MANAGEMENT AND BUDGET

Employee Maintenance

August 2021

Contents

This document contains **Section A**. Other sections are on the SEMA4 Training web page.

Section A

Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

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Welcome

Welcome to the *Employee Maintenance* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Employees who need to maintain records of current employees or process changes in position records.

What skills will I learn?

After you complete this guide, you will be able to perform the following tasks in SEMA4:

- Find employee maintenance resources
- Process transactions
- Process pay rate changes
- Process changes to a position
- Process leaves
- Process layoffs
- Process separations
- Sequence transactions
- Change employee personal information
- Enter employee general information

What do I need to know before starting?

You must have completed SEMA4 Overview and Position Management.

How much time will this take?

Actual time will vary, but plan on approximately 20 hours if you take all topics. You can select the specific topics needed for your job.

What do I need to proceed?

- Access to SEMA4
- Training user ID and password to sign in to the User Training database
- Code (two-digit) to access training records

How do I obtain User Training database information?

First you must register for the course. After you do so, you will receive an email message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing walk-throughs and exercises.

Follow-up

- Complete the evaluation form and send it to SEMA4 HR Services.

- Follow your agency's procedures for tracking completed training.

Introduction

Overview

In this guide, you will learn how to use SEMA4 to perform employee transactions that require changing employment, job or position information.

Before you begin this guide, sign in to the SEMA4 User Training database.

Topics in this Learning Guide

The following topics are included in this guide:

Section A (required)

1. Accessing Employee Maintenance Resources
2. Processing Transactions
3. Hire
4. Manage Hires

Section B

5. Viewing Public Data and Processing an Department ID Change
6. Concurrent Jobs
7. Rehire
8. Manage Hires

Section C

9. Promotion, Demotion, Transfer, Movement
10. Manage Hires

Section D

11. Fill-Behind
12. Manage Hires

Section E

13. Progression Increase and Increase Based on Performance
14. Sequencing Transactions
15. Work Out of Class

Section F

16. Changes to a Filled Position
17. Reallocation
18. Unclassified Conversion

Section G

19. Leave of Absence
20. Return from Leave

Section H

21. Permanent Layoff
22. Seasonal Layoff
23. Recall from Layoff

Section I

24. Separation
25. Retirement

Section J

26. Changing Employee Personal Information
27. Entering Additional Employee Information

Based on your needs, take the topics that you will use on your job. Section A is required. For the remaining topics, you may skip the ones that you don't need, but be sure to take the topics in sequential order. For example, you might take topics 1, 2, 3, 4, 7, 9, and 13, in that order.

Important Concepts

Let's start by reviewing four important concepts:

1. Position-Employee Link
2. Action and Reason Code
3. Effective Dates
4. Update/Display, Include History, and Correct History

1. Position-Employee Link

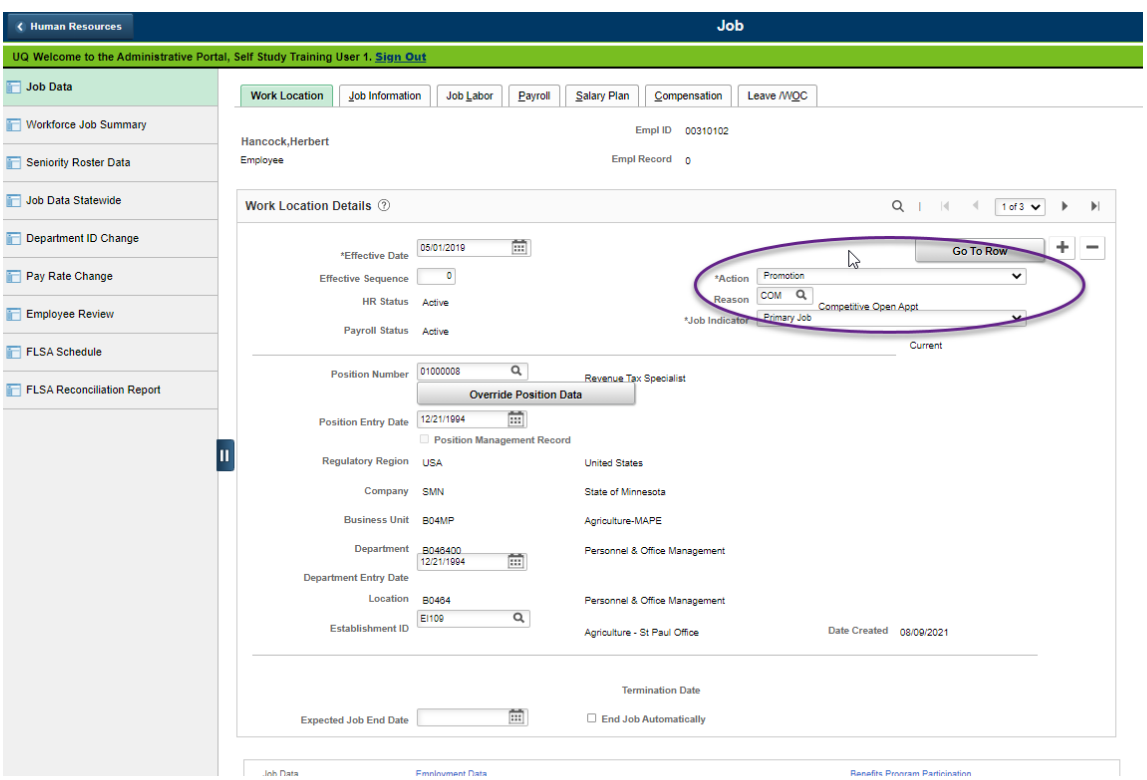
When you process a hire, data from the position record fills into the incumbent's job data automatically. When you *update* data on the position record, however, the changes *don't* automatically flow into the incumbent's job data. It's up to you to update the position record, and then access and update each *incumbent's* job data.

2. Action and Reason Code

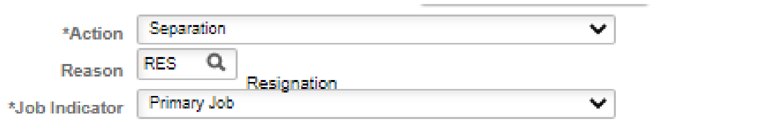
For most employee maintenance transactions, you enter effective-dated information, including an action and reason code.

- **Action**: The action you select indicates the *type of transaction* you are processing, such as a pay rate change or a leave of absence.
- **Reason Code**: After you select an action, you select a reason code that explains *why you are processing the transaction*.

Notice the action and reason code below: Promotion, COM (Competitive Open Appt).



For each action, you select a reason code to explain why the action took place. Example: for a resignation, the action is Separation and the reason code is RES (Resignation).



For some changes to employee information, you don't need to select an action and reason code. For instance, if you change personal information such as a home address, you don’t need an action and reason code.

Some pages have a pre-selected action. For instance, in the Pay Rate Change component, the action is automatically filled in.

What Do the Actions Mean? – Exercise

To become acquainted with the action terms, try to match the following actions with their definitions.

Actions

Data Change

Demotion

Hire

Layoff

Leave of Absence

Mobility

Movement

Paid Leave of Absence

Pay Rate Change

Position Change

Promotion

Recall from Layoff

Rehire

Retirement

Return from Leave

Seasonal Layoff

Separation

Transfer

Write the action in the Action column, below.

