affect an employee's eligibility for benefits
5. Read the warning messages and click OK on each one.	Work Location page displays

FIELD NAME	DATA
Effective Date	04/21/2015
Job Indicator	Primary Job
Action	Demotion
Reason	ILL, In Lieu of Layoff

FIELD NAME	DATA
Position Number	01080004, Office & Admin Specialist
Position Entry Date	04/21/2015
Establishment ID	G6787
Entry Date	04/21/2015
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatry
Officer Code	Non-manager
Classified Indc (view-only)	Classified
Standard Hours	40.00
FTE (view-only)	1.0
Bargaining Unit (view-only)	206
Union Code (view-only)	AFS
Holiday Schedule	HOL, Standard Holiday Schedule
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	11
	Click button
Step Entry Date	04/21/2015
Rate Code	ONSTEP
Comp Rate (view-only)	16.93
	Click button

FIELD NAME	DATA
Compensation Rate (view-only)	16.93
Special Program	Leave blank
Salary Authority	AFS
Leave Authority	AF1
Probation Date	10/20/2015
Appointment End Date	Blank
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	12/18/2001
Security Clearance Type	0
Eligible for Next Increase	04/21/2016
Email address	ev.wright@state.mn.us
Phone Type	Main Business
Telephone	651/555-9898
Annual Benefits Base Rate	Leave unchanged
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Spec Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

SOLUTION: PART 2

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota All Search Advanced Search Last Search Results Home

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

Wright, Ev M Empl ID 00800901
Employee Empl Record 3

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

*Effective Date 📅

Effective Sequence

HR Status Active

Payroll Status Active

*Action

Reason 🔍 In Lieu of Layoff

*Job Indicator

Position Number 🔍 Office & Admin Specialist Current 📄

Position Entry Date 📅

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit G87AF Revenue-AFSCME

Department G871110 Fiscal Services

Department Entry Date 📅

Location G8705 Revenue Building, 1st Floor

Establishment ID 🔍 Revenue Building, 3rd Floor Date Created 04/29/2015

Expected Job End Date 📅

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

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

Wright, Ev M Empl ID 00800901
 Employee Empl Record 3

Job Information Find First 1 of 1 Last

Effective Date 04/21/2015 [Go To Row](#)

Effective Sequence 0 Action Demotion

HR Status Active Reason In Lieu of Layoff

Payroll Status Active Job Indicator Primary Job

Job Code 003627 Office & Admin Specialist

Entry Date 04/21/2015 [Current](#)

Supervisor ID

Reports To

Regular/Temporary Unlimited Full/Part Full-Time

Empl Class Probatory *Officer Code

Regular Shift Not Applicable Shift Rate

Classified Ind Classified Shift Factor

Standard Hours

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000	As of Date	04/21/2015	
Combined Standard Hours	99.99	FTE	3.000000	

Contract Number

Contract Number [Next Contract Number](#)

Contract Type

USA

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

Wright, Ev M Empl ID 00800901
 Employee Empl Record 3

Payroll Information Find First 1 of 1 Last

Effective Date 04/21/2015 [Go To Row](#)

Effective Sequence 0 Action Demotion

HR Status Active Reason In Lieu of Layoff

Payroll Status Active Job Indicator Primary Job

Payroll for North America

Pay Group P19 Corrections

Employee Type H Hourly Holiday Schedule HOL Std. Hol

Tax Location Code MN Minnesota FICA Status Subject

GL Pay Type [Edit ChartFields](#)

Combination Code

Job Data Employment Data Benefits Program Participation

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

Wright, Ev M Empl ID 00800901
 Employee Empl Record 3

Salary Plan Find | View All First 1 of 1 Last

[Go To Row](#)

Effective Date 04/21/2015	Action Demotion
Effective Sequence 0	Reason In Lieu of Layoff
HR Status Active	Job Indicator Primary Job
Payroll Status Active	Current

Salary Admin Plan 6	↻	Grade Entry Date 04/21/2015
Grade 58		Step Entry Date 04/21/2015
Step 11		

Includes Wage Progression Rule

Job Data
Employment Data
Benefits Program Participation

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

Wright, Ev M Empl ID 00800901
 Employee Empl Record 3

Compensation Find First 1 of 1 Last

[Go To Row](#)

Effective Date 04/21/2015	Action Demotion
Effective Sequence 0	Reason In Lieu of Layoff
HR Status Active	Job Indicator Primary Job
Payroll Status Active	Current

