

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

Section J

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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.

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

Section J

Changing Employee Personal Information

Introduction

When employees change their name, address, phone number or marital status, this information needs to be changed in SEMA4. Use the Modify a Person component to enter these changes.

THINGS TO CONSIDER BEFORE YOU ENTER DATA

CHANGING EMPLOYEE PERSONAL INFORMATION

To save time and improve accuracy, consider these items *before* changing employee personal information in SEMA4.

- Before changing the employee's name, check the Social Security card.
- Before changing the employee's address, look up the correct format of the street address, including 9-digit zip code, on the U.S. Postal Service web site www.usps.com.
- Find out the effective date of the change.

ACCESS SEMA4 HELP

Refer to SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click HR/Payroll Functions .	HR/Payroll Functions display
3. Select Employee Maintenance .	Employee Maintenance – Contents displays
4. Select Processes, Tasks, & Steps .	Employee Maintenance – Processes displays
5. Select Updating an Employee Record .	Updating an Employee Record – Tasks displays
6. Select Access Modify a Person or Job Data . <ul style="list-style-type: none"> • These step-by-step instructions tell you how to find the Personal Data and Job Data Pages in SEMA4. 	Access Modify a Person or Job Data – Steps displays
7. Click Back.	Updating an Employee Record – Tasks displays
8. Scroll down and select Biographical Details . <ul style="list-style-type: none"> • Scroll down and view the steps for changing an employee’s name. 	Add/Update Name Information, Leave Accrual Date and Marital Status (Biographical Details) – Steps displays
9. Click Back.	Person component pages are listed
10. Select Contact Information . <ul style="list-style-type: none"> • Scroll down and view the steps for changing an employee’s address. 	Add/Update Address, Phone and Email Information (Contact Information) – Steps displays
11. Click Back.	Person component pages are listed
12. Exit SEMA4 Help.	

CHANGE PERSONAL INFORMATION

In this walk-through, you will change an employee's home address and home phone number.

Dana Cooper has sent you an e-mail to let you know that her home address and home phone number have changed. Review SEMA4 Help, and then change the personal information.

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Personal Information > Modify a Person .	A search page displays
3. In the EmplID field, enter 000667__ __ (substituting your two-digit code for the blanks). Click  .	Modify a Person component appears, displaying information for Dana Cooper
4. Select the Contact Information page.	Contact Information page displays

Continue on the **Contact Information** page.

Note: City is uppercase in the User Training database only.

State Of Minnesota All Search Advanced Search Last Search Result

[Biographical Details](#) [Contact Information](#) [Regional](#)

Cooper,Dana J Empl ID 00066701

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

Address Type	As Of Date	Status	Address		
Home	04/22/2015	A	5534 Dover Ave PRESCOTT, WI 54021-7777 093 Pierce	Edit/View Address Detail	+ -
Business	02/07/1996	A	444 Lafayette ST PAUL, MN 55155 123 Ramsey	Add Address Detail	+ -

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

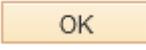
*Phone Type	Telephone	Extension	Preferred		
Home	715/444-1111		<input checked="" type="checkbox"/>	+	-

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

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

FIELD NAME	RESULT
1. An employee <i>must</i> have at least a home address (Address Type is Home).	Home address is displayed
2. For the Home address, click the View Address Detail link.	
3. Click + to add a row. <ul style="list-style-type: none"> It's important to add a row. Effective-dated address changes are needed for the employee's insurance. Do <i>not</i> use Correct History to type over an existing address. 	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 date this change takes effect. 	04/22/2015
5. Country <ul style="list-style-type: none"> Accept the default or select the country. 	USA
6. Status <ul style="list-style-type: none"> Accept the default or select a status. 	A

FIELD NAME	RESULT
7. Click the Add Address link.	
8. Address 1 <ul style="list-style-type: none"> • Highlight the old address and press the Delete key. • Enter the new street address. Include the apartment number or suite in Address 1. • <i>Don't</i> enter commas or periods. Example: Enter "St" rather than "St." as an abbreviation. • Use the directional abbreviations, common abbreviations, and street abbreviations found in SEMA4 Help. 	5534 Dover Ave
9. Address 2 <ul style="list-style-type: none"> • Usually this field is left blank. Use this field to record a school residence, hall, department, or c/o. 	Leave blank
10. State <ul style="list-style-type: none"> • Enter or select the state <i>before</i> you select the city. 	WI
11. City <ul style="list-style-type: none"> • Click  Enter part of the city name, PRE (it's case-sensitive), and click  Select PRESCOTT from the list. City names in the User Training database are uppercase. In the Production database they are mixed case. • The city must be entered correctly before you can select a county. Some cities are hard to spell. For help, use the Lookup page. Exception: Do not use the Lookup page for Canadian cities. 	PRESCOTT
12. Postal <ul style="list-style-type: none"> • Enter the ZIP+4 code. You can enter an international zip code here. • To find the correct format of street addresses, including 9-digit zip code, see the U.S. Postal Service Web site at www.usps.com. 	540217777
13. County <ul style="list-style-type: none"> • Select the new county. Whenever you change the address, city, state, or zip code, the County field will blank out. You must select the county before saving. 	093
14. Click 	