Definition	Action
1. To change an employee's rate of pay when the employee receives one of the following: • A routine salary adjustment, such as a step increase or performance-based increase • A salary adjustment related to a work-out-of-class assignment.	
2. To temporarily inactivate someone's employment, without pay.	
3. To cease employment of an eligible employee who is retiring from state service.	
4. To reactivate someone's employment following a leave of absence.	
5. To appoint an employee with permanent or probationary status to a position with permanent or probationary status in a *higher* job class. The higher class has a salary range maximum which: • Is two or more salary steps higher than the maximum of the current class; or • Requires an increase of two or more steps to pay the employee at the minimum of the new range.	
6. To cease employment for one employment record number. (The employee may still have one or more records of employment.)	
7. To temporarily lay off employees at the end of a season, with the expectation that they will return the next year, when that employment season begins.	
8. To change information on the position record, and then enter the same change on the job record.	
9. To obtain someone's services when one of the following applies: • Appointing someone to their first state position • Returning to the state service a former state employee who left state employment before SEMA4 was implemented.	

Definition	Action
10. To appoint an employee with permanent or probationary status to a position with permanent or probationary status in a *lower* job class. The new class has a maximum salary that is two or more salary steps below the maximum of the current job class.	
11. To recall to work an employee who was on a permanent layoff list or seasonal layoff.	
12. A voluntary, limited assignment of a permanent classified employee to alternative duties in the classified service, in another state agency or appointing authority.	
13. To modify an employee's record when one of the following applies: • An employee is moving to a different position as a result of a successful bid • An employee is returning to a former position during the trial period or as the result of a noncertification • An employee's probationary period is ending • An employee needs an extension on a leave of absence, an emergency appointment or another nonstatus appointment • An employee's record needs modifying and the changes are not linked to a particular transaction (for example, an employee's position number changes).	
14. To temporarily inactivate *with* pay someone's employment in the state service.	
15. To remove an employee from their position under conditions defined in collective bargaining agreements. In a permanent layoff situation, the employee is generally placed on layoff lists.	
16. To return to work a former state employee who has an employee record in SEMA4. Use this action code for former state employees who left state employment after SEMA4 was implemented.	

Definition	Action
17. To place an employee into another position when one of the following situations applies: • An employee moves from a **non-status** appointment (such as emergency, temporary, or limited) to a **status** (permanent or probationary) appointment • An employee moves from a **status** (permanent or probationary) appointment to a **non-status** appointment • An employee moves from a **non-status** appointment to another **non-status** appointment.	
18. An employee with permanent or probationary status moves *laterally* to another position with permanent or probationary status in: • The same job class in a different agency or organizational unit; or • A different job class assigned to the same salary range; or • A different job class assigned to a salary range which differs by less than two steps at the minimum and maximum, or • A different job class assigned to a salary range which differs by less than two steps a the maximum but differs by more than two steps at the minimum if less than a two-step increase is required to pay the employee at the minimum of the new range. May occur within an agency or organizational unit, or between two different agencies or organizational units. Not the reassignment of an employee.	

Solution

Compare your answers to those below.

1. Pay Rate Change
2. Leave of Absence
3. Retirement
4. Return from Leave
5. Promotion
6. Separation
7. Seasonal Layoff
8. Position Change
9. Hire
10. Demotion
11. Recall from Layoff
12. Mobility
13. Data Change
14. Paid Leave of Absence
15. Layoff
16. Rehire
17. Movement
18. Transfer

3. Effective Dates

In SEMA4, **effective date** means "from this day forward." For example, a separation effective-dated 3/6/2019 means that 3/6/2019 is the *first* day the employee is gone (*not* the last day of work). Effective dates associate information with specific dates, allowing you to simplify data entry and maintain a historical record of transactions. Using effective-dated transactions allows you to:

- Enter new information in an employee record, while preserving the information that's already there.
- Maintain history on information such as pay rate changes, appointments, or leaves of absence.
- Control when transactions take effect. For example, by entering pay rate changes on an effective-dated basis, you can enter a transaction today, to take effect next week.

Effective-dated information is often displayed on one or more pages in a component. Select the **plus sign** button to insert a new effective-dated row of information. When you select the plus sign button, the system copies the contents of the original row.

Effective dates are defined in relation to today's date. SEMA4 categorizes effective dates into three types:

- **Future** effective-dated information has an effective date *after* today's date.
- **Current** effective-dated information is before or the same as today's date. One and only one row of information is current. This is the row that is closest to today's date but not beyond today's date.
- **Historical** effective-dated information is *before* the effective date of the current row.

Effective Dates – Exercise

Suppose today's date is 04/02/2019, and you see the following effective-dated transactions in an employee record. Fill in the effective-dated relationship (Historical, Current, or Future) for each action.

Effective Date	Action	Historical, Current, or Future
11/15/2017	Pay Rate Change	
05/06/2018	Transfer	
11/13/2018	Pay Rate Change	
05/15/2019	Position Change	

Solution

Compare your answers to those below.

Effective Date	Action	Historical, Current, or Future
11/15/2017	Pay Rate Change	Historical
05/06/2018	Transfer	Historical
11/13/2018	Pay Rate Change	Current
05/15/2019	Position Change	Future

4. Update/Display, Include History, and Correct History

Let's review how the page actions Update/Display, Include History and Correct History work with effective dates.

Update/Display

- View current and future information (pages default to this mode).
- Change future information only.
- Insert a new group of fields with an effective date that is the same as, or more recent than, the current effective-dated information by selecting the plus sign button.

Include History

- This is the same as Update/Display, with the additional ability to view historical information.

Correct History

- View all information, whether current, future or historical.
- Change all information, whether current, future or historical.
- Insert a new group of fields with any effective date, by selecting the plus sign button.

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. In which ways can you access SEMA4 Help?
   a. Select the SEMA4 Help button on the SEMA4 Home Page or the Help button on a SEMA4 page's navigation bar.
   b. Press F1 or select Help on your browser's menu bar.
   c. Navigate to Workforce Administration > Help.
   d. Select a lookup button in SEMA4.

2. An employee retires. The last day of work is March 5, 2019. What is the effective date of the retirement?
   a. 03/04/2019
   b. 03/05/2019
   c. 03/06/2019

3. Which SEMA4 page action would you normally use to insert new information with a future effective date?
   a. Correct History
   b. Update/Display
   c. Self Service
   d. Refresh

4. The action code indicates what?
   a. Why you are processing the transaction
   b. When you will process the transaction code
   c. Who will process the transaction
   d. The type of transaction you are processing

5. If today's date is February 12, 2019, which of the following dates and actions, on an employee's record, would be considered the Current effective date?
   a. July 1, 2017 Data Change
   b. September 26, 2017 Pay Rate Change
   c. September 10, 2018 Promotion
   d. May 24, 2019 Position Change

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. In which ways can you access SEMA4 Help?

    a. Select the SEMA4 Help button on the SEMA4 Home Page or the Help button on a SEMA4 page's navigation bar.

2. An employee retires. The last day of work is March 5, 2019. What is the effective date of the retirement?

    c. 03/06/2019 because this is the *first* day of retirement

3. Which SEMA4 action would you normally use to insert new information with a future effective date?

    b. Update/Display

4. The action code indicates what?

    d. The type of transaction you are processing

5. If today's date is February 12, 2019, which of the following dates and actions, on an employee's record, would be considered the Current effective date?

    c. September 10, 2018 Promotion

Continue to the next topic, *Accessing Employee Maintenance Resources*.

