

SEMA4 Resource List

These resources are available to SEMA4 Payroll and Human Resources users to facilitate their use of the SEMA4 system and help them stay informed and up-to-date.

SEMA4 Information on the Minnesota Management & Budget Web Site

- For information about SEMA4, go to the SEMA4 section of the Minnesota Management & Budget Web site: <http://mn.gov/mmb/accounting/sema4/>.
- Includes Payroll, HR and Benefits (SEGIP) bulletins, Operating Policies and Procedures, SEMA4 Help, Forms, [Reference Documents](#), SEMA4 training information, Employee Self Service instructions, contacts for assistance, and more.

SEMA4 Training

- Twenty self-study courses on key HR and payroll functions are available on the [SEMA4 Training Courses Web site](#). Trainees use learning guides and hands-on activities in a training database to practice and become familiar with tasks required in their jobs.
- New users should complete the SEMA4 Overview course that provides information on how to sign in, navigate the system, understand key concepts, use Help and locate reports.
- Registration forms are on the SEMA4 Training Courses Web site.

SEMA4 Help

- On the SEMA4 Database Selection page, click [SEMA4 Help](#). Or, when you are in SEMA4, click Help.
- A link is also available on the [Minnesota Management & Budget](#) Web site.
- Includes step-by-step instructions for SEMA4 users, HR and Payroll Operating Policies and Procedures, a reports inventory, check lists, reference topics, glossary and an index.
- Look for answers in Help before calling for assistance. [HR](#) and [Payroll](#) contacts are available for questions.

SEMA4 Mailing Lists

- Messages to SEMA4 users are e-mailed to the SEMA4 HR and SEMA4 Payroll mailing lists. [Directions](#) for subscribing are in SEMA4 Help.
- These messages notify users of important information, such as schedule changes, SEMA4 system updates and enhancements, contract settlement details, and annual processing instructions.
- Each office should create procedures for sharing information with appropriate Payroll, HR, Benefits, and Accounting staff or encourage other employees to subscribe if they need this information to do their jobs.