

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

Section I

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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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Introduction

Use the Separation action to cease employment for one or more employment record numbers.

Examples of separations include:

- End Record Number Only
- Termination Without Rights as a Classified Employee
- Dismissal
- Resignation
- Death

THINGS TO CONSIDER BEFORE YOU ENTER DATA

SEPARATION

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

- Determine the effective date of the separation. The effective date is the first day the employee is gone, not the last day on the job.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Check the contract or plan to find out if the employee is eligible for severance pay or vacation payoffs.
- If you are using reason code ERN (End Record Number Only), and the employment record to be separated is in *leave* or *layoff* status, first access the Seniority Roster Data page, display the employment record in leave or layoff status, and print all rows. Refer to the printouts to add these seniority roster rows on the Seniority Roster Data page of the *active* employment record. You must do this *before* you enter the Separation/End Record Number Only.
- As a general rule, when an employee's status changes – for example from Active to Separated – you should leave the Special Eligibility code *unchanged*. Although the employee status has changed, the employee continues the same eligibility to participate in the State Insurance program; participation may be through COBRA. The Special Eligibility code serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find some Separation check lists.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Check Lists .	HR & Payroll Check Lists display
3. Select Separation . <ul style="list-style-type: none"> Notice the reason codes for separation. 	Separation – Reason Codes page displays
4. Click  next to Termination Without Rights (TRM). <ul style="list-style-type: none"> Read the hint. 	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click Termination Without Rights (TRM) . <ul style="list-style-type: none"> Read the check list. Notice the reason code, TRM. 	Separation - Termination Without Rights - Check List displays
7. Scroll down and click WHOA! Better Check Those Critical Fields Before Saving This Transaction , to review fields required for this transaction.	Field requirements display
8. Scroll down and read the Benefits Consequences.	
9. Click Back.	Separation – Reason Codes page displays
10. Click  next to End Record Number Only (ERN). <ul style="list-style-type: none"> Read the hint. Notice the conditions for using this reason code. 	A pop-up box displays a hint
11. Click again.	The hint disappears
12. Click End Record Number Only (ERN) . <ul style="list-style-type: none"> Read the check list. Notice the reason code, ERN. Notice what you need to do if the employment record to be separated with reason ERN is in leave or layoff status. 	Separation - End Record Number Only - Check List displays
13. Exit SEMA4 Help.	

PROCESS A SEPARATION

In this walk-through, you will process a separation using reason code End Record Number Only.

Use action Separation with the ERN reason code when separating an employee from a concurrent job. The job that is ending is usually unclassified, a trainee position, a mobility assignment, or a 700-hour program demonstration.

Examples of situations when the ERN reason code is appropriate:

- To end an unclassified job when the employee returns to their permanent job (return from leave).
- To end a permanent job (leave status) when an unclassified conversion occurs.
- To end a trainee job when the employee returns to their permanent job (return from leave, and then appoint to a new job code).
- To end a permanent job (leave status) when the employee is promoted to a new job code from a trainee job record.
- To end a mobility assignment.

Margaret Hunter was working in a temporary unclassified appointment on employment record number 1. Now, she is returning to her permanent position at another department, on employment record number 0. That department will process the return from unclassified leave of absence and set the Job Indicator on employment record number 0 to Primary Job.

You need to process a separation for the temporary unclassified appointment, on Employment Record Number 1. You will use reason code End Record Number Only, because the employee has a concurrent job and is not leaving state service.

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 003922__ __ (substituting your two-digit code for the blanks). Click  .	A list of records appears
4. From the list, select Employment Nbr 1 .	Work Location page displays for Empl Rcd# 1

Begin on the **Work Location** page.