Introduction

As you maintain employee records, many resources are available to help you understand the transactions for which you are responsible. By the end of this topic, you will be able to locate and use these valuable resources:

1. Operating Policies and Procedures
2. Bargaining Agreements and Compensation Plans
3. Minnesota Statutes
4. References
5. Report Descriptions
6. Websites

1. Operating Policies and Procedures

Operating policies and procedures are the business rules and guidelines for Human Resources and Payroll. Easy to locate, they are found throughout SEMA4 Help in:

- SEMA4 Help Contents page
- HR/Payroll Functions pages, such as Position Management – Contents
- Employee Maintenance check lists

Access Operating Policies and Procedures

Let's find the Temporary Unclassified Appointment operating policy and procedure in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	A new window with the SEMA4 Help Contents displays
2. Select **Operating Policies and Procedures**.	Operating Policies and Procedures page displays
3. Under the Human Resources Policies and Procedures, select **Listed by Business Function**.	Human Resources Policies and Procedures – By Business Function page displays
4. Select **Appointments**.	Human Resources Policies and Procedures – Appointments page displays

Action	Result
5. Scroll down and select **Temporary Unclassified Appointment (HR017)**.	Temporary Unclassified Appointment/Extension - Operating Policy and Procedure page displays
6. Read the Objective, Forms, and References information. • Look at the References. Notice the Minnesota statutes (M.S.) that are applicable for a temporary unclassified appointment.	
7. Select **Policy**. • Review the policy.	Temporary Unclassified Appointment/Extension - Policy page displays
8. Select the Back button on the browser toolbar.	Temporary Unclassified Appointment/Extension - Operating Policy and Procedure page displays
9. Select **Original Appointment** and scroll down to review the procedure.	Temporary Unclassified Appointment/Extension Procedure - Original Appointment page displays

2. Bargaining Agreements and Compensation Plans

Employees are assigned to bargaining units or are covered by compensation plans. Links to contracts and plans are on the MMB website.

Access the current AFSCME contract

Let's access the current AFSCME contract on the Web.

Action	Result
1. Access the MMB website at https://mn.gov/mmb/. Select **Employee Relations** > **Labor Relations**. Choose **Labor Contracts and Pay Plans**, and then **AFSCME**.	AFSCME page opens
2. Use the links to view the contract.	Contract opens in a new window
3. Select the Back button on the browser.	

You can also find compensation grids on this website.

3. Minnesota Statutes

In SEMA4 Help, the policies and procedures list the relevant Minnesota state statutes. For example, for an Emergency appointment you'll see the following reference:

References: M.S. 43A.15, subd. 2

You can find the Minnesota statutes and session laws on the Web, at: https://www.revisor.mn.gov/statutes/

4. References

In SEMA4 Help, you can find a reference three ways:

- Select **HR/Payroll Functions**, choose a function (such as **Employee Maintenance**), and select **Reference**
- Select **Index** and enter: reference
- Select **Index** and enter the name of the reference (or part of it)

Access the References

Let's access four references: Add or Correct?, Critical HR Data Elements, HR Toolbox, and Unclassified Authorization Codes.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays in a new window
2. Select **HR/Payroll Functions**.	HR/Payroll Functions display
3. Select **Employee Maintenance**.	Employee Maintenance - Contents page displays
4. Select **Reference**.	References are listed
5. Select **Add or Correct?**	Add or Correct? - Reference displays
6. Scroll down and look through the reference. Notice the warning about working with Correct History. • This reference reviews the concept of adding an effective-dated row vs. correcting a row.	
7. Select the Back button on your browser.	Employee Maintenance - References page displays

Action	Result
8. Select **Critical HR Data Elements**. • This reference defines important HR fields in SEMA4. Print it using the button that looks like a printer, in the inner window. • On the printout, circle five field names that are unfamiliar to you. • Read the definitions of the fields you selected.	The *Critical HR Data Elements in SEMA4* reference displays Reference prints
9. Select the Back button on your browser.	Employee Maintenance - Reference displays
10. Select the **HR Toolbox** reference.	HR Toolbox - Reference displays
11. Select the **HR Toolbox** link to open the HR Toolbox extranet site. • The HR Toolbox is the one-stop shop for human resource information, tools, and guidance.	HR Toolbox opens in another window, displaying "Welcome to the HR Toolbox"
12. In the HR Toolbox, select the **HR Systems** menu, and browse the topics that interest you.	Selected topics open
13. To return to SEMA4 Help, select the **SEMA4 Help** window tab on your browser.	HR Toolbox - Reference displays again
14. Select the Back button on your browser.	Employee Maintenance - Reference displays
15. Scroll down. Select **Unclassified Authorization Codes**.	Unauthorized Authorization Codes - Reference displays
16. Select the **Unclassified Authorization Codes Chart** link. Scroll down and look at the codes and descriptions. The codes indicate why positions are unclassified, and are used to determine if the wage information of the position's incumbents will be sent to the Department of Employment & Economic Development for unemployment insurance purposes. If the wrong codes are entered, incumbents face significant problems when they separate from state service.	*Unclassified Authorization Codes Chart* displays
17. Select Back three times.	Employee Maintenance - Contents page displays

5. Report Descriptions

Let’s look at the report descriptions in SEMA4 Help.

Action	Result
1. The Employee Maintenance - Contents page displays. Select **Reports**.	Employee Maintenance - Reports page displays
2. For a list of the various types of reports, select **HR Reports Catalog**, near the top of the page. • The various types of reports are listed.	HR Reports Catalog page displays
3. Which kinds of reports do you think you might use? Mark your answers: ☐ SEMA4 on-demand reports ☐ DocumentDirect reports ☐ OBIEE and the SWIFT Data Warehouse ☐ RAPS (Reporting and Planning System)	
4. To return to the list of reports, select Back.	Employee Maintenance - Reports displays
5. For a description of a standard report, select the name of the report. • Scroll down and select the **Salary Increase/Probation End Date Report (HP6150)**.	The report description displays
6. Read about the report you selected.	
7. Select the **Report Fields** button, in the upper-right corner.	Salary Increase/Probation End Date - Report Fields displays
8. To get definitions of the fields of the report, select some of the fields listed.	Definitions display
9. To return to the list of HR reports, select Back twice.	Employee Maintenance - Reports displays

6. Websites

Add the following websites to your Web browser's list of favorites.

Website	Web Address
HR Toolbox	https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/index.jsp
Minnesota.gov home page	https://mn.gov/portal/
Minnesota statutes	https://www.revisor.mn.gov/statutes/
MMB website	https://mn.gov/mmb/
State of Minnesota white pages	https://mn.gov/portal/whitepages/
U. S. Postal Service	https://www.usps.com/
ZIP codes and correctly-formatted street addresses	https://tools.usps.com/go/ZipLookupAction!input.action

Access Operating Policies and Procedures – Exercise

Resources

You may use SEMA4 Help in completing this exercise.

Directions

You have just received an email from your supervisor asking you to extend Zelda Livingston on an emergency appointment. Answer the following questions.

1. In SEMA4 Help, where would you look to find the policy on emergency appointments?

   a. Operating Policies and Procedures
   b. Bargaining Agreements and Compensation Plans
   c. Legislative Statutes

2. What would be the action and reason code for this transaction?

   a. Data Change and Class Transfer (CLA)
   b. Mobility and Emergency Appointment (EMR)
   c. Data Change and Extend Emergency Appointment (EEA)

Check your answers on the next page.

Solution

Check your answers to the exercise questions.

1. In SEMA4 Help, where would you look to find the policy on emergency appointments?

    a. Operating Policies and Procedures

2. What would be the action and reason code for this transaction?

    c. Data Change and Extend Emergency Appointment (EEA)

Access Report Descriptions – Exercise

Resources

You may use SEMA4 Help in completing this exercise:

Directions

Your colleague has asked you to find out more information about the following two reports:

- Appointment/Leave End Date
- Print Form I-9

Find the answers to the following questions, by using the Reports Inventory in SEMA4 Help.

1. What is the report frequency of the Appointment/Leave End Date (HP6151) report?

    a. Monthly – Month End
    b. Beginning of each month
    c. Biweekly
    d. Daily

2. For the I-9 Form (HR_PRINT_I9) on-demand report, fill in the blank:
   This report allows you to print a Form I-9 from SEMA4, if the employee has submitted the I-9 in ________________________ and agency HR has completed and accepted the form in SEMA4.

    a. Recruiting Solutions
    b. Self Service
    c. Manage Hires
    d. SWIFT

Check your answers on the next page.

Solution

Check your answers to the exercise questions.