FIELD NAME	RESULT
15. Click  again.	
16. Telephone <ul style="list-style-type: none"> Enter the new Home phone number. 	7154441111
17. Click 	<i>Saved</i> displays briefly in the upper-right corner

Business Address and Business Email Address on the primary job

After you enter any transaction on an employee's *primary* job that results in a new or changed work location or work email address, you add or update the Business address and Business email address on the Contact Information page in the Modify a Person component. This information is used by the state Enterprise Learning Management (ELM) system to communicate with learners.

On the Contact Information page, enter a Business address matching the work location address displayed in the Location table, for the employee's location code; and enter a Business email address matching the Email Address on the Additional Employment Info page. Do *not* enter any private data, such as a home address, or home or other email address, when the type is Business.

SEMA4 TIPS

CHANGING EMPLOYEE PERSONAL INFORMATION

When changing personal information, use the following tips to check your work:

- ✓ Add an effective-dated row for name, address, or marital status changes, so that history is maintained. Don't wipe out the old information. Be sure the effective date is accurate.
- ✓ Make sure the name is spelled correctly.
- ✓ Enter the address in the format specified in SEMA4 Help. Don't use punctuation.
- ✓ Verify that the Business address matches the address on the Location table for the location code of the employee's primary job.
- ✓ Be sure the Business email address is the same as the Email Address on the Additional Employment Info page of the employee's primary job.

CHANGE PERSONAL INFORMATION

EXERCISE

In this exercise, you will change personal information about an employee.

Resources

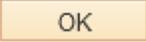
You may use these resources in completing this exercise:

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

Directions

Tracy Campbell has her changed name and marital status, and has shown you the Social Security card. Process the changes, using the following information.

In the **User Training** database, use the following data to enter changes on the Name History page and the Personal History page.

FIELD NAME	DATA
Employee ID	000971__ __ (substituting your two-digit code for the blanks)
 in the Name group	Click button to add a row
Effective Date	04/22/2015
<u>Edit Name</u>	Click link
Last Name	Zimmering
	Click button
Name (view-only)	Zimmering, Tracy J
	Click button
 in the Biographical History group	Click button to add a row
Effective Date	04/22/2015
Marital Status	Married
As of	Skip this field

Solution

Your page should resemble the following page.

State Of Minnesota

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

Biographical Details

Contact Information

Regional

Zimmering, Tracy J

Person ID 00097101

Name
Find | View All
First 1 of 2 Last

*Effective Date 31

*Format Type

Display Name Zimmering, Tracy J [Edit Name](#)

Biographic Information

Date of Birth 31 Years 47 Months 5 [View Pandemic Questionnaire](#)

Date of Death 31 Pandemic Work Avail

Birth Country

Birth Location Leave Accrual Date: 31

Biographical History
Find | View All
First 1 of 2 Last

*Effective Date 31

*Gender

*Highest Education Level

*Marital Status As of 31

Language Code

Alternate ID

Full-Time Student

National ID
Personalize | Find | View All
First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
<input type="text" value="USA"/>	<input type="text" value="Social Security Number"/>	<input type="text" value="400-22-8901"/>	<input checked="" type="checkbox"/>

ACTION	RESULT
1. Check the information for accuracy.	
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

REVIEW QUESTIONS

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

1. Are the Modify a Person pages effective-dated?
 - a. Yes
 - b. No

2. Before entering changes to an employee's name, check the _____.
 - a. Contract or plan
 - b. Birth certificate
 - c. Social Security card
 - d. Employee badge

3. Enter the apartment number in the Address 2 field.
 - a. True
 - b. False

4. Refer to SEMA4 Help, Index, street abbreviations. Which address is entered correctly?
 - a. 176 Maple Ave.
 - b. 176 Maple Avn
 - c. 176 Maple Ave
 - d. 176 Maple Av.

5. To enter the city accurately, click _____ and look up the city.
 - a. 
 - b. 
 - c. 
 - d. 

6. For a home address change, is it okay to use Correct History and type over existing data, rather than add an effective-dated row?
 - a. Yes
 - b. No

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. Are the Modify a Person pages effective-dated?
 - a. Yes
2. Before entering changes to an employee's name, check the _____.
 - c. Social Security card
3. Enter the apartment number in the Address 2 field.
 - b. False. Include it on the Address 1 field.
4. Refer to SEMA4 Help, Index, street abbreviations. Which address is entered correctly?
 - c. 176 Maple Ave
5. To enter the city accurately, click _____ and look up the city.
 - a. 
6. For a home address change, is it okay to use Correct History and type over existing data, rather than add an effective-dated row?
 - b. No

Pull out these pieces from the Changing Employee Personal Information 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 change personal information, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Entering Additional Employee Information*.

Entering Additional Employee Information

Introduction

Additional employee information that can be entered in SEMA4 includes:

- Company Property
- Credit Card Data
- Driver's License
- Education
- Emergency Contact
- Employee Review
- General Comments
- Honors and Awards
- Languages
- Licenses and Certifications
- Memberships
- Seniority Roster Data
- Special Projects
- Training History

SEMA4 Help contains step-by-step instructions for each of the SEMA4 pages listed above. You can find these page names in the SEMA4 Help Index.

Each agency decides which additional employee information they will enter and maintain. In this topic, you will enter an emergency contact, a license/certification, information about an employee's performance and/or salary review, and professional education information.

THINGS TO CONSIDER BEFORE YOU ENTER DATA

ENTERING ADDITIONAL EMPLOYEE INFORMATION

To save time and improve accuracy, consider these items *before* entering additional employee information in SEMA4.

- Find out which additional information your agency enters and maintains in SEMA4.
- Look up step-by-step instructions in the SEMA4 Help Index.

Emergency Contacts and Licenses and Certifications

In the Emergency Contact component, you can enter the names, addresses, relationship and telephone numbers of the people to contact in the event of an employee emergency. Enter as many contacts as needed.

Use the Licenses and Certifications page to record information about the licenses and certificates held by the employee. You can also indicate if the license has been verified or if a license renewal is in progress.

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find out how to enter information about emergency contacts, and licenses and certifications.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Index .	Index displays
3. Type: emergency con	A list of Index keywords displays
4. In the Index, click emergency contact , and then select Add Emergency Contact Information – Steps .	Add Emergency Contact Information – Steps displays
5. Scroll down to view the step-by-step instructions for adding an emergency contact.	
6. In the Index, type: licenses &	A list of Index keywords displays
7. In the Index, click Licenses & Certifications , and then select Add New/Update Licenses and Certifications – Steps .	Add New/Update Licenses & Certifications – Steps displays
8. Scroll down to view the step-by-step instructions for entering licenses and certifications.	
9. Exit SEMA4 Help.	

ENTER EMERGENCY CONTACT AND LICENSE AND CERTIFICATION INFORMATION

In this walk-through, you will enter emergency contact information, and then enter licenses and certificate information.

Employee Rhys Bryson has given you emergency contact and license/certificate information. Your agency has decided to maintain this information in SEMA4.

Part 1: Emergency Contact

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Personal Information > Personal Relationships > Emergency Contact .	A search page displays
3. In the EmplID field, enter 000511__ __ (substituting your two-digit code for the blanks) and click 	Contact Address/Phone page displays for Rhys Bryson
4. In this example, there is no previously-entered information, so you will <i>not</i> add a row. <ul style="list-style-type: none">• If previously-entered information were displaying, you would add a row by clicking 	

Begin on the **Contact Address/Phone** page.

State Of Minnesota

All Search Advanced Search

Contact Address/Phone Other Phone Numbers

Bryson,Rhys Person ID 00051101

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name Bryson,Olivia L

Primary Contact *Relationship to Employee Spouse

Same Address as Employee Address Type Home

Same Phone as Employee Phone Type Home

Employee's Current Address

Country USA United States
Address 3737 Grant St
Inver Grove Heights, MN 55077-8688
183 Washington

Employee's Phone

Phone 612/555-9876

FIELD NAME & DEFINITION	DATA
<p>1. Contact Name</p> <ul style="list-style-type: none"> Enter the name of the employee's emergency contact. Use the SEMA4 name format: <ul style="list-style-type: none"> Enter the last name, then the first name with no space between. Example: Smith,John Use initial capital letters on each name. Only one comma is allowed in a name. It must follow the last name and precede the first name. Enter suffixes such as Jr following the last name and before the comma. Do not use a period in the suffix. Example: Jones Jr,Allen Enter the middle name or initial after the first name and with a space separating the two. Example: Anderson,Nancy Marie Do not use parentheses or quotation marks. 	Bryson,Olivia L
<p>2. Relationship to Employee</p> <ul style="list-style-type: none"> Select the contact's relationship to the employee. 	Spouse