State Of Minnesota Home | W

All Search >> Advanced Search Last Search Results

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

Hunter, Margaret Empl ID 00392201
Employee **Empl Record 1**

Work Location Find First 1 of 2 Last

*Effective Date

Effective Sequence *Action Separation

HR Status Inactive Reason ERN End Record Number Only

Payroll Status Separated *Job Indicator Primary Job

Future

Position Number Management Analyst 3

Position Entry Date Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit B42MP Labor&Industry-MAPE
Department B421200 Genl Support-Human Resources
Department Entry Date

Location B4211 DLI St Paul
Establishment ID DLI St Paul Date Created 04/22/2015

Termination Date 06/29/2008
Expected Job End Date End Job Automatically
Expected Return Date Override Last Date Worked
Last Date Worked

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Make sure Empl Rcd #1 is displayed. If not, return to search and select the appropriate record.	
2. Make sure the current or future row you want to copy displays.	For this example, it is displayed
3. To insert a row of information, click <input type="button" value="+"/> .	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
4. Effective Date <ul style="list-style-type: none"> Enter the <i>first</i> day that the employee is gone. (Do not enter the last day of work.) If a message appears, click OK. 	04/23/2015

FIELD NAME	DATA
5. Action <ul style="list-style-type: none"> Select the action. 	Separation
6. Reason <ul style="list-style-type: none"> Select the appropriate reason code. There are several reason codes for separation. Press Tab. 	ERN, End Record Number Only

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. Click  <ul style="list-style-type: none"> If warning messages display, click OK. 	<i>Saved</i> displays briefly in the upper-right corner

SEMA4 TIPS

SEPARATION

When processing a separation, use the following tips to check your work:

- ✓ Don't select reason ERN (End Record Number Only) unless the employee has another employment record in active, leave, or layoff status.
- ✓ When reason ERN (End Record Number Only) should be selected, a common mistake is to select reason RES (Resignation), TRM (Termination Without Rights), or LOF (Expiration of Layoff Rights).
- ✓ If applicable, process leave payoffs.

PROCESS A SEPARATION

EXERCISE

In this exercise, you will process a separation using reason code Termination Without Rights.

Use action Separation with the TRM reason code when a nonstatus employee or a 700-hour program job candidate is being separated from state service.

Resources

You may use these resources in completing this exercise:

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

Scenario

Cynthia West's appointment has ended, and she is leaving state service.

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

FIELD NAME	DATA
Employee ID	004203__ __ (substituting your two-digit code for the blanks)
Employment Rcd Nbr	0
	Click button to add a row
Effective Date	04/24/2015
Action	Separation
Reason	TRM, Term Without Rights
	Click button

SOLUTION

Your page should resemble the following page.

State Of Minnesota Home W

All Search >> Advanced Search Last Search Results

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

West, Cynthia Empl ID 00420301
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date 04/24/2015 Go To Row + -

Effective Sequence 0 *Action Separation

HR Status Inactive Reason TRM Term Without Rights

Payroll Status Separated *Job Indicator Primary Job

Calculate Status and Dates

Position Number 00108460 Personnel Representative Future
Override Position Data

Position Entry Date 03/04/2003
 Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit R29NU DNR-Non-Mgr Unrep
Department R29R000 Human Resources
Department Entry Date 03/04/1998
Location R2949 Human Resources
Establishment ID EI001 DNR Central Office Date Created 04/22/2015

Expected Job End Date Termination Date 05/18/2008
 End Job Automatically
Expected Return Date Override Last Date Worked
Last Date Worked 05/18/2008

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. Review Job Data and Personal Data pages for accuracy. For this exercise, assume they are accurate.	
2. Click  Save <ul style="list-style-type: none"> If warning messages display, click OK. 	Saved displays briefly in the upper-right corner
3. Depending on the reason for the separation, tasks may need to be done in the payroll function of SEMA4, such as leave payoffs. For this exercise, we will skip that step.	

REVIEW QUESTIONS

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

1. Refer to SEMA4 Help. Which reason code is entered to process a separation due to resignation?
 - a. SEP
 - b. RET
 - c. RE9
 - d. RES

2. Refer to SEMA4 Help. What are the benefits consequences of separation due to gross misconduct?
 - a. Coverage continues for six months.
 - b. The consequences depend on seniority.
 - c. There is no effect.
 - d. Neither the employee nor the employee's dependents are eligible for continued coverage.