1. What is the report frequency of the Appointment/Leave End Date (HP6151) report?

   c. Biweekly

2. For the I-9 Form (HR_PRINT_I9) on-demand report, fill in the blank:
   This report allows you to print a Form I-9 from SEMA4, if the employee has submitted the I-9 in ________________________ and agency HR has completed and accepted the form in SEMA4.

   b. Self Service

Access the HR Toolbox to learn about RAPS – Exercise

Directions

To practice using the HR Toolbox, complete the following steps and answer the questions.

1. Visit the HR Toolbox, https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/index.jsp
2. In the HR Toolbox, select **HR Systems** > **Reporting and Planning System (RAPS)**.
   - The Reporting and Planning System (RAPS) provides audit reports that help agencies verify the HR data they have entered into SEMA4. The reports show the transactions entered and identify those that contain errors or need further review.
3. To view answers to frequently-asked questions about RAPS, select the link to the **FAQs**.
4. Will you be verifying HR data entered at your agency?

   ____

5. If so, will you be using RAPS? Check with your agency.

   ____

   If you will be using RAPS: Once you have completed Employee Maintenance training, return to the RAPS page on the HR Toolbox for information about security clearance to RAPS and user instructions.

Continue to the next topic, *Processing Transactions*.

Introduction

Now that you understand the key parts of a transaction, and where to find user resources, this topic will show you how to decide which transaction to enter. Before you begin an employee maintenance transaction, view the SEMA4 Help check list.

SEMA4 Help Check Lists

Every action and reason combination has a check list, which contains:

- A short overview explaining the action/reason code
- A list of items to do, with links to step-by-step instructions, and policies and procedures related to the transaction
- Specific data you must enter in some fields
- Information regarding how this transaction may affect employee insurance eligibility

Depending on the type of transaction, you might begin in the Organizational Development menu or the Workforce Administration menu. Sometimes, you need to work in each of these menus. For example, you may need to update a position record before processing an employee transfer. Refer to the check lists in SEMA4 Help to find out where to start.

For some complex tasks, you may need to use more than one check list.

Avoid selecting reason code Other. If you're not sure which reason code to select, look at the lightning-quick hints in SEMA4 Help, or contact an HR Specialist in SEMA4 HR Services.

View Check Lists in SEMA4 Help

You can refer to a list of all valid actions and reason codes in SEMA4 Help. Lightning-quick hints help you decide which check list to select. Consult SEMA4 Help as a first resource to answer questions that arise as you work in the system.

Complete the following steps to find the check list for a temporary unclassified appointment.

Action	Result
1. Access SEMA4 Help by selecting **Help** on the SEMA4 Home page.	SEMA4 Help – Contents displays
2. From the SEMA4 Help Contents page, select **Check Lists**.	A list of HR and Payroll functions displays

Action	Result
3. Select **Hire**.	A list of reason codes displays
4. Scroll down and select the lightning bolt button next to Temporary Unclassified Appointment (TUN). • Select again, and the hint disappears.	A lightning-quick hint. helps you decide whether this is the right check list to choose
5. Select the reason **Temporary Unclassified Appointment (TUN)**. • Scroll down and review the tasks you would complete if you were going to process a hire, temporary unclassified appointment.	Hire – Temporary Unclassified Appointment – Check List displays
6. Scroll down and select **WHOA! Better Check Those Critical Fields Before Saving This Transaction**. • These fields must contain the specified values.	A list of required field values displays
7. Close SEMA4 Help.	

Business Address and Business Email Address on the primary job

After you enter any transaction on an employee's *primary* job that results in a new or changed work location or work email address, you add or update the Business address and Business email address on the **Contact Information** page in the **Modify a Person** component. This information is used by the state Enterprise Learning Management (ELM) system to communicate with learners.

On the **Contact Information** page, enter a Business address that is similar to the primary job's work location address displayed in the Location table; and enter a Business email address matching the primary job's Email Address on the Additional Employment Info page. Do *not* enter any private data, such as a home address, or home or other email address, when the type is Business.

Things to Consider Before You Enter Transactions

To save time and improve accuracy, consider these items *before* entering data in SEMA4. Ask yourself the following questions.

- Am I entering *additional* data, or *correcting* erroneous data that's already in SEMA4? Should I add an effective-dated row, or use Correction mode?
- What **effective date** should I enter? The effective date is the *first* day the transaction takes effect (not the last day of a previous transaction).
- Which **action** and **reason code** should I select? In SEMA4 Help, refer to **Check Lists**.
- When I'm changing *several* field values on a position record, how do I decide which reason code to select?
    - Consider which change is the *cause* and which change is the *effect*. Enter the *cause* as the reason code. For example, if the changes are a department ID change, location change, and funding change, the *cause* is the **department ID change**. The other changes are the *effect* of the changed department ID. Enter action Position Change, reason Department ID Change (DID), on both the Position record and the Job record.
    - If no cause/effect relationship is present, determine the relative *importance* of the changes. For example, a **job code change** is more important than a work hour change.
    - Three fields take precedence when making entries on the position record: **Job Code**, **Department**, and **Classified Indicator**. Of the three, a **job code change**, recorded as change in allocation or various reallocations, is the most important.
- Should I enter this transaction on the **Position** record, or **Job** record, or both? Follow the check list in SEMA4 Help.

Data Change/INC and Data Change/ABR

On Job Data records, do *not* delete the 04/05/2003 row of action Data Change, reason INC. This row is necessary for benefits processing.

Do *not* delete or correct the row(s) with action Data Change and reason ABR (ABBR Change – Benefits Use Only), effective-dated 12/17/2003 or later. These transactions were inserted because of changes in Basic Life insurance coverage limits.

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. Lightning-quick hints help you decide which ____________ to select.

    a. Step-by-step instructions
    b. Policy and procedure
    c. Check List
    d. Reference

2. Every action and reason combination has a ____________.

    a. Menu
    b. Check List
    c. Data Component
    d. File Record

3. If you're unsure of the reason code to select, you should:

    a. Select anything and fix it later.
    b. Select reason code Other.
    c. In SEMA4 Help, select Check Lists, and then select the lightning bolts.
    d. Contact a SEMA4 HR Specialist for advice.
    e. c or d

4. Should you delete the 04/05/2003 row of action Data Change, reason INC?

    a. Yes
    b. No

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Lightning-quick hints help you decide which ___________ to select.

   c. Check List

2. Every action and reason combination has a ____________.

   b. Check List

3. If you're unsure of the reason code to select, you should:

   e. c or d

4. Should you delete the 04/05/2003 row of action Data Change, reason INC?

   b. No

Continue to the next topic, *Hire*.

Introduction

There are two reasons to process a hire:

1. Someone is appointed to their first state position.
2. Someone, who does not have a SEMA4 record because they left state service prior to SEMA4's implementation, is returning to state service.

Do *not* use action Hire to add a concurrent job.

Things to Consider Before You Begin the Hire Process

To save time and improve accuracy, consider these items *before* the hire process begins. Review them again before you enter the hire in SEMA4.

- Before processing a new hire, look at the *position* record and make sure the information is correct, especially:

Page	Field
Description	Status
	Position Status
	Job Code
	Reg/Temp
	Full/Part Time
	Union Code
	Title
	Department
	Location
	Reports To
	Standard Hours
Specific Information	Classified Indicator
	FTE
Barg Unit/Cost Projection	Seniority Unit
	Not To Exceed Date
	Bargaining Unit
	Salary Authority
Position Funding	Position Funding

The Position Data fields **Salary Authority**, **Union Code**, **Reg/Temp**, and **Full/Part Time** can affect eligibility for insurance, so it's important that they are correct!

- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

  Hire Student Workers with reason code SUN (Stat Uncl Appt-Non Academic), not TUN (Temporary Unclassified Appointment).

- Review the contract or plan to determine the employee's rate of pay.

- Check the contract or plan to determine eligibility for vacation leave and sick leave accruals.

- Check the contract or plan to determine if the employee is eligible for holidays.

- **Classified, temporary** employees may be appointed for only 12 months in a 24-month period with the same agency. Compare the hire date to the appointment end date, to ensure that the appointment is not more than 12 months. Refer to the contract or plan.

- **Temporary unclassified** appointments must not exceed three years. Compare the hire date to the appointment end date, to make sure the appointment does not exceed three years. Refer to the contract or plan.

- **Emergency** appointments may last only 45 days. Compare the hire date to the appointment end date, to ensure that it's 45 days or less. Refer to the contract or plan.

- You may need approval for the rate of pay. To document the approval, include a note with the hire record. Do this if the employee is in:

  The Commissioner's Plan, and the rate is 12 percent above minimum or over the midpoint.
  The Manager's Plan, and the rate of pay is above the first quartile.
  The Minnesota Nurses Association - refer to the contract.
  Any other contract or plan, and the rate is above step 3.

- If the compensation is off step, refer to the *Off Step Rate Codes - Reference* in SEMA4 Help to select the off step Rate Code.

- Refer to the *Special Eligibility Codes - Reference* in SEMA4 Help to select the Special Elig code on the Benefit Program Participation page.

- Collect all the information you need, before starting to enter data in SEMA4. It may be helpful to print a similar record, as a reminder of the type of information you need to gather.

- Check these components: **Search by National ID**, **Job Data Statewide**, and **Multiple Jobs Summary**, to see if this individual already has a record in SEMA4. If a record exists, choose an action other than Hire.

Process a Hire

To hire an individual who applied in Recruiting Solutions, you use the **Manage Hires** component. To hire an individual, new to SEMA4, who did *not* apply in Recruiting Solutions, you use the **Add a Person** component. Add a Person is covered in this topic. Manage Hires will be introduced in the next topic of Section A.

When processing a Hire, you need to complete a series of pages in SEMA4. The pages are grouped into four components:

Person	**Job Data**	**Employment Data**	**Benefits Program Participation**
• Biographical Details • Contact Information • Regional • Organizational Relationships	• Work Location • Job Information • Job Labor • Payroll • Salary Plan • Compensation • Leave/WOC	• Employment Information • Additional Employment Info	• Benefit Program Participation

In SEMA4, records can be created for two types of persons: **Employees** and **Persons of Interest** (POI). A Person of Interest (POI) is a person about whom the organization maintains information, but who is not part of the workforce – not an employee, but may be included in some system processing. In the Hire process, you will be adding an **Employee**.

Important: Allow yourself enough time to complete all the pages! If you exit without completing the process, then a Person of Interest (POI) type Unknown will be created instead of an Employee. If you accidentally create a Person of Interest type Unknown record, then you will need to use the Add Employment Instance component (found at Workforce Administration > Job Information > Add Employment Instance) to complete the hire.

A POI type Unknown is not processed through benefits or payroll until it is fixed via the Add Employment Instance component. The creation of POI Unknowns will be monitored by SEMA4 HR Services.

Future-Dated Hires

The Effective Date fields in Personal Data must contain an effective date *equal to or before today's date*. SEMA4 uses this date to "recognize" that the person has been added. The Leave Accrual Date field does not have the same restriction – it can be a future date. The Effective Date on the Work Location page in Job Data can be future-dated.

Therefore, when you process a future-dated hire, enter today's date in the Effective Date fields in Person Data, and enter the future date in the Effective Date field in Job Data.

If the new hire fails to start his or her job, enter a separation record using the Separation Action reason code **FTS** (Failure to Start). Be sure to sequence the separation, using the same effective date as the Hire or Rehire row. Refer to the SEMA4 check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).

Access SEMA4 Help

There are several steps to the Hire transaction. Let's become familiar with finding these steps in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Select **HR/Payroll Functions**. Select **Employee Maintenance**. Select **Reference**.	Employee Maintenance – Reference displays
3. Select the **Off-Step Rate Codes**. Print this reference, to use when processing a hire.	Reference prints
4. Select Back on the browser toolbar.	Employee Maintenance – Reference displays
5. Scroll down and select the **Special Eligibility Codes**. Print this reference, to use when processing a hire.	Reference prints
6. Select Back on the browser toolbar a couple of times, to return to the Employee Maintenance – Contents.	Employee Maintenance – Contents displays
7. Choose **Selecting an Action**.	Selecting an Action displays
8. Select **Hire**.	Hire – Reason Codes display

Action	Result
9. Select **Competitive Open Appointment (COM)**. • Read the check list. • Notice the links to the operating policy and procedures.	Hire - Competitive Open Appointment – Check List displays
10. Scroll down and select **WHOA! Better Check Those Critical Fields Before Saving This Transaction**. Notice the required values for these fields: • Regular/Temporary • Classified Indc • Empl Class	Required values display
11. Scroll up and select **Processes a New Hire**.	Processing a New Hire – Tasks displays
12. Select **Hire an Employee New to SEMA4**.	The steps to Hire an Employee New to SEMA4 display
13. Read the steps. Select **To view step-by-step instructions for entering this information, click here**. • Notice that there are two sections: *When entering a new person's record* and *To add or update biographical information*.	Add/Update Name Information, Leave Accrual Date and Marital Status (Biographical Details) page displays
14. Read the steps. Scroll down and select **To view step-by-step instructions for the next page, click here**.	The Add/Update Address, Phone and Email Information (Contact Information) page displays
15. Read through the steps. Scroll down and select **To view step-by-step instructions for the next page, click here**. • This link is at the bottom of each page of steps in the Hire process. We have seen three of the 15 pages.	The steps for the Add/Update Ethnic Group, Military Status and Proof of Employment Eligibility (Regional) page displays
16. Exit SEMA4 Help.	

Hire an Employee New to SEMA4 – Walk-through

In this walk-through, you will hire Haley Pham in the User Training database.

Keep these SEMA4 Help references handy, which you printed in the previous walk-through:

- Off-Step Rate Codes – Reference
- Special Eligibility Codes – Reference

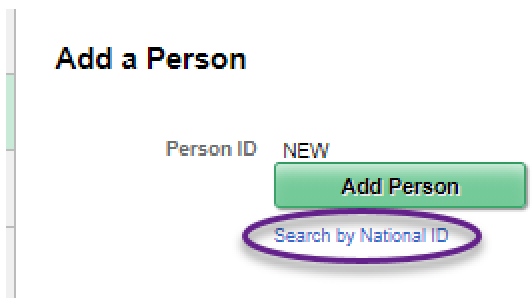
As you enter a Hire, keep these points in mind:

- Be sure you have uninterrupted time to complete the hire. Your SEMA4 session stays active while you're using the system, but if your session is inactive for 20 minutes, it may time out.

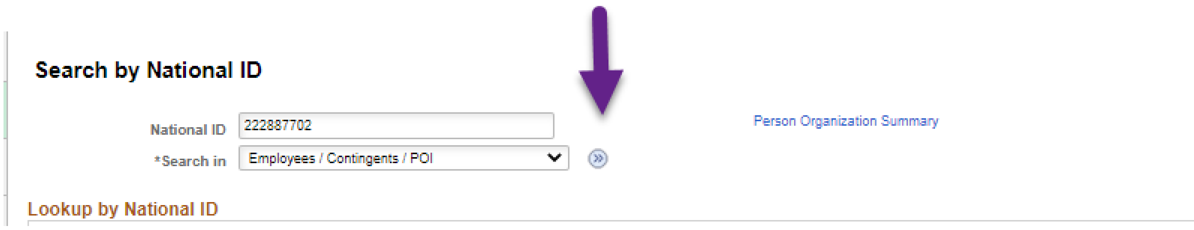
- Be sure to select **Add the Relationship** rather than Save. If you select Save, then a Person of Interest (POI) type Unknown will be created instead of an Employee.