FIELD NAME & DEFINITION	DATA
<p>3. Primary Contact</p> <ul style="list-style-type: none"> • Select the check box if this person is the primary emergency contact for this employee. • The system allows you to list only one contact as the primary contact. 	<p>Select the check box</p>
<p>4. Same Address as Employee</p> <ul style="list-style-type: none"> • If the contact has the same address as the employee, select the check box, and in the Address Type field, select the type of address. 	<p>Select the check box</p> <p>Home</p>
<p>5. Same Phone as Employee</p> <ul style="list-style-type: none"> • If the contact has the same phone number as the employee, select the check box and in the Phone Type field, select the type of phone. 	<p>Select the check box</p> <p>Home</p>
<p>6. If a check box is selected above, the system completes the fields on this page with the employee's address and/or phone number in the system, and updates these fields when you enter a new address and/or phone number for the employee. The fields become display-only, and you cannot change the fields unless you clear the check box.</p>	<p>Address and phone fill in</p>
<p>7. If the contact does <i>not</i> have the same address and/or phone number as the employee, complete these fields. To access the address fields you click the Edit Address link.</p> <ul style="list-style-type: none"> • Country • Address 1 • Address 2 • City • State • Postal • County • Phone 	<p>Skip this step</p>

Select the **Other Phone Numbers** page. Use this page to record additional phone numbers of the emergency contact.

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

[Contact Address/Phone](#) **Other Phone Numbers**

Bryson,Rhys Person ID 00051101

Emergency Contact [Find](#) | [View All](#) First 1 of 1 Last + -

Contact Name Bryson,Olivia L

Relationship to Employee Spouse **Primary Contact**

Other Phone Numbers for Emergency Contact [Find](#) | [View All](#) First 1 of 1 Last + -

*Phone Type Other + -

FIELD NAME & DEFINITION	DATA
<p>1. Phone Type</p> <ul style="list-style-type: none"> Select the type of phone. 	Other
<p>2. Phone</p> <ul style="list-style-type: none"> Enter the emergency contact's additional phone number. 	612/555-7445
<p>3. If you need to add another phone type, under Other Phone Numbers for Emergency Contact, click + and complete the Phone Type and Phone fields.</p>	Skip this step
<p>4. Click Save</p>	<i>Saved</i> displays briefly in the upper-right corner

Part 2: Licenses and Certifications

ACTION	RESULT
5. On the Main Menu, select Workforce Development > Profile Management > Profiles > Person Profiles.	A search page displays
6. Accept the Empl ID 000511 __ __ (substituting your two-digit code for the blanks) and click 	"No matching values were found" displays
7. If the message "No matching values were found" displays, click Add a New Value and then click 	Person Profile page displays

State Of Minnesota All Search >> Advanced Search Last Search Results

Person Profile

Empl ID 00051101 **Bryson,Rhys**
 Profile Type PERSON Person
 *Profile Status Active
 *Description Person Profile

Print Comments Profile Actions [Select Action]

Competencies | **Qualifications** | Education | Projects

Honors and Awards
 There are currently no Honors and Awards for this profile. Please add one if required.
[Add New Honors and Awards](#)

Language Skills
 There are currently no Language Skills for this profile. Please add one if required.
[Add New Language Skills](#)

Licenses and Certifications Personalize | Find | View All | First 1 of 1 Last

ID	License	
T1499200	Voc: Career Clinics	

[Add New Licenses and Certifications](#)

Memberships
 There are currently no Memberships for this profile. Please add one if required.
[Add New Memberships](#)

ACTION	RESULT
1. Click the Qualifications link.	
2. Scroll down and click the Add New Licenses & Certifications link.	Add New Licenses & Certifications page displays

Continue on the **Add New Licenses & Certifications** page.

Person Profile

Add New Licenses and Certifications

Empl ID 00051101 Bryson,Rhys
 Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Find | View All First 1 of 1 Last

*Effective Date

*License Voc. Career Clinics

*Status

Country United States

State Minnesota

Renewal Required

Renewal In Progress

License Verified

Expiration Date

Issue Date

License/Certification Number

Issued By

FIELD NAME & DEFINITION	DATA
<p>1. License</p> <ul style="list-style-type: none"> Click to access the Lookup page. On the Lookup page, tab to the Description field, type Voc and click <input type="button" value="Look Up"/> (This is case-sensitive.) Scroll down and select Voc: Career Clinics. 	T1499200, Voc: Career Clinics
<p>2. Effective Date</p> <ul style="list-style-type: none"> Enter the date the license or certificate was takes effect. 	04/22/2015
<p>3. Country</p> <ul style="list-style-type: none"> Select the appropriate country code. 	USA
<p>4. State</p> <ul style="list-style-type: none"> Select the state in which the license or certificate was issued. 	MN

FIELD NAME & DEFINITION	DATA
<p>5. Renewal Required</p> <ul style="list-style-type: none"> • Skip this check box. It is not used. 	Leave blank
<p>6. Renewal in Progress</p> <ul style="list-style-type: none"> • Select the check box if the person's license has expired, but the employee is in the progress of renewing the license. 	Leave blank
<p>7. License Verified</p> <ul style="list-style-type: none"> • Select the check box if the agency has received an official copy of the license. 	Select the check box
<p>8. Expiration Date</p> <ul style="list-style-type: none"> • Enter the date the license or certificate expires. 	5/13/2017
<p>9. Issue Date</p> <ul style="list-style-type: none"> • Enter the date the license or certificate was issued. 	01/05/2015
<p>10. License/Certification Number</p> <ul style="list-style-type: none"> • Enter the number of the license or certificate. 	0006789
<p>11. Issued By</p> <ul style="list-style-type: none"> • Enter the name of the organization that issued the license or certificate. 	Minn Career Develop Assoc
<p>12. Click </p>	Person Profile page displays
<p>13. Click </p> <ul style="list-style-type: none"> • If a warning message displays, click OK. 	<i>Saved</i> displays briefly in the upper-right corner