Compensation Rate 16.930000	Frequency H	Hourly	Annual Rate 35,349.840
-----------------------------	-------------	--------	------------------------

Pay Components Personalize | Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion				
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 ONSTEP	0	16.930000	USD	H			

[Calculate Compensation](#)

Job Data
Employment Data
Benefits Program Participation

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

Wright, Ev M

Employee

Empl ID 00800901

Empl Record 3

Job Option / Leave / WOC

Find First 1 of 1 Last

Go To Row

Effective Date 04/21/2015

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Demotion

Reason Code In Lieu of Layoff

Job Indicator

Current

Option Code:

Special Program:

Salary Authority:

AFS AFSCME

Leave Authority:

AF1 AFSCME-Elig Emp(No Firefightr)

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

WOC Job Code SetID:

Salary Admin Plan:

Jobcode:

Grade:

Appointment End Date:

Step:

Job Data

Employment Data

Benefits Program Participation

Employment Data component:

State of Minnesota Home | W

All Search >> Advanced Search Last Search Results

Employment Information | Additional Employment Info

Wright, Ev M Employee Empl ID 00800901 Empl Record 1

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 12/18/1995 Override

Last Start Date First Start Date Termination Date

Organizational Assignment Data ?

Additional Assignment Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	08/30/2008 <input type="text"/> <input checked="" type="checkbox"/> Override	6	9	22
Service Date	08/30/2008 <input type="text"/> <input checked="" type="checkbox"/> Override	6	9	22
Probation Date	10/20/2015 <input type="text"/> <input type="checkbox"/>			
Anniversary/Progression Date	<input type="text"/> <input type="checkbox"/>			
Business Title	Office & Admin Specialist			
		Last Verification Date	<input type="text"/> <input type="checkbox"/>	
		Position Phone		

USA

Owns 5% (or More) of Company

Appointment End Date

Contract Length

Accrue Tenure Services

FTE for Tenure Accrual

Service Calculation Group

FTE for Flex Service Accrual

Job Data | Employment Data | Benefits Program Participation

State of Minnesota Home | W

All Search >> Advanced Search Last Search Results

Employment Information | Additional Employment Info

Wright, Ev M Employee Empl ID 00800901 Empl Record 1

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

Agency Seniority Date: 12/18/2001 Layoff Expiration Date: Employee Works at Home?:

Eligible for Next Increase: 04/21/2018 Layoff Notice Date: Security Clearance Type:

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type:

Telephone: Extension:

Job Data | Employment Data | Benefits Program Participation

Benefits Program Participation component:

State Of Minnesota Home | Wc

All Search Advanced Search Last Search Results

Benefit Program Participation

Wright, Ev M Empl ID 00800901
 Employee Empl Record 3

Benefit Status Find First 1 of 1 Last

Benefit Record Number 0

Effective Date 04/21/2015

Effective Sequence 0 Action Demotion

HR Status Active Reason In Lieu of Layoff

Payroll Status Active Job Indicator Primary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate USD

Benefits Administration Eligibility

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

Salary Authority AFS AFSCME Minnesota Council 5 Barg Unit Elig

Retirement Code AA MSRS SEGIP Fid 8

Benefits STATE STATE Suppl Ret

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

Effective Date 12/18/1995 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

+ -

Job Data
Employment Data
Benefits Program Participation

ACTION	RESULT
1. Click <input type="button" value="OK"/> <ul style="list-style-type: none"> If warning messages display, click OK on each one. 	<i>Saved</i> displays briefly in the upper-right corner
2. Set up a work schedule for the employee. For this exercise, we will skip that task.	

REVIEW QUESTIONS

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

1. As a general rule, when an employee's status changes from Active to Layoff, what should you do with the Spec Elig code on the Benefit Program Participation page?
 - a. Change the code. The employee's eligibility for insurance must have changed.
 - b. Leave the code unchanged. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.
 - c. Delete the code. The employee is no longer eligible for insurance.
 - d. Add another code. The employee has multiple eligibilities for insurance.

2. If you are going to abolish the position after processing a layoff, you need to first _____.
 - a. delete the Position Number on the Work Location page in Job Data
 - b. change the Position Number on the Work Location page in Job Data
 - c. put the position record on hold
 - d. add a future effective-dated row on the position record

3. For a permanent layoff, why is it important to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums?
 - a. The layoff takes effect in the future.
 - b. The future-dated transaction records the layoff expiration date.
 - c. The future-dated transaction records the date the position will be filled.
 - d. Entering the future effective-dated row permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

4. The numbers in the reason codes of the permanent layoff transaction and the future effective-dated layoff transaction must total _____.
 - a. 6
 - b. 9
 - c. 12
 - d. 18

5. If the employee is being laid off, but will continue to work, you process a Layoff with reason code OTH, and then _____ to process the appointment.
 - a. add a future effective-dated row for insurance purposes
 - b. add an employment instance
 - c. add a concurrent job
 - d. enter a recall from layoff

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. As a general rule, when an employee's status changes from Active to Layoff, what should you do with the Spec Elig code on the Benefit Program Participation page?
 - b. Leave the code unchanged. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.
2. If you are going to abolish the position after processing a layoff, you need to first _____.
 - a. delete the Position Number on the Work Location page in Job Data
3. For a permanent layoff, why is it important to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums?
 - d. Entering the future effective-dated row permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.
4. The numbers in the reason codes of the permanent layoff transaction and the future effective-dated layoff transaction must total _____.
 - d. 18 (Example: L06 and C12)
5. If the employee is being laid off, but will continue to work, you process a Layoff with reason code OTH, and then _____ to process the appointment.
 - c. add a concurrent job

Pull out these pieces from the Permanent Layoff topic:

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

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

Continue to the next topic, *Seasonal Layoff*.

Introduction

For a seasonal layoff, you temporarily lay off an employee at the end of a season, with the expectation that the employee will return the next year when that employment season begins. Seasonal employees are not placed on layoff lists. The Seasonal Layoff/Recall report indicates when the employee is scheduled to return to work. You can view this report, HP6260, in DocumentDirect.

You may recall from the Position Management course that there are two fields on the position record indicating the season start date and season end date. These fields are used for cost projections.

THINGS TO CONSIDER BEFORE YOU ENTER DATA

SEASONAL LAYOFF

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

- Refer to the proper contract or plan.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Seasonal layoff is only for seasonal employees. Check the Job Information page to make sure the Regular/Temporary field value is Seasonal.
- When the season is over, put the employee on seasonal layoff.
- When the season begins, return the employee from seasonal layoff.
- Employees may opt to have vacation paid off when they go on seasonal layoff.
- Seasonal employees who are eligible for insurance are eligible for Seasonal Layoff with Employer Contributions (reason code SE9).

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find a check list for a seasonal layoff.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Check Lists .	HR & Payroll Check Lists display
3. Select Seasonal Layoff . <ul style="list-style-type: none"> There are several reason codes for seasonal layoff. Some examples are SEA, SE9, and STS. Each has its own check list. 	Seasonal Layoff – Reason Codes page displays
4. Click the  next to Seasonal Layoff With Employer Insurance Contributions (SE9). <ul style="list-style-type: none"> Read the hint. 	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click Seasonal Layoff with Employer Insurance Contributions (SE9) . <ul style="list-style-type: none"> Read the check list. Notice the reason code, <i>SE9</i>. 	Layoff – Seasonal Layoff with Employer Insurance Contributions - Check List displays
7. Click the first WHOA! Better Check Those Critical Fields Before Saving This Transaction , to review fields required for this transaction.	Field requirements display
8. Scroll down and notice that you also need to add a future effective-dated row of action Seasonal Layoff and reason code <i>C12</i> (Seas LO, begin 12mo ee pay ins). The effective date is the first date the employee is no longer eligible for employer contributions. The future effective dated row ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.	
9. Scroll down and read the Benefits Consequences.	
10. Exit SEMA4 Help.	

PROCESS A SEASONAL LAYOFF

In this walk-through, you will learn how to process a seasonal layoff.

Danielle Myer, a groundskeeper, will be placed on seasonal layoff for the winter. Danielle is expected to return the following May. You will record the seasonal layoff in SEMA4.

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Job Information > Job Data .	A search page displays
3. In the EmplID field, enter 009033__ __ (substituting your two-digit code for the blanks).	Work Location page for Danielle Myer appears

Begin on the **Work Location** page.

State Of Minnesota Home | Work

All Search >> Advanced Search Last Search Results

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

Myer, Danielle H Empl ID 00903301
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date Go To Row + -

Effective Sequence *Action Seasonal Layoff

HR Status Active Reason SE9 Seasonal Layoff ER Cont

Payroll Status Seasonal Layoff *Job Indicator Primary Job

Calculate Status and Dates

Position Number Future
Groundskeeper Override Position Data

Position Entry Date Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit R29AF DNR-AFSCME

Department R294100 Parks-Reg 1

Department Entry Date

Location R29AA DNR Bemidji - Region 1

Establishment ID DNR Bemidji Headquarters Date Created 04/29/2015

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. Be sure that the current or future row you want to copy is displayed. For this example, the current row is displayed.	
2. Click to add a row.	SEMA4 copies the row that you were viewing and inserts today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> Enter the date that the layoff takes effect. This is the first day of the layoff. If a message appears, click OK. 	10/07/2015
4. Action <ul style="list-style-type: none"> Select the action. 	Seasonal Layoff

FIELD NAME	DATA
<p>5. Reason</p> <ul style="list-style-type: none"> Select the reason code and press Tab. There are several reason codes for seasonal layoff. Each has its own check list. 	SE9, Seasonal Layoff ER Cont
<p>6. Expected Return Date</p> <ul style="list-style-type: none"> Enter the date on which the employee is expected to return to work. This date is used when generating the Seasonal Layoff/Recall report. This is an on-demand report--if you have access to the report, you can run it anytime. 	05/18/2016

ACTION	RESULT
1. Select the Job Information page.	Job Information page displays
<p>2. Make sure the Regular/Temporary field value is Seasonal.</p> <ul style="list-style-type: none"> This field is view-only, and the data came from the position record. 	
3. Select the Compensation page.	Compensation page displays
<p>4. Click </p> <ul style="list-style-type: none"> Click this button even though the compensation has not changed. 	
5. Select the Employment Data component link.	Employment Information page displays

Continue on the **Employment Information** page.

State Of Minnesota Home | V

All Search Advanced Search Last Search Results

Employment Information Additional Employment Info

Myer, Danielle H Empl ID 00903301
 Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 05/15/1998 Override
 Last Start Date 05/15/1998 First Start Date 05/15/1998
 Termination Date

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	05/15/1998 <input type="text"/> <input checked="" type="checkbox"/> Override	16	11	14
Service Date	05/15/1998 <input type="text"/> <input checked="" type="checkbox"/> Override	16	11	14
Probation Date	<input type="text"/> <input type="text"/>			
Anniversary/Progression Date	<input type="text"/> <input type="text"/>	Last Verification Date <input type="text"/> <input type="text"/>		
Business Title		Position Phone		

USA

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

Accrue Tenure Services
 Service Calculation Group

Contract Length Not Applicable

FTE for Tenure Accrual

FTE for Flex Service Accrual

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<ul style="list-style-type: none"> • Appointment End Date <p>Make sure this date is blank.</p>	Blank

ACTION	RESULT
1. Review all Job Data and Personal Data pages and make any changes necessitated by this action. For this example, there are no more changes.	
2. Click Save <ul style="list-style-type: none"> • If warning messages display, click OK. 	Saved displays briefly in the upper-right corner
3. If the seasonal layoff will continue past the date employer contributions are scheduled to end, select the Job Data component link.	Work Location page displays

ACTION	RESULT
<p>4. Click  to insert another effective-dated row.</p> <ul style="list-style-type: none"> This is the future-dated row, to record when employer contributions are no longer made. 	<p>SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field</p>

If the seasonal layoff will continue past the date employer contributions are scheduled to end, complete the future-dated row to indicate the first day the employee is no longer eligible for employer contributions for insurance.

This future effective-dated information permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

If you are unsure of when an employee will need to begin paying the whole cost of their insurance, you may postpone entering the second row until a later date. Note: if you do not enter the second row, your agency will continue to be charged the employer share of the cost, and the employee will not be notified that they must begin paying the entire premium.

State Of Minnesota

[Home](#) | [W](#)

All

>>
Advanced Search
Last Search Results

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

Myer, Danielle H
Employee

Empl ID 00903301
Empl Record 0

Work Location ?
Find
First 1 of 2
Last

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Seasonal Layoff

[Calculate Status and Dates](#)

*Action Seasonal Layoff

Reason C12 Seas LO, begin 12 mo ee pay ins

*Job Indicator Primary Job

[Go To Row](#)

[+](#) [-](#)

Position Number Groundskeeper

[Override Position Data](#)

Position Entry Date

Position Management Record

Future

Regulatory Region USA	United States
Company SMN	State of Minnesota
Business Unit R29AF	DNR-AFSCME
Department R294100	Parks-Reg 1
Department Entry Date <input type="text" value="05/15/1998"/>	
Location R29AA	DNR Bemidji - Region 1
Establishment ID <input type="text" value="EI002"/>	DNR Bemidji Headquarters
	Date Created 04/29/2015

Expected Job End Date

Expected Return Date

Override Last Date Worked

Last Date Worked 10/05/2008

Job Data
Employment Data
Benefits Program Participation

ACTION	RESULT
<p>1. Effective Date</p> <ul style="list-style-type: none"> • This is the first day the employer contributions are no longer made. • If a date out of range warning displays, click OK. 	04/07/2016
<p>2. Action</p>	Seasonal Layoff
<p>3. Reason</p> <ul style="list-style-type: none"> • Select the reason code and press Tab. • The bottom of the check list tells which reason code to choose, for the future-dated row. 	C12, Seas LO,begin 12 mo ee pay ins
<p>4. Select the Compensation page.</p>	Compensation page displays
<p>5. Click </p> <ul style="list-style-type: none"> • Click this button even though the compensation has not changed. 	
<p>6. Click </p> <ul style="list-style-type: none"> • If warning messages display, click OK. 	<i>Saved</i> displays briefly in the upper-right corner

As a general rule, when an employee’s status changes—for example from Active to Seasonal Layoff—you should leave the Spec Elig code *unchanged*. Eligibility for an employer contribution while on Benefits Billing is based on a combination of fields, including Action, Reason, *and* the Spec Elig code the employee had when they first went on layoff. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.

SEMA4 TIPS - SEASONAL LAYOFF

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

- ✓ Make sure the Effective Date is the first day of the seasonal layoff.
- ✓ Select the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- ✓ If the seasonal layoff will continue past the date employer contributions are scheduled to end, add a future effective-dated row. Refer to the appropriate check list.

PROCESS A SEASONAL LAYOFF

EXERCISE

In this exercise you will process a seasonal layoff.

Resources

You may use these resources in completing this exercise:

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

Directions

Winter is approaching, and Jerome Davis, a highway maintenance worker, will be placed on seasonal layoff. Jerome is expected to return to work in April. To process this leave, you will enter a seasonal layoff transaction in SEMA4.

The employee is on seasonal layoff and is *eligible* for continued employer contributions toward health insurance premiums for six months. The reason code is SE9.

The seasonal layoff will *not* continue past the date employer contributions are scheduled to end; therefore you do not need to add a future effective-dated row.

In the **User Training** database, use the following data to process the seasonal layoff.

FIELD NAME	DATA
Employee ID	009222__ __ (substituting your two-digit code for the blanks)
	Click button
Effective Date	12/02/2015
Action	Seasonal Layoff
Reason	SE9, Seasonal Layoff ER Cont
Expected Return Date	04/06/2016
Regular/Temporary (view-only)	Seasonal
	Click button
Appointment End Date	Blank

SOLUTION

Your pages should resemble the following pages.

Job Data component:

State of Minnesota Home | Wc

All Search > Advanced Search Last Search Results

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

Davis, Jerome A Empl ID 00922201
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date 12/02/2015

Effective Sequence 0 *Action Seasonal Layoff

HR Status Active Reason SE9 Seasonal Layoff ER Cont

Payroll Status Seasonal Layoff *Job Indicator Primary Job

Future

Position Number 00306070 Highway Maintenance Worker

Position Entry Date 04/01/1998
 Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit T79AF Transportation-AFSCME
Department T797400 Construction

Department Entry Date 04/01/1998

Location T795F Roseville
Establishment ID T795F Roseville Date Created 04/29/2015

Expected Job End Date End Job Automatically
Expected Return Date 04/16/2016 Override Last Date Worked
Last Date Worked 11/30/2008

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | Wc

All Search Advanced Search | Last Search Results

Employment Information | Additional Employment Info

Davis, Jerome A Empl ID 00922201
 Employee Empl Record 0

Organizational Instance ?

Organizational Instance Red 0	Original Start Date 04/01/1998	<input type="checkbox"/> Override
Last Start Date 04/01/1998	First Start Date 04/01/1998	
Termination Date		

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	04/01/1998 <input type="text"/> <input type="checkbox"/> Override	17	0	28
Service Date	04/01/1998 <input type="text"/> <input checked="" type="checkbox"/> Override	17	0	28
Probation Date	<input type="text"/> <input type="checkbox"/>			
Anniversary/Progression Date	<input type="text"/> <input type="checkbox"/>			
Business Title				
				Last Verification Date <input type="text"/> <input type="checkbox"/>
				Position Phone

USA

Owns 5% (or More) of Company

Appointment End Date

Contract Length

Accrue Tenure Services

FTE for Tenure Accrual

Service Calculation Group

FTE for Flex Service Accrual

Job Data | Employment Data | Benefits Program Participation

ACTION	RESULT
1. Click Save <ul style="list-style-type: none"> If warning messages display, click OK. 	Saved displays briefly in the upper-right corner
2. If the seasonal layoff will continue past the date employer contributions are scheduled to end, select the Job Data component link. For this exercise, the seasonal layoff ends <i>before</i> employer contributions will end, so you will skip this step.	