- If you exit without completing the Job Data record, then a Person of Interest (POI) type Unknown will be created instead of an Employee.

- If you accidentally create a Person of Interest (POI) type Unknown record, then you will need to use the Add an Employment Instance component to complete the hire.



Action	Result
1. Sign in to the **User Training** database, using the training User ID and Password.	Main Menu displays
2. Select SEMA4 > Human Resources > Onboarding > Add a Person.	The **Add a Person** page displays
3. To find out if the person already has a record in SEMA4, select the **Search by National ID** link.	The **Search by National ID** page displays

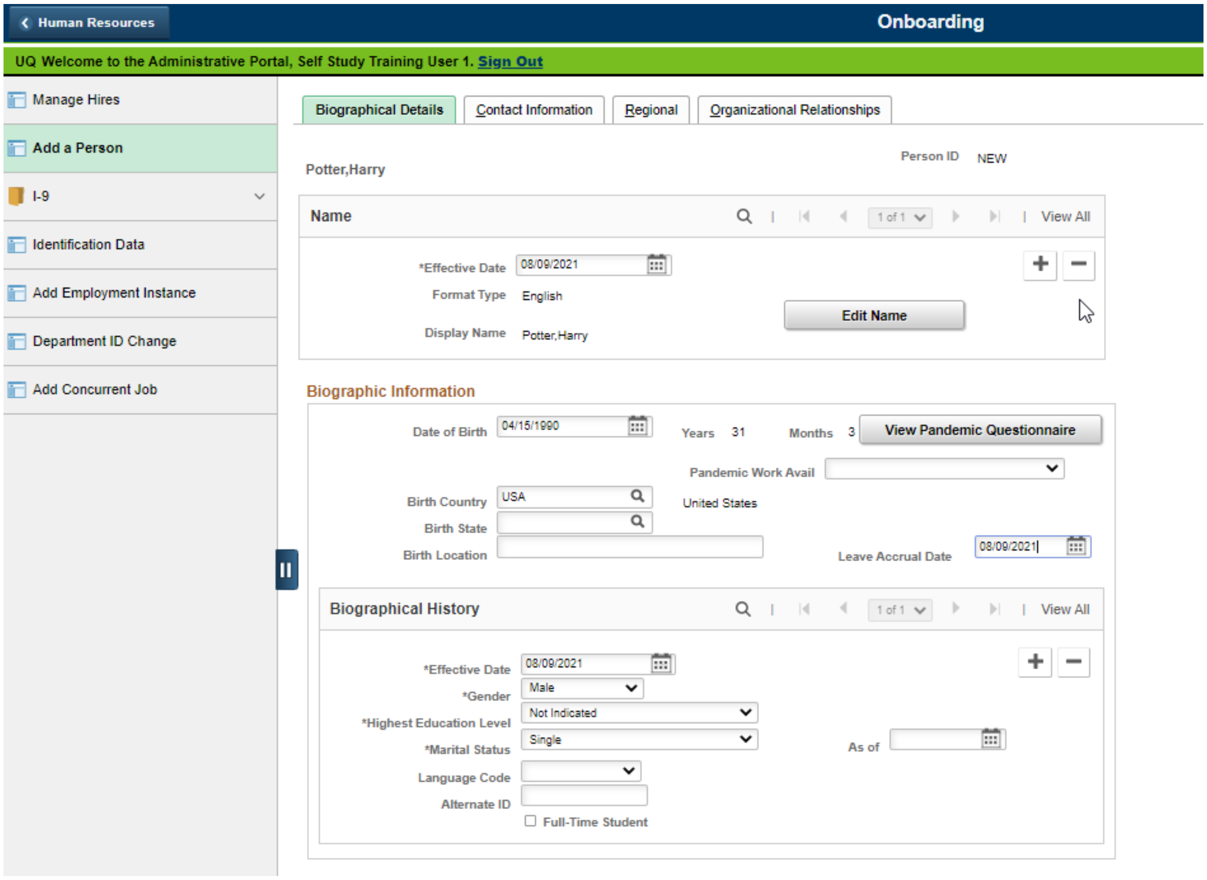


Field Name & Description	Data
1. National ID • Enter the Social Security Number of the person you want to hire.	2228877 _ _ (substituting your two-digit code for the blanks)
2. Search in • Accept the default.	Employees / Contingents / POI

Action	Result
1. Select the **round button with arrows on it** (next to the Search in drop-down box), to search for a person with this Social Security Number. • If the person you are hiring already has an Employee record in the database, then you will either process a rehire, or add a concurrent job for a current employee.	No matching values were found
2. To return to the Add Person page, under the Personal Information menu select **Add a Person**.	The **Add a Person** page displays again
3. Select the **Add Person** button.	The **Biographical Details** page displays

Personal Data

The **Biographical Details** page is the first page of personal data. The Person ID will change to the next available number after you add the organizational relationship.



Field Name & Description	Data
1. Effective Date • Enter the effective date of the hire. This is the *first* day the employee is working. • The Effective Date fields in Personal Data must contain an effective date *equal to or before today's date*. SEMA4 uses this date to "recognize" that the person has been added. • If you receive a warning that the date is out of range, select **OK**. If you receive another warning, select **OK**.	For this example, accept today's date

Field Name & Description	Data
2. Select the **Add Name** button. • To help ensure proper credit to the person’s Social Security account and to avoid the imposition of penalties on the State and your agency, you must enter the person’s name as it appears on the Social Security card.	The **Name** page displays
3. Prefix • If the person wishes to indicate a prefix, select the prefix.	
4. First Name • Enter the person's first name as it appears on the employee’s Social Security card. • Use mixed case, not all uppercase nor all lowercase. Example: Haley not HALEY • Don’t enter numbers, underscores, slashes, commas, nor parentheses.	Haley
5. Middle Name • Enter the person’s middle name or middle initial as it appears on the person’s Social Security card. • Don’t enter a period after a middle initial. • Don’t enter numbers, underscores, slashes, commas, nor parentheses.	J
6. Last Name • Enter the person’s last name as it appears on the person’s Social Security card. • Use mixed case, not all uppercase nor all lowercase. Example: Pham not PHAM • Don’t enter numbers, underscores, slashes, commas, nor parentheses.	Pham
7. Suffix • If the person’s has a suffix on the Social Security card, select the desired suffix. • If the suffix you need is not in the list, contact SEMA4 HR Services to request that the suffix be added to those available for selection.	Leave blank