Employee Review

Use the Employee Review component to track a completed review and the next review date on one row, and the review type of the next review on the next row. This facilitates reporting specific types of reviews which are due and done, and those due and not done.

The current row of Employee Review information includes the due date of the next review, and is followed by a *placeholder* row containing the review type of the next review, with a blank From/To review period to indicate the review is not yet done.

When the review occurs, you:

1. Correct the Effective Date on the placeholder row to reflect the actual review date, and enter the From/To review period and the next review date.
2. Add a placeholder row for the next review, effective-dated the due date, with the review type selected and a blank From/To review period to indicate the review is not yet done.

By recording information about the next review before it occurs, you will enable the reporting of reviews that were due but not done.

ACCESS SEMA4 HELP

Refer to SEMA4 Help to find out how to enter employee review information.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click Index .	Index display
3. In the Index, type: employee review	A list of Index keywords displays
4. In the Index, click Employee Review , and then select Add Employee Review Information – Steps . <ul style="list-style-type: none">• Scroll down to read the steps.	Add Employee Review Information – Steps displays
5. To see a list of valid review types, click Review Types . <ul style="list-style-type: none">• Note: Review type FirstDueDt is used only for the earliest row, when it exists solely to record a due date.	Review Types – Reference displays
6. Exit SEMA4 Help.	

ENTER EMPLOYEE REVIEW INFORMATION

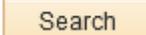
In this walk-through, you will enter information about Kenji Austin’s review and indicate the date of the next review. Then, you will add a *placeholder* row for the next review.

In this example, the first row, effective-dated 06/01/2014, shows Next Review Date 06/1/2015, which is the due date of the employee’s next review. Because this is the earliest row and it exists solely to record a due date, the From/To review period is blank, and the review type is **FirstDueDt**, which prevents the row from being considered a review not done.

The next row is a *placeholder* for the next review. The placeholder row is effective-dated 06/01/2015, the appropriate review type is selected, and the From/To review period is blank to indicate the review is not done.

When the placeholder row’s review is completed, you will:

1. *Correct* the effective date to reflect the actual date of the review, **06/05/2015**, enter the From/To review period, and enter the next review date, 06/01/2016.
2. *Add* another row as a placeholder, effective-dated 06/01/2016, select the review type, and leave the From/To review period blank to indicate the review is not done.

ACTION	RESULT
1. Sign in to the User Training database, using your training user ID and password.	Main menu appears
2. On the menu, select Workforce Administration > Job Information > Employee Review .	A search page displays
3. In the Empl ID field, enter 007022 __ __ (substituting your two-digit code for the blanks) and click  <ul style="list-style-type: none">• In this example, a placeholder row exists, so you will correct that row for the review just completed, and then add a placeholder row for the next review.	Employee Review page displays

Begin on the **Employee Review** page.

State Of Minnesota All Search >> Advanced Search

Employee Review Reviewers Comments Goals

Austin, Kenji L Employee Empl ID 00702201 Empl Record 0

Review Details Find | View All First 1 of 2 Last

*Eff Date:	<input type="text" value="06/05/2015"/>	Review Type:	<input type="text" value="Salary"/>
From/To Date:	<input type="text" value="06/01/2014"/> <input type="text" value="06/01/2015"/>	Next Review Date:	<input type="text" value="06/01/2016"/>
Business Unit:	P78MP	Corrections-MAPE	
Department:	P782600	DOC Field Services	Company: SMN
Job Code:	000604	Research Analyst	Position: 00212501
Rating Scale:	<input type="text"/>	Scale Type:	
Rating Model:			
Review Rating:	<input type="text"/>		

FIELD NAME & DEFINITION	DATA
1. Click  Correct History	
2. Eff Date <ul style="list-style-type: none"> Correct the existing date to reflect the actual date <i>this</i> review was conducted. 	06/05/2015
3. Review Type <ul style="list-style-type: none"> Select the type of review. You found the definitions in the <i>Review Type – Reference</i> in SEMA4 Help. If this is an <i>annual</i> review, verify that one of these is selected: Annual Prf, Both, Performnce, Perf/Salry, or Salary. 	Salary
4. From Date <ul style="list-style-type: none"> Enter the From date of the review period. 	06/01/2014

FIELD NAME & DEFINITION	DATA
5. To Date <ul style="list-style-type: none"> Enter the To date of the review period. 	06/01/2015
6. Next Review Date <ul style="list-style-type: none"> Enter the date the employee's <i>next</i> review is due. 	06/01/2016
7. Rating Scale <ul style="list-style-type: none"> Optionally, enter PAS (Performance Appraisal System). 	
8. Review Rating <ul style="list-style-type: none"> Optionally, click  and select an overall rating. 	

