

Date: April 20, 2015
To: SEMA4 HR Users
From: Nancy Erickson, Enterprise Human Resources, MMB
Subject: SEMA4 Upgrade to Version 9.2 – HR Information

As you know, over the weekend of April 24-26, 2015, SEMA4 will be upgraded to version 9.2. In preparation for April 27, please be aware of the following changes and reminders.

- SEMA4 pages will have a new look, with different colors, redesigned buttons and a few page and field name changes. Starting on April 27, in SEMA4 Help, refer to the **Page Finder** for page names and paths. For example, SEMA4's Enterprise Learning menu will change to Administer Training.
- When you add a row in Job Data, the **Job Data Notepad** won't appear on the added row until you save. Once you have saved the added row, you can enter a note in Job Data Notepad and save it.
- The **Bring New Hire Onboard** component will no longer exist. If you have been using Bring New Hire Onboard, refer to the Interim Onboarding process, dated March 20, 2015, at <http://mn.gov/mmb/employee-relations/state-hr-systems/sema-hr/bulletins/index.jsp>.
- The **Onboarding** security role will be removed from the *Request for Access to SWIFT Statewide Systems* form.
- A new action/reason code will be available: **Separation/FTS (Failure to Start)**. Refer to the SEMA4 Help check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).
- In **Self Service**, the License & Certifications page will look slightly different. The page will appear to float on top of the Skills Profile page. This is normal, and does not affect how the page functions. Employees can read about this change by clicking the Announcements link in Self Service.

If you have questions, please contact your SEMA4 HR Specialist:

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