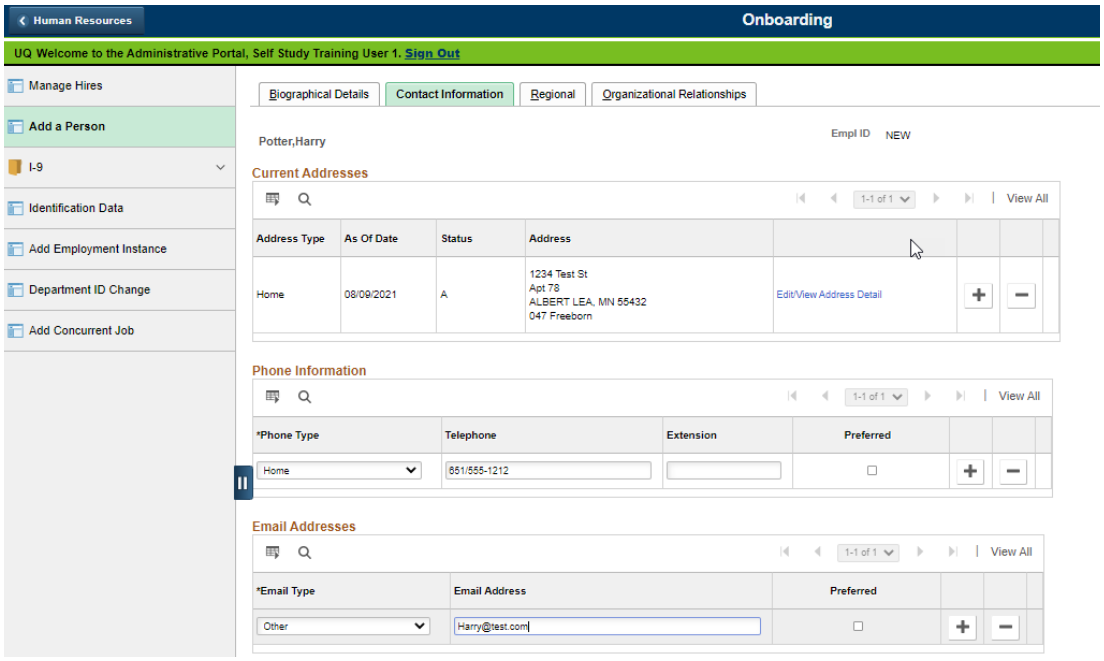
Field Name & Description	Data
8. Select the **Refresh Name** button, to check for name format errors and to display the person's name in the Display Name, Formal Name and Name fields. Select **OK** to return to the Biographical Details page. • If you receive a warning message, select **OK**.	Pham, Haley J displays
9. Date of Birth • Enter the new hire's date of birth, using the date format mm/dd/yyyy. Use numbers only. • The system-calculated age will fill into the **Years, Months** fields after you exit this page.	7/7/1980
10. Birth Country • Accept the default (USA) or change it if appropriate.	USA
11. Birth State • Complete the field or leave it blank.	Leave blank
12. Pandemic Work Availability • If the employee is unable to respond to the pandemic availability question in Self Service, then you may select the employee's answer in the Pandemic Work Availability field. To view the question, select the **View Pandemic Questionnaire** link.	Leave blank
13. Birth Location • Complete the field or leave it blank.	Leave blank
14. Leave Accrual Date • Enter the date when the employee can start accruing leave, if eligible. • Agency staff are responsible for updating this field.	For this example, enter next Wednesday's date
15. Effective Date • Accept the default.	Accept the displayed date

Field Name & Description	Data
16. Gender • Accept the default, Unknown, if the employee will complete this information in Self Service; or select from the drop-down list.	Unknown *The employee will enter this data in Self Service*.
17. Skip the Highest Education Level field.	
18. Marital Status • Select the employee's marital status.	Married
19. Skip the As of, Language Code, Alternate ID and Full-Time Student fields.	
20. National ID – Country • Accept the default.	USA
21. National ID Type • Accept the default.	Social Security Number
22. National ID • Enter the person's Social Security Number. • This field is required for employees and some other payees.	222-88-77 _ _ (substituting your two-digit code for the blanks)
23. Primary ID • Accept the default.	Check box is selected

Do *not* save. All the components in the Hire process must be completed before you save.

Select the **Contact Information** page.

Use this page to enter the person's address, phone and Email address. (The steps for entering Canadian addresses are different; see SEMA4 Help.)

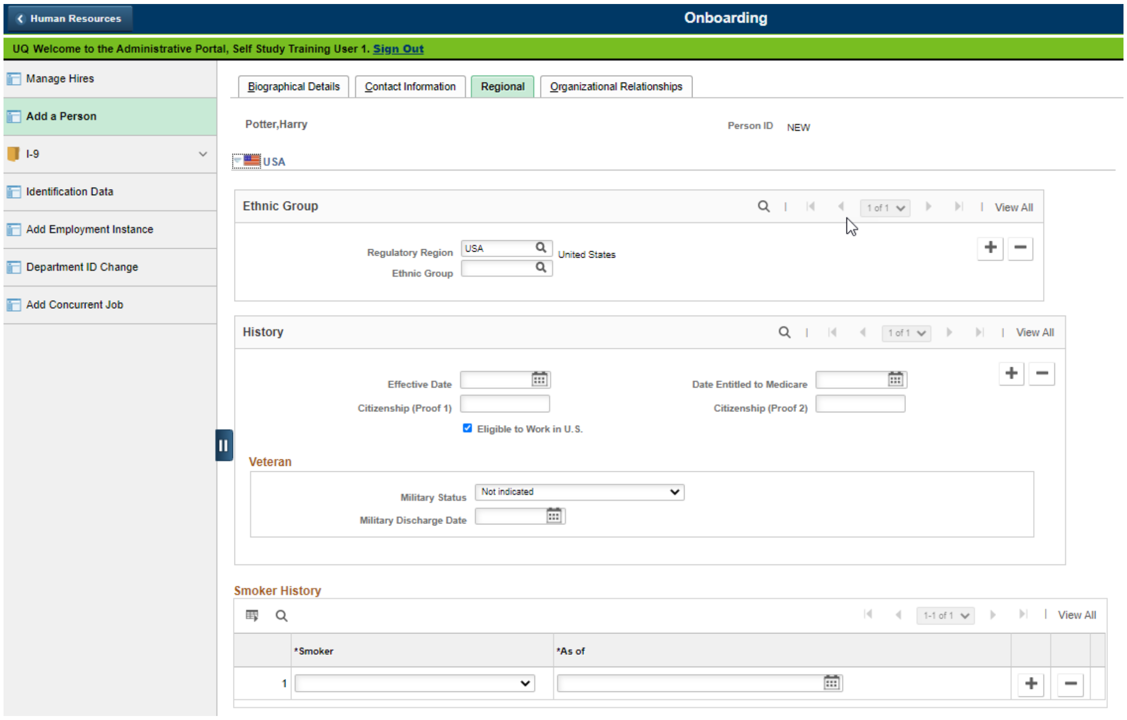


Field Name & Description	Data
1. Select the **Add Address Detail** link next to address type Home. • An employee *must* have a Home address. • For employees who do not have 100% of their net pay direct deposited, payroll warrants are *always* mailed to the employee's Home address.	**Address History** page displays
2. Effective Date • Because this is a new hire, the effective date will be the same as the effective date entered on the Biographical Details page.	Accept the displayed date
3. Country • Accept the default of USA.	USA
4. Status • Accept the default of A.	A
5. Select the **Add Address** link.	**Edit Address** page displays

Field Name & Description	Data
6. Address 1 • Enter the entire delivery address line, followed by the apartment number or suite. Use the U.S. Postal Service directional abbreviations, common abbreviations, and street abbreviations. Don’t use commas and periods.	3456 Brooklyn Dr
7. Address 2 • Leave it blank if you entered the entire delivery address line in the **Address 1** field. If the address includes the name of a school residence hall, department, or c/o, enter that information in this field.	Leave blank
8. City • Select the look up button. Enter part of the city, **New** (it’s case-sensitive), and select **Look Up**. A list of cities that begin with New will display. Select New Brighton from the list. • Always use the Lookup function in the City field. The city must be entered correctly before you can select a county. Exception: Don’t use the Lookup page for Canadian cities.	New Brighton
9. State • Select the state of the address.	MN
10. Postal • Enter the ZIP+4 code.	55112-1111
11. County • Select the look up button and choose the county. • Select **OK** to return to the Address History page. • Select **OK** to return to the Contact Information page. • If you need to add *another* address, select the plus sign button to add a new row, and then select the type of address in the Address Type field. For a Business address, enter an address similar to the one in the Location table for the employee’s State of Minnesota primary job work location. Do *not* enter any private data, such as home address or other business address, in the Business address.	123

Field Name & Description	Data
12. Phone Type • Select the type of phone.	Home
13. Telephone • Enter the person's phone number. • For a Business telephone, enter the same telephone number as the Main Business phone on the Additional Employment Info page of the Job Data component of the primary job. Don't enter any private data, such as a home phone, cellular phone or other business phone, in the Business telephone. • To enter an *additional* phone record, select the plus sign button and complete both fields.	952/123-4567
14. Preferred • For the preferred telephone, select this check box.	Leave blank
15. Email Type • Select the proper type for the person's Email address. • For new hires and rehires, enter an email address with email type **Other**, if it doesn't already exist. Email type Other is used to send new hires and rehires a system-generated email, which explains how to complete the *New Hire/Rehire Activity Guide* in Self Service.	Other
16. Email Address • Enter the email address. • For a Business email address, enter the email address found on the Additional Employment Info page of the Job Data component of the primary job. Don't enter any private data, such as a home email address or other business email address, in the Business email address. • To enter an *additional* email address, select the plus sign button and complete both fields.	haley.pham@acme.com
17. Preferred • For the preferred email address, select this check box.	Leave blank

Select the **Regional** page.