REVIEW QUESTIONS

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

1. On a seasonal layoff, why is it important to enter the Expected Return Date?
 - a. This date is needed for the future-dated row.
 - b. This date is used on the Seasonal Layoff/Recall report.
 - c. This date indicates what season it is.
 - d. This date tells you when insurance eligibility will expire.

2. Where would you find terms and conditions of the employee's seasonal layoff rights?
 - a. Step-by-step instructions
 - b. Check list
 - c. The contract or plan
 - d. Memos

3. In addition to entering a seasonal layoff transaction, you complete a future effective-dated seasonal layoff row if _____.
 - a. the employee never had any insurance eligibility
 - b. insurance election forms have not been mailed
 - c. the seasonal layoff is less than one full pay period
 - d. the seasonal layoff will continue past the date employer contributions are scheduled to end

4. When does the Seasonal Layoff/Recall report run?
 - a. Anytime—the user runs the on-demand report
 - b. Annually
 - c. Bimonthly
 - d. Semi-quarterly

REVIEW ANSWERS

Check your answers to the review questions.

1. On a seasonal layoff, why is it important to enter the Expected Return Date?
 - b. This date is used on the Seasonal Layoff/Recall report.

2. Where would you find terms and conditions of the employee's seasonal layoff rights?
 - c. The contract or plan

3. In addition to entering a seasonal layoff transaction, you complete a future effective-dated seasonal layoff row if _____.
 - d. the seasonal layoff will continue past the date employer contributions are scheduled to end

4. When does the Seasonal Layoff/Recall report run?
 - a. Anytime—the user runs the on-demand report

Pull out these pieces from the Seasonal Layoff 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 seasonal layoff, refer to *Things to Consider Before You Enter Data*. After entering the transaction(s), check your work using *SEMA4 Tips*.

Continue to the next topic, *Recall from Layoff*.

Introduction

The action Recall from Layoff is used to recall an employee to work who was on seasonal or permanent layoff.

Before processing a recall from layoff, you should verify that the position record accurately reflects the specific job requirements you are filling, and the class is appropriate. If the position record does not exist yet, you need to create the position record.

THINGS TO CONSIDER BEFORE YOU ENTER DATA RECALL FROM LAYOFF

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

- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Make sure that the position record is accurate before you appoint an employee to the position.

PROCESS AN APPOINTMENT FROM A LAYOFF LIST

In this walk-through, you will recall an employee from layoff.

Ming Tan, a Management Analyst 3, was permanently laid off and is on the seniority unit layoff list for a Management Analyst 3. The employee is being recalled because the agency received funding for the position.

It's important to make sure that the information in the position record is accurate before you process the recall from layoff. Let's assume that you have reviewed the position record and it does not require any changes.

In this walk-through, you will use action Recall from Layoff and reason LAS, Appointment from Layoff List. For this reason code, the incumbent must be on an active layoff list generated by Resumix. The position or job code of the appointment from layoff list may be different from that of the layoff row.

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Job Information > Job Data .	A search page displays
3. In the EmpIID field, enter 008008__ __ (substituting your two-digit code for the blanks).	Work Location page displays Ming Tan's information

Begin on the **Work Location** page.

State Of Minnesota Home | Wo

All Search >> Advanced Search Last Search Results

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

Tan, Ming L Empl ID 00800801
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date 04/22/2015 Go To Row + -

Effective Sequence 0 *Action Recall from Layoff

HR Status Active Reason LAS Appointment from Layoff List

Payroll Status Active *Job Indicator Primary Job

Calculate Status and Dates Current

Position Number 00222888 Management Analyst 3 Override Position Data

Position Entry Date 07/14/2008 Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit H55MP Human Svcs-MAPE

Department H55H400 Customer Services

Department Entry Date 11/20/1995

Location H555N Department of Human Services

Establishment ID H55MB Central Office Date Created 04/22/2015

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	DATA
1. Click  to add a row of information.	The system copies the row that you were viewing and inserts today's date in the Effective Date field
2. In the Effective Date field, enter the date on which the employee is being recalled from layoff. <ul style="list-style-type: none"> This is the day the employee returns. If a message appears, click OK. 	04/22/2015
3. Action <ul style="list-style-type: none"> Select an action. 	Recall from Layoff

FIELD	DATA
<p>4. Reason</p> <ul style="list-style-type: none"> Select a reason code. 	LAS, Appointment from Layoff List
<p>5. Position Number</p> <ul style="list-style-type: none"> Enter the position number of the position to which Ming Tan will be recalled, and press Tab. 	<p>00222888</p> <p>The position data fills in to the job record</p>
6. Establishment ID	H55MB

ACTION	RESULT
1. Select the Job Information page.	Job Information page displays
<p>2. Make sure the Classified Indc field value is Classified.</p> <ul style="list-style-type: none"> This field is view-only, and the data came from the position record. 	
3. Make sure the Empl Class field value is Probatory or Permanent.	
4. Select the Salary Plan page.	Salary Plan page displays

Continue on the **Salary Plan** page.

State Of Minnesota Home | Wc

All Search Advanced Search | Last Search Results

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

Tan, Ming L Empl ID 00800801
 Employee Empl Record 0

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

Effective Date 04/22/2015 Go To Row

Effective Sequence 0 Action Recall from Layoff

HR Status Active Reason Appointment from Layoff List

Payroll Status Active Job Indicator Primary Job

Salary Admin Plan 14G Current

Grade 10 Grade Entry Date 12/02/1996

Step 9 Step Entry Date 10/01/2003

Includes Wage Progression Rule

Job Data Employment Data Benefits Program Participation

FIELD	DATA
<p>1. Step</p> <ul style="list-style-type: none"> Enter the step. If the employee is receiving off-step compensation for reasons other than a salary differential, enter no information in this field (use the Compensation page instead). 	9
<p>2. If a step value was entered, click </p>	
<p>3. Step Entry Date</p> <ul style="list-style-type: none"> Accept the default, or enter the date the employee entered this step. 	10/1/2003

Select the **Compensation** page.

State Of Minnesota Home | Workli

All Search >> Advanced Search Last Search Results

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

Tan, Ming L Empl ID 00800801
Employee Empl Record 0

Compensation ? Find First 1 of 2 Last

Effective Date 04/22/2015 Go To Row

Effective Sequence 0 Action Recall from Layoff

HR Status Active Reason Appointment from Layoff List

Payroll Status Active Job Indicator Primary Job

Compensation Rate 25.510000 Frequency H Hourly Annual Rate 53,264.880 Current

Pay Components ? Personalize Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion	Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
				1 ONSTEP	0	25.510000	USD	H	

Calculate Compensation

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. Rate Code</p> <ul style="list-style-type: none"> If you entered a step on the Salary Plan page, you should see rate code ONSTEP. If you did not enter a step on the Salary Plan page, select the appropriate rate code. Off step rate codes are defined in the <i>Off Step Rate Codes – Reference</i>. 	ONSTEP
<p>2. Comp Rate</p> <ul style="list-style-type: none"> Verify the amount is correct. Rate code and comp rate filled in based on the Step on the Salary Plan page. 	25.51
<p>3. Click </p>	
<p>4. Compensation Rate (located below Action/Reason)</p> <ul style="list-style-type: none"> Verify the amount is correct. 	25.51

Select the **Employment Data** component link.

State Of Minnesota Home | Wo

All Search Advanced Search Last Search Results

Employment Information Additional Employment Info

Tan, Ming L Empl ID 00800801
 Employee Empl Record 0

Organizational Instance ?

Organizational Instance Recd 0 Original Start Date 11/20/1995 Override

Last Start Date 10/01/2002 First Start Date 11/20/1995

Termination Date

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	10/01/2002 <input type="text"/> <input type="checkbox"/> Override	12	6	21
Service Date	11/20/1995 <input type="text"/> <input checked="" type="checkbox"/> Override	19	5	2
Probation Date	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>			
Anniversary/Progression Date	<input type="text"/> <input type="checkbox"/>	Last Verification Date <input type="text"/> <input type="checkbox"/>		
Business Title	Management Analyst 3	Position Phone		

USA

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

Accrue Tenure Services
 Service Calculation Group

Contract Length

FTE for Tenure Accrual

FTE for Flex Service Accrual

Job Data Employment Data **Benefits Program Participation**

FIELD	DATA
<ul style="list-style-type: none"> • Appointment End Date <p style="margin-left: 20px;">Make sure this field is blank.</p>	Blank

Select the **Additional Employment Info** page.