Select the **Reviewers** page.

This page is already completed. If the displayed reviewer ID were no longer accurate, you would select the correct value.

State Of Minnesota All Advanced Search

[Employee Review](#) [Reviewers](#) [Comments](#) [Goals](#)

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

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

Effective Date: 06/05/2015 Next Review Date: 06/01/2016
Business Unit: P78MP Plan/Grade/Step: 14G 05 9
Job Code: 000604 RESAN

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

*Evaluation Type: Supervisor *Reviewer ID: Factor Weight:

Competencies

Competency	Description	Weight (%)	Rating	Short Desc			
<input type="text" value=""/>		<input type="text" value="0"/>	<input type="text" value=""/>		<input type="button" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Total Percent: Weighted Average:

Weight (%): 100

Select the **Comments** page.

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All Search Advanced Search

Employee Review Reviewers **Comments** Goals

Austin, Kenji L Employee Empl ID 00702201 Empl Record 0

Review Details Find | View All First 1 of 2 Last

Effective Date: 06/05/2015 Next Review Date: 06/01/2016
 Business Unit: P78MP Plan/Grade/Step: 14G 05 9
 Job Code: 000604 RESAN

Reviewers Find | View All First 1 of 1 Last

Evaluation Type: Supervisor/Manager
 Reviewer ID: 01081258 Valpincon, Adam J
 Comment: PD reviewed on 1-31-2015

FIELD NAME & DEFINITION	DATA
<p>1. Comment</p> <ul style="list-style-type: none"> If you wish to record the date the position description was last completed or reviewed, enter it here. Limit the comment to 40 characters, because only the first 40 characters will display on the Performance Appraisal Notification Report (HP6280) and the Delinquent Performance Appraisal Notification Report (HP6290). 	PD reviewed on 1/31/2015
2. Skip the Goals page.	
3. Click  Save	Saved displays briefly in the upper-right corner
4. Select the Employee Review page again	Employee Review page displays
5. Click  Update/Display	
6. Make sure the current row contains a Next Review Date, which is the due date of the next review.	The Next Review Date of 06/01/2016 is accurate

Employee Review Page, placeholder row:

State Of Minnesota All Search >> Advanced Search

Employee Review Reviewers Comments Goals

Austin, Kenji L Employee Empl ID 00702201 Empl Record 0

Review Details Find | View All First 1 of 3 Last

*Eff Date: 06/01/2016 Review Type: Salary

From/To Date: Next Review Date:

Business Unit: P78MP Corrections-MAPE

Department: P782600 DOC Field Services Company: SMN

Job Code: 000804 Research Analyst Position: 00212501

Rating Scale: Scale Type:

Rating Model:

Review Rating:

FIELD NAME & DEFINITION	DATA
<p>1. Click <input type="text"/> to add a <i>placeholder row</i> for the next review. This will maintain history, so the data in previous rows is kept.</p> <ul style="list-style-type: none"> The placeholder row will enable reporting the review type of the next review due. 	
<p>2. Eff Date</p> <ul style="list-style-type: none"> Enter the date the <i>next</i> review is due. This is the same date as the Next Review Date field of the <i>previous</i> row. 	06/01/2016
<p>3. Review Type</p> <ul style="list-style-type: none"> Select the type of the <i>next</i> review. If it is an annual review, select Annual Prf, Both, Performnce, Perf/Salry, or Salary. 	Salary

FIELD NAME & DEFINITION	DATA
<p>4. From/To</p> <ul style="list-style-type: none"> • Leave the From/To Date fields <i>blank</i>, because this is a placeholder row, not a completed review. • These fields will be entered later, when the review is completed. 	
<p>5. Next Review Date</p> <ul style="list-style-type: none"> • Leave this field blank. • This field will be entered later, when the review is completed. 	
<p>6. Leave the rest of the fields on this page blank.</p>	

Select the **Reviewers** page.

