Self Service
Time Entry and Business Expense Notification Email Request and Administrator Set-up

Agencies may elect to receive notification emails for Self Service Time Entry and Business Expenses for selected department IDs.

If elected, email notifications will be sent to the primary manager alone, and/or the administrator.

To request the Self Service Time Entry and/or Business Expense email notification function, you will need to:

- Determine the department ID your agency would like notifications for.
- Determine if your agency would like the notification emails sent to the manager only, or to the manager and the administrator.

  The choices for Self Service Time Entry are:

  - Manager receives an email when the employee marks their timesheet complete.
    Or
  - Manager receives an email when the employee marks their timesheet complete. The payroll administrator receives an email when the manager marks the department ID as 'Ready To Load'.

  The choices for Self Service Business Expenses are:

  - Manager receives an email when the employee marks their business expense complete.
    Or
  - Manager receives an email when the employee marks their business expense complete. The business expense administrator receives an email when the manager marks the business expense as approved.
- Verify that the business email address bas been entered in SEMA4 for specified employees, manager, and if applicable, the administrator for the department ID.

Contact **Jody Dahl** at MMB jody.dahl@state.mn.us or 651-201-8206 with the department ID and specified manager and/or administrator options for the request.

The following steps should be performed by agency administrative users.

Identify the Self Service Time Entry Administrator and/or Business Expense Administrator

To set-up these options, go to: https://www.mn.gov/adminportal > SEMA4 Tile > Payroll Tile > Other Tile > Self-Service Security Tab.

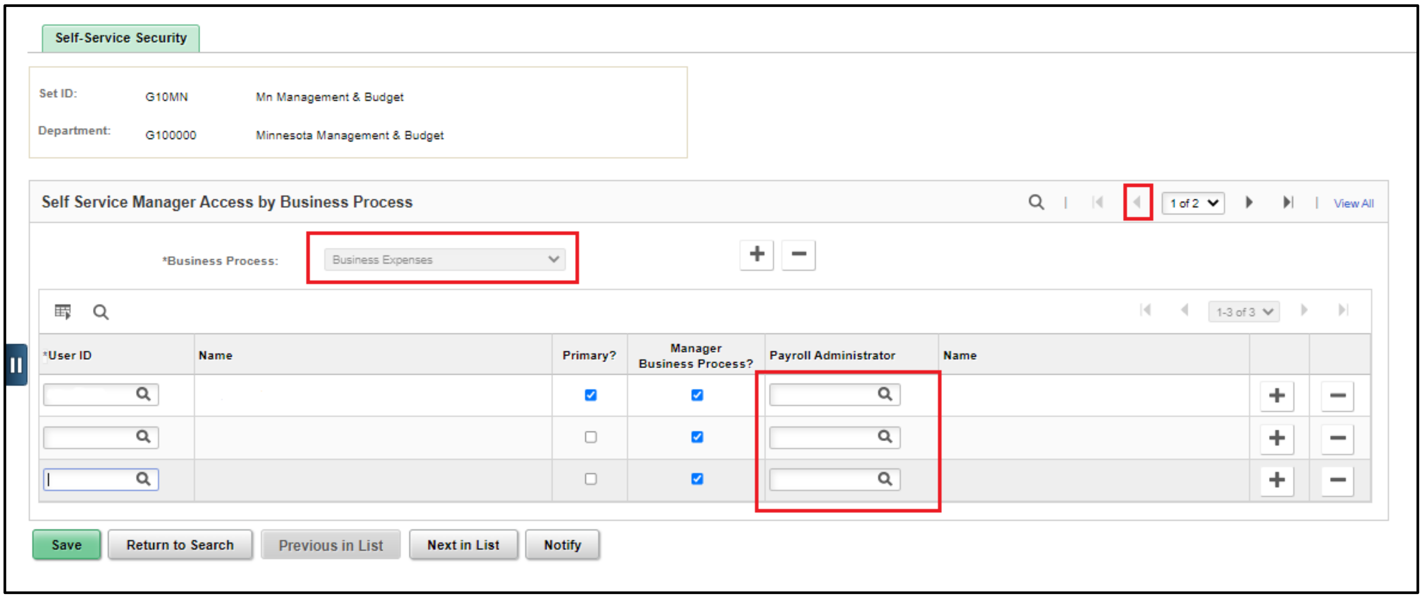
- Enter the Department ID and select the department. This will need to be done for each department.

On the Self-Service Manager Access by Business Process page, locate the Business Process field. The available options are **Time Entry & Leave Request** or **Business Expense** depending on what your agency has requested.

If you have elected both notifications, you will need to designate an administrator in both records.

- Enter the employee ID of the administrator in the Payroll Administrator field.

    NOTE: You must enter an administrator ID on every row. If you only have one administrator, you must enter the administrator's employee ID on every row. You may enter more than one administrator, but there may only be as many administrators as there are managers.



- Once you have filled out each line with an administrator, select the **[SAVE]** button.
- Using the left and right arrows, select the next 'Business Process' and repeat the actions to save an administrator.

Questions?

Agency Payroll, HR, and Accounting staff with Time Entry questions should contact Jody Dahl at MMB jody.dahl@state.mn.us and 651-201-8206 or for Business Expense questions contact Yer Lee at MMB yer.lee@state.mn.us and 651-201- 8074.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF