

Office Memorandum

Date: Feb. 1, 2017
To: SEMA4 HR Users
From: Nancy Erickson, Enterprise Human Capital Division, MMB
Subject: Updating the Reports To data in SEMA4 - reminder

Issue

The Enterprise Learning Management (ELM) system uses the Reports To position number from the Job record in SEMA4 to notify the supervisor when an employee enrolls in training, and to allow the supervisor to plan, approve and assign staff training. ELM cannot do this if:

- the position indicated in the Reports To field is vacant, or
- the Reports To field is blank, or
- the Reports To field is updated on the employee's Position record but not on the Job record.


What do you have to do?

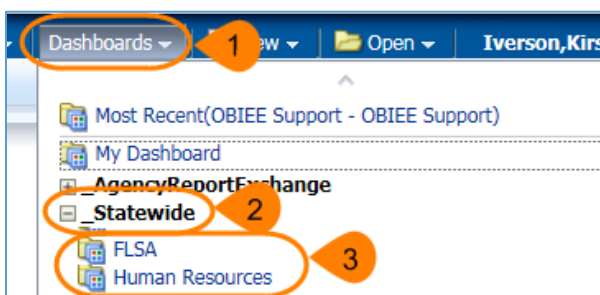
To ensure that ELM receives Reports To data from SEMA4, follow this procedure if the Reports To field is blank or when the main change is that the employee reports to a different position:

1. Add a row on the employee's Position record. Enter the effective date, reason RTP (Reports to Position Change), and the Reports To position number. Select **Save** and **OK**.
2. Select the Budget and Incumbents page. Select the Job Data link. Add a row on the Work Location page. Enter the same effective date, action Position Change, and reason RTP.
3. Select the Compensation page. Select **Calculate Compensation** and **OK**.

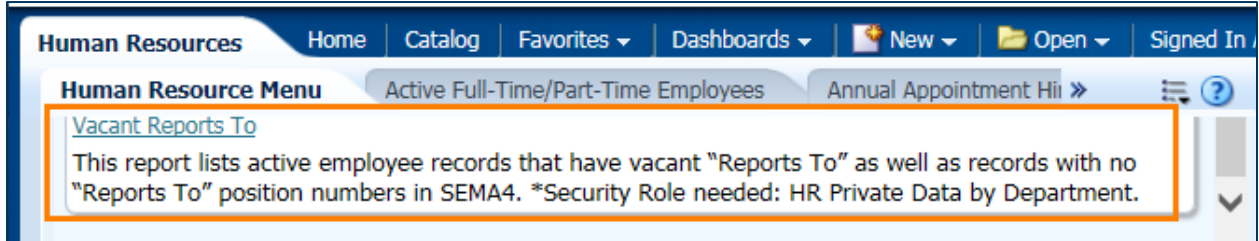
Report

There is a new Vacant Reports To report on the Human Resources Statewide Dashboard in the Data Warehouse (OBIEE). To find the report, follow this navigation:

1. Select the **Dashboards** link in the OBIEE menu to display the dashboards dropdown list.
2. Select the  button (or select the folder name) to expand the **_Statewide** folder.
3. Select **Human Resources** to open the dashboard and display the list of reports.



4. Scroll to the end of the Human Resource Menu to the **Vacant Reports To** report. The report is based on your security permissions for your agency.



Questions

If you have questions about updating Reports To data in SEMA4, please contact your SEMA4 HR Specialist in MMB. If you have questions about the effect of this data in ELM, please contact elm.admin.mmb@state.mn.us.