State Of Minnesota All Advanced Search

Employee Review **Reviewers** Comments Goals

Austin, Kenji L Employee Empl ID 00702201 Empl Record 0

Review Details Find | View All First 1 of 3 Last

Effective Date: 06/01/2016 Next Review Date:
 Business Unit: P78MP Plan/Grade/Step: 14G 05 9
 Job Code: 000804 RESAN

Reviewers Find | View All First 1 of 1 Last

*Evaluation Type: Supervisor *Reviewer ID: 01081258 Factor Weight: 100 Load Competencies

Competency	Description	Weight (%)	Rating	Short Desc
<input type="text"/>		<input type="text" value="0"/>	<input type="text"/>	

Total Percent: Weighted Average:
 Weight (%): 0

Calculate Review Result

FIELD NAME & DEFINITION	DATA
1. Evaluation Type <ul style="list-style-type: none"> Select Supervisor. 	Supervisor
2. Reviewer ID <ul style="list-style-type: none"> The employee ID of the person currently assigned as position supervisor will automatically appear. This field is used to identify the reviewer on the Performance Appraisal Notification Report, HP6280, and the reviewer and reviewer's supervisor on the Delinquent Performance Appraisal Notification Report, HP6290. If you do not know the reviewer's employee ID, or the Evaluation Type is something other than Supervisor, click  and look up the reviewer by last name. 	01081258
3. Factor Weight <ul style="list-style-type: none"> Enter 100. 	100
4. Skip the following fields: Competency, Weight(%), and Rating.	
5. Click Calculate Review Result	

FIELD NAME & DEFINITION	DATA
6. Skip the Goals page.	
7. Click  Save	

SEMA4 TIPS

ENTERING ADDITIONAL EMPLOYEE INFORMATION

When entering additional employee information, use the following tips to check your work:

- ✓ Check emergency contact information for accuracy.
- ✓ For employee reviews, be sure to enter the Reviewer ID, to identify who completed the review. Make sure the Comment does not exceed 40 characters. These fields are used on the Performance Appraisal Notification Report (HP6280) and the Delinquent Performance Appraisal Notification Report (HP6290).
- ✓ After completing an employee review, add a *placeholder* row for the next review. The placeholder row will enable reporting the review type of the next review due.

ENTER EMERGENCY CONTACT & PROFESSIONAL EDUCATION

EXERCISE

In this exercise, you will enter emergency contact and professional education information.

Resources

You may use these resources in completing this exercise:

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

Directions

Antwaan Anderson has started working for your agency. As a part of your agency's hiring process, you enter emergency contact and education information for all new hires. In the **User Training** database, use the following data to enter the information.

Part 1: Emergency Contact

FIELD NAME	DATA
EmplID	838001__ __ (substituting your two-digit code for the blanks)
Contact Name	Anderson,Yvette
Relationship to Employee	Other Relative
Primary Contact	Yes
Same Address as Employee	No
Same Phone as Employee	No
Country	USA
<u>Edit Address</u>	Click link
Address 1	583 Wabasso Way
City (all uppercase in the User Training database; mixed case in the Production database)	WANAMINGO
State	MN
Postal	55983-4433
County	049, Goodhue
Phone	507/881-4639
Other Phone Numbers: Phone Type	Other
Phone	763/555-9999

SOLUTION: PART 1

Your pages should resemble the following pages.

Note: City is uppercase in the User Training database only.

State Of Minnesota All Advanced Search

Contact Address/Phone Other Phone Numbers

Anderson,Antwaan Person ID 83800101

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name + -

Primary Contact *Relationship to Employee Other Relative

Same Address as Employee

Same Phone as Employee

Contact Address

Country

Address Edit Address

Contact Phone

Phone

State Of Minnesota All Advanced Search

Contact Address/Phone Other Phone Numbers

Anderson,Antwaan Person ID 83800101

Emergency Contact Find | View All First 1 of 1 Last

Contact Name + -

Relationship to Employee Primary Contact

Other Phone Numbers for Emergency Contact Find | View All First 1 of 1 Last

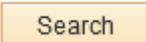
*Phone Type + -

Phone

ACTION	RESULT
1. Check the data for accuracy.	
2. Click 	<i>Saved</i> displays briefly in the upper-right corner

Part 2: Professional Education

Use the Professional Education page to enter details of an employee's educational background.

ACTION	RESULT
1. On the Main Menu, select Workforce Development > Profile Management > Profiles > Person Profiles.	A search page displays
2. Enter Empl ID 838001__ __ (substituting your two-digit code for the blanks) and click 	"No matching values were found" displays
3. If the message "No matching values were found" displays, click Add a New Value and then click 	Person Profile page displays
4. Click the Education link.	
5. Click the Add New Degrees link.	Person Profile Add New Degrees page displays

FIELD NAME	DATA
Degree (earned or expected)	BACHELOR
Date Acquired	5/24/2002
Status	Active
Country	USA
State	MN
School Code	<p>Click , tab to Description and type: University of Minn</p> <p>Click </p> <p>Select University of Minnesota-Morris</p>
Major Code	AGRICULTUR
Minor	Leave blank
Average Grade or GPA	3.3
Graduated	Yes
Year Acquired	Leave blank
Terminal Degree for Discipline (indicates whether this is the highest degree the employee has earned)	Yes
Issue Date	5/24/2002
Major, Educator, Minor, School	Leave blank

SOLUTION: PART 2

Your page should resemble the following page.