3. Refer to SEMA4 Help. For separation due to death, you need to complete the Date of Death field on which page?
 - a. Absence Data
 - b. Biographical Details
 - c. Comment
 - d. Employee Information

4. For the reason code End Record Number Only, the employee must have a concurrent job.
 - a. True
 - b. False

5. The effective date of separation is _____.
 - a. The last day the employee is at work
 - b. The day of the farewell party
 - c. The first day the employee is not at work
 - d. The first day of the pay period

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. Refer to SEMA4 Help. Which reason code is entered to process a separation due to resignation?
 - d. RES
2. Refer to SEMA4 Help. What are the benefits consequences of separation due to gross misconduct?
 - d. Neither the employee nor the employee's dependents are eligible for continued coverage.
3. Refer to SEMA4 Help. For separation due to death, you need to complete the Date of Death field on which page?
 - b. Biographical Details
4. For the reason code End Record Number Only, the employee must have a concurrent job.
 - a. True
5. The effective date of separation is _____.
 - c. The first day the employee is not at work

Pull out these pieces from the Separation 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 separation, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Retirement*.

Introduction

Use the retirement action to cease employment of an eligible employee who is retiring from state service.

THINGS TO CONSIDER BEFORE YOU ENTER DATA

RETIREMENT

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

- Determine the effective date of the retirement. The effective date is the first day the employee is gone, not the last day on the job.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Check the contract or plan to find out if the employee is eligible for severance pay or vacation payoffs.

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find some Retirement check lists.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Check Lists .	HR & Payroll Check Lists display
3. Select Retirement . <ul style="list-style-type: none"> • Notice the reason codes for retirement. • Some retirement reason codes include employer insurance contributions, and some do not. 	Retirement – Reason Codes page displays

ACTION	RESULT
4. Click  next to Retire without Employer Contribution (WOE). <ul style="list-style-type: none"> • Read the hint. • Notice that for this reason code, the employee is not eligible for employer contributions toward the premiums for the continuation of health insurance. 	A pop-up box displays a hint
5. Click again.	The hint disappears
6. Click Retire without Employer Contribution (WOE) . <ul style="list-style-type: none"> • Read the check list. Notice the reason code, WOE. • Notice the step for the DDIR (Designated Department Insurance Representative). • Scroll down to see the Benefits Consequences. 	Retirement - Retire without Employer Contribution - Check List displays
7. Click Back.	Retirement – Reason Codes page displays
8. Click  next to Retire with Employer Contribution (WER). <ul style="list-style-type: none"> • Read the hint. 	A pop-up box displays a hint
9. Click again.	The hint disappears
10. Click Retire with Employer Contribution (WER) . <ul style="list-style-type: none"> • Read the check list. Notice the reason code, WER. • Notice the step for the DDIR. • Scroll down to see the Benefits Consequences. 	Retirement - Retire with Employer Contribution - Check List
11. Exit SEMA4 Help.	

PROCESS A RETIREMENT

In this walk-through, you will process a retirement. Ernest Glad, a cook for the Department of Transportation, is retiring from state service. Ernest meets the age and service length requirements for retirement from state service.

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 000684 __ __ (substituting your two-digit code for the blanks). Click  .	Work Location page displays information for Ernest Glad

Begin on the **Work Location** page.

The screenshot displays the 'Work Location' page for Ernest Glad. At the top, there is a navigation bar with 'State Of Minnesota' and search options. Below this is a tabbed interface with 'Work Location' selected. The main content area shows the following information:

- Employee:** Glad, Ernest (Empl ID: 00068401, Empl Record: 0)
- Work Location Details:**
 - *Effective Date: 04/22/2015
 - Effective Sequence: 0
 - HR Status: Inactive
 - Payroll Status: Retired
 - *Action: Retirement
 - Reason: WOE (Retire without ER Contribution)
 - *Job Indicator: Primary Job
 - Buttons: Calculate Status and Dates, Go To Row
- Position Information:**
 - Position Number: 00679422 (Cook)
 - Position Entry Date: 05/15/1985
 - Buttons: Override Position Data
 - Regulatory Region: USA (United States)
 - Company: SMN (State of Minnesota)
 - Business Unit: T79AF (Transportation-AFSCME)
 - Department: T797302 (Field Support Services)
 - Department Entry Date: 10/19/2002
 - Location: T795F (Roseville)
 - Establishment ID: T795F (Roseville)
 - Date Created: 04/22/2015
- Termination and Job End Dates:**
 - Termination Date: 06/01/2008
 - Expected Job End Date: (empty)
 - Expected Return Date: (empty)
 - Last Date Worked: 06/01/2008
 - Options: End Job Automatically, Override Last Date Worked

At the bottom, there are tabs for 'Job Data', 'Employment Data', and 'Benefits Program Participation'.

FIELD NAME	DATA
1. Make sure the current or future row you want to copy displays.	For this example, it is displayed
2. To insert a row of information, click 	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> Enter the <i>first</i> day that the employee is gone. (Do not enter the last day of work.) 	04/22/2015
4. Action <ul style="list-style-type: none"> Select the action. 	Retirement
5. Reason <ul style="list-style-type: none"> Select the appropriate reason code. There are several reason codes for retirement. Press Tab. 	WOE, Retirement without ER Contribution
6. Select the Compensation page.	Compensation page displays
7. Click  <ul style="list-style-type: none"> Click this button even though the compensation has not changed. 	

ACTION	RESULT
1. Review Job Data and Personal Data pages for accuracy. For this example, assume these pages are accurate.	
2. Click  <ul style="list-style-type: none"> If warning messages display, click OK. 	<i>Saved</i> displays briefly in the upper-right corner
3. Review the Leave Payoff - Check List. Severance and leave balance payouts are entered through the payroll process of Mass Time Entry. For this example, we will skip this step.	

SEMA4 TIPS

RETIREMENT

When processing a retirement, use the following tips to check your work:

- ✓ Be sure the effective date is accurate.
- ✓ If applicable, process leave payoffs.

PROCESS A RETIREMENT

EXERCISE

In this exercise, you will process a retirement for Mary Gardner.

Resources

You may use these resources in completing this exercise:

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

Directions

Mary Gardner is retiring with no employer insurance contribution.

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

FIELD NAME	DATA
Employee ID	006311__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	04/22/2015
Action	Retirement
Reason	WOE, Retire without ER Contribution
	Click button

SOLUTION

Your page should resemble the following page.

State Of Minnesota Home | W

All Search >> Advanced Search Last Search Results

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

Gardner, Mary Empl ID 00631101
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date 04/22/2015 Go To Row

Effective Sequence 0 *Action Retirement

HR Status Inactive Reason WOE Retire without ER Contribution

Payroll Status Retired *Job Indicator Primary Job

Calculate Status and Dates

Position Number 00000333 Information Technology Spec 1 Current

Override Position Data

Position Entry Date 04/07/2008

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit G24MP DOER-MAPE

Department G241000 H/R Administration

Department Entry Date 04/07/2008

Location G24SP Employee Relations

Establishment ID G24SP Employee Relations Date Created 04/22/2015

Expected Job End Date Termination Date 07/13/2008

Expected Return Date End Job Automatically

Last Date Worked 07/13/2008 Override Last Date Worked

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. Review other Job Data and Personal Data pages for accuracy. For this exercise, assume they are accurate.	
2. Click  Save <ul style="list-style-type: none"> If warning messages display, click OK. 	Saved displays briefly in the upper-right corner
3. Process severance and leave balance payoffs. For this exercise, we will skip that step.	

REVIEW QUESTIONS

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

1. The effective date of retirement is _____.
 - a. The last day the employee is at work
 - b. The first day the employee is not at work
 - c. The employee's 65th birthday
 - d. The end of a pay period

2. Processing severance and leave balance payoffs is a payroll function in SEMA4.
 - a. True
 - b. False

3. Refer to SEMA4 Help. Which reason code is used for Retire with Employer Contribution?
 - a. WOE
 - b. ER6
 - c. WER
 - d. RET

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. The effective date of retirement is _____.
 - b. The first day the employee is not at work
2. Processing severance and leave balance payoffs is a payroll function in SEMA4.
 - a. True
3. Refer to SEMA4 Help. Which reason code is used for Retire with Employer Contribution?
 - c. WER

Pull out these pieces from the Retirement 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 retirement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

You have completed Section I of Employee Maintenance!

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