State Of Minnesota Home | Wo

All Search Advanced Search Last Search Results

Employment Information **Additional Employment Info**

Tan, Ming L Employee Empl ID 00800801 Empl Record 0

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

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

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

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type:

Telephone: Extension:

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

FIELD	DATA
<p>1. Eligible for Next Increase</p> <ul style="list-style-type: none"> Enter the date the employee is next eligible for a pay rate increase. If the employee is not eligible for a pay rate increase, leave this field blank. 	04/22/2016
<p>2. Layoff Expiration Date</p> <ul style="list-style-type: none"> Tab to the field and press the Delete key. 	Blank
<p>3. Layoff Notice Date</p> <ul style="list-style-type: none"> Tab to the field and press the Delete key. 	Blank
<p>4. Telephone</p> <ul style="list-style-type: none"> Enter the telephone number, if it has changed. 	651/555-3333

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

State Of Minnesota Home | Worklist

All Search Advanced Search Last Search Results

Benefit Program Participation

Tan, Ming L Empl ID 00800801
Employee Empl Record 0

Benefit Status Find First 1 of 2 Last

Benefit Record Number 0 [Go To Row](#)

Effective Date 04/22/2015

Effective Sequence 0 Action Recall from Layoff

HR Status Active Reason Appointment from Layoff List

Payroll Status Active Job Indicator Primary Job

Benefits System Benefits Administration Current
Benefits Employee Status Active

Annual Benefits Base Rate 55000.000 USD

Benefits Administration Eligibility

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

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 11/20/1995 Currency Code USD

Benefit Program MN1 Mn Benefit Program 1

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

FIELD	DATA
<ul style="list-style-type: none"> Spec Elig <p>Select the appropriate code. Refer to the <i>Special Eligibility Code – Reference</i>.</p> <p>This field affects employee insurance eligibility.</p>	MF12

ACTION	RESULT
1. Enter any other changes to the employee's personal or job information. For this example, no more information needs to be updated.	
2. Click 	Saved displays briefly in the upper-right corner
3. Set up a work schedule for the employee. For this walk-through, we will skip that task.	

REVIEW QUESTIONS

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

1. When processing an appointment from layoff list, delete the following dates:
 - a. Layoff Expiration Date
 - b. Layoff Notice Date
 - c. Appointment End Date
 - d. Effective Date
 - e. a, b, and c

2. When processing an appointment from layoff list, make sure the Classified Indc field value is _____.
 - a. Unclassified
 - b. Non-Status
 - c. Classified
 - d. Unlimited
 - e. Permanent

3. When processing an appointment from layoff list, make sure the Empl Class field value is _____.
 - a. Probatory or Permanent
 - b. Temporary
 - c. Limited
 - d. Classified
 - e. Status

Check your answers on the next page.

REVIEW ANSWERS

Check your answer to the review questions.

1. When processing a recall from layoff, delete the following dates:
 - e. a, b, and c
2. When processing a recall from layoff, make sure the Classified Indc field value is _____.
 - c. Classified
3. When processing a recall from layoff, make sure the Empl Class field value is _____.
 - a. Probatory or Permanent

RECALL FROM SEASONAL LAYOFF

EXERCISE

In this exercise, you will view SEMA4 Help to find out how to process a recall from seasonal layoff.

Resources

You may use these resources in completing this exercise:

- SEMA4 Help
- Walk-throughs in this topic

Directions

Assume you're planning to process a recall from seasonal layoff, and you need to look up the tasks involved. Access SEMA4 Help. Find the **Recall from Layoff** check lists, and answer the following questions.

1. Which report indicates when the employee is scheduled to return to work?

2. When processing a recall from seasonal layoff, check the Job Information page and make sure the Regular/Temporary field value is _____.
3. When processing a recall from seasonal layoff, enter a date in the _____ field.

EXERCISE ANSWERS

Check your answer to the question in the exercise.

1. Which report indicates when the employee is scheduled to return to work?

Seasonal Layoff/Recall report

2. When processing a recall from seasonal layoff, check the Job Information page and make sure the Regular/Temporary field value is Seasonal.
3. When processing a recall from seasonal layoff, enter a date in the Appointment End Date field.

SEMA4 TIPS

RECALL FROM LAYOFF

When processing an appointment from layoff list, use the following tip:

- ✓ Delete the Layoff Expiration Date, Layoff Notice Date, and Appointment End Date.

When processing a recall from seasonal layoff, use the following tip:

- ✓ Enter an Appointment End Date.

Pull out these pieces from the Recall from Layoff topic:

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

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

You have completed Section H of Employee Maintenance!

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