State Of Minnesota

All Advanced Search

Person Profile

Add New Degrees

Empl ID 83800101 Anderson,Antwaan

Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details
Find | View All First 1 of 1 Last

***Date Acquired** B1

***Degree** Bachelors Degree

***Status**

Country United States

State Minnesota

School Code University of Minnesota-Morris

Major Code Agriculture

Minor

Average Grade

GPA

Graduated

Year Acquired

Terminal Degree for Discipline

Issue Date B1

Major

Educator

Minor

School

ACTION	RESULT
1. Click	Person Profile page displays
2. Click <ul style="list-style-type: none"> If a warning message displays, click OK. 	<i>Saved</i> displays briefly in the upper-right corner
3. Sign out of SEMA4.	

REVIEW QUESTIONS

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

1. On the Licenses & Certifications page, when would you turn on the License Verified check box?
 - a. When you discover that a license is needed
 - b. When the agency has received a copy of the license
 - c. When it is verified that a license needs to be renewed
 - d. When the license expires

2. To access the Emergency Contact component, select _____.
 - a. Workforce Administration > Job Information > Emergency Contact
 - b. Workforce Development > Profile Management > Emergency Contact
 - c. Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
 - d. Monitor Workplace > Administer Emergencies > Use > Emergency Contact

3. To find the Employee Review component, select Workforce Administration > _____ > Employee Review.
 - a. Personal Information
 - b. Manage Labor Relations
 - c. Monitor Absence
 - d. Job Information

4. When entering employee reviews, be sure to enter the Reviewer ID. This field is used on the _____.
 - a. Performance Appraisal Notification Report (HP6280)
 - b. Mismatch Attributes Report (HP8015)
 - c. New Managers and Supervisors Report (HP6110)
 - d. Seniority Roster (HP6370)

5. Agencies are required to enter all additional employee information included in this topic.
 - a. True
 - b. False

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. On the Licenses & Certifications page, when would you turn on the License Verified check box?
 - b. When the agency has received a copy of the license
2. To access the Emergency Contact component, select _____.
 - c. Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
3. To find the Employee Review component, select Administer Workforce > _____ > Use > Employee Review.
 - d. Job Information
4. When entering employee reviews, be sure to enter the Reviewer ID. This field is used on the _____.
 - a. Performance Appraisal Notification Report (HP6280)
5. Agencies are required to enter all additional employee information included in this topic.
 - b. False. Agencies decide which additional employee information they will enter.

Pull out these pieces from the Entering Additional Employee Information topic:

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

When you need to enter additional employee information, refer to *Things to Consider Before You Enter Data*. After entering data, check your work using *SEMA4 Tips*.

Continue to the *Conclusion* and then complete the *Evaluation*.

You have completed Section J of Employee Maintenance!

This is the final section of the learning guide.

Summary

In this guide, you learned how to use SEMA4 to process employee maintenance transactions using position information and employee personal, employment, and job information.

Topics

This learning guide included the following topics:

- Introduction
- Accessing Employee Maintenance Resources
- Processing Transactions
- Hire
- Viewing Statewide Data and Processing an Employee Department ID Change
- Concurrent Jobs
- Rehire
- Promotion, Demotion, Transfer, Movement
- Fill-Behind
- Progression Increase and Increase Based on Performance
- Sequencing Transactions
- Work out of Class
- Changes to a Filled Position
- Reallocation
- Unclassified Conversion
- Leave of Absence
- Return from Leave
- Permanent Layoff
- Seasonal Layoff
- Recall from Layoff
- Separation
- Retirement
- Changing Employee Personal Information
- Entering Additional Employee Information

Evaluation Form

Please complete the Evaluation form on the next page and return it to SEMA4 HR Services.

Evaluation

EMPLOYEE MAINTENANCE

Your Name (Optional) _____ Date _____

Agency _____

For the topics you completed, check the box which best describes what you learned.

VOCABULARY	I FULLY UNDERSTAND	I AM SLIGHTLY CONFUSED	I DO NOT UNDERSTAND	WAS NOT ADDRESSED
Action				
Reason code				
Employment record number (Empl Rcd#)				
Movement action				
CONCEPTS				
Effective Date				
Process any changes to the position record before processing an appointment				
PROCESSES				
Find the check lists in SEMA4 Help				
Find employee maintenance resources				
Process a hire				
View statewide data, and process an employee department ID change				
Add a concurrent job				
Process a rehire				
Process a promotion, demotion, transfer, and movement				
Process a fill-behind				
Process pay rate changes				
Sequence transactions that occur on the same effective date				
Process a work out of class				
Process changes to a filled position				
Process a reallocation and unclassified conversion				
Process leaves of absence and return from leave				
Process layoffs and recall from layoff				
Process separations				
Process retirements				
Change personal information				
Enter general information about an employee				

In what three ways will you apply what you have learned in this guide?

Write any other comments on the back. Thank you!