

Date: June 2, 2017
To: SEMA4 HR Users
From: Nancy Erickson, Enterprise Human Capital Division
Subject: SEMA4 HR transaction required by June 9 due to reinstatement of Paid Parental Leave (PPL)

Because of legislative ratification during the recent special session, eligible state employees have access to Paid Parental Leave (PPL) allowing new parents paid time away from work to bond with their child after birth or adoption. The PPL Memorandums of Understanding (MOUs) continue in effect as if the benefit had not ceased (*i.e.*, May 23, 2017 and onward). The compensation plan amendments are effective May 25, 2017.

Agencies must now enter SEMA4 transactions to reinstate PPL.

What do you have to do?

Contact employees whose Paid Parental Leave ended due to the adjournment of the regular legislative session, and confirm whether they intend to return to PPL. If the employee intends to return to PPL, follow these steps:

1. Access the employee's Job Data component.
2. On the Work Location page, add a Job Data row, effective 5/23/2017.
3. Increase the Effective Sequence number by 1.
 - Action Code: **Paid Leave of Absence**
 - Reason Code: **PPL** (Paid Parental Leave)
4. On the Compensation page, select **Calculate Compensation**.
5. Save.

Enter these transactions by close of business Friday, June 9.

Questions?

If you have questions about PPL in SEMA4, please contact your MMB SEMA4 HR Specialist:

- Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us
- Mary O'Connor at 651-259-3633 or Mary.OConnor@state.mn.us
- Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us