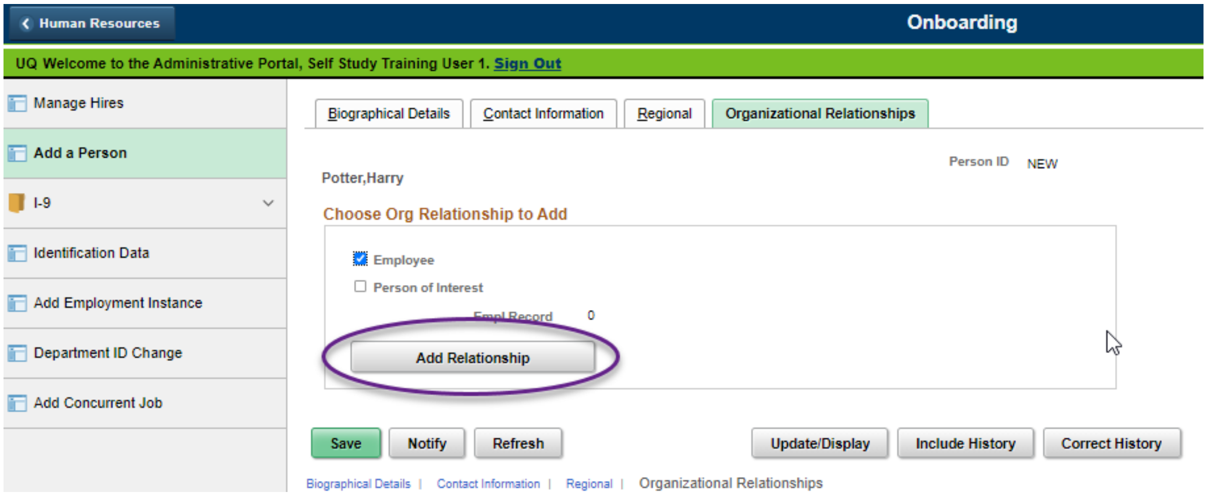


Field Name & Description	Data
1. Regulatory Region • Accept the default.	USA
2. Ethnic Group • The employee can enter this data in Self Service.	Leave blank *The employee will enter this data in Self Service.*
3. Effective Date	Skip this field
4. Date Entitled to Medicare • If the employee is enrolled in Medicare A and/or B, enter the enrollment date.	Leave blank
5. (Proof 1) and (Proof 2) • List the documentation, provided by the employee necessary to be eligible to work in the United States. For example: Minnesota Driver's License and U.S. Social Security card.	MN DL US SS card

Field Name & Description	Data
6. Eligible to Work in U.S. • Select the check box if the employee is eligible to work in the United States. • Clear the check box if the employee is *not* eligible to work in the United States.	Accept default, selected check box
7. Military Status • Select the employee's military status. • Agencies are responsible for obtaining veteran status from their new hires. This can be entered on the Regional page, or the employee can enter it in Self Service. • The number of veterans in the state government workforce is reported to the Minnesota Legislature annually.	Not a Veteran
8. Military Discharge Date • This can be entered on the Regional page, or the employee can enter it in Self Service.	Leave blank
9. Skip the Smoker and As of fields.	

Select the **Organizational Relationships** page.

Use this page to specify the person's relationship to the organization: Employee or Person of Interest (POI).



Field Name & Description	Data
1. Employee	Select the check box
2. Select the **Add Relationship** button. • Note: Be sure to select the **Add Relationship** button. Do *not* select Save. If you select Save, a Person of Interest type Unknown will be created.	The **Work Location** page displays, with *Saved* in the upper right corner
3. If a warning message displays, select **OK**.	

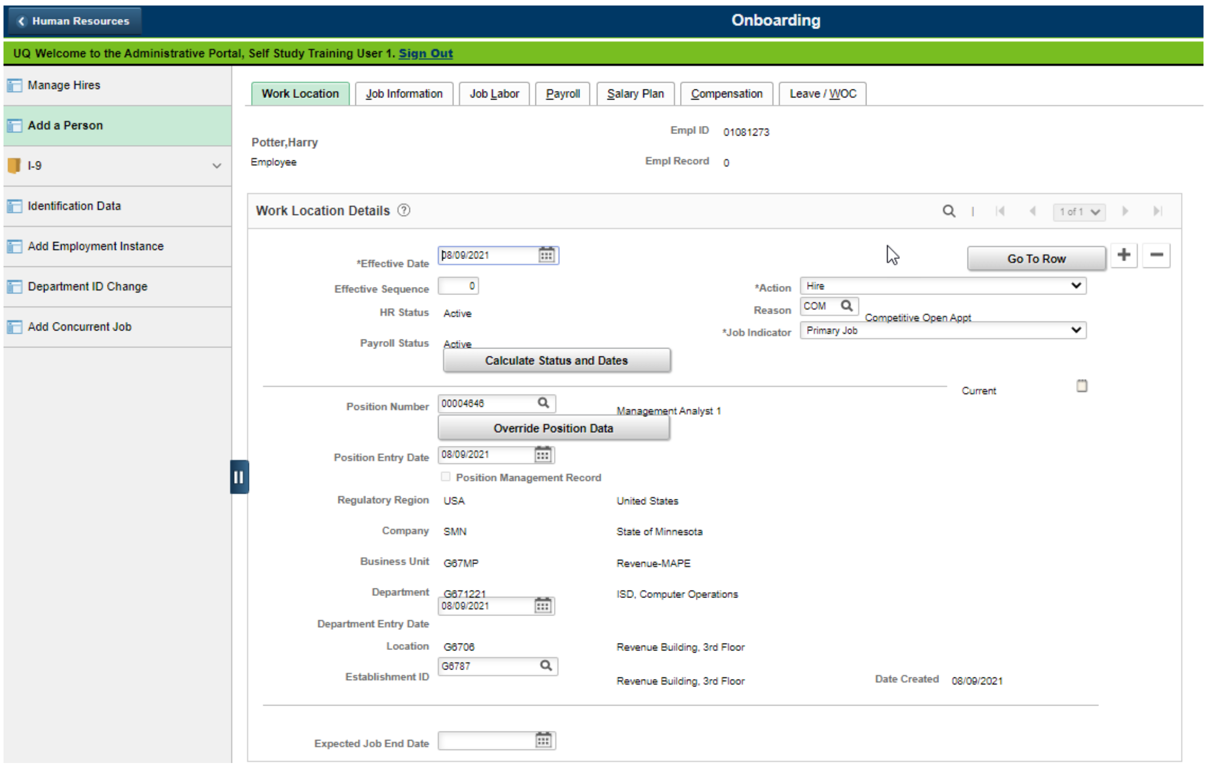
If you see that a record was saved with an incorrect Social Security number, you must contact SEMA4 HR Services to correct it.

Job Data

Use the Job Data pages to record effective-dated human resource and payroll information. Several fields will fill in with data from the position record.

The **Work Location** page is the first in the Job Data component.

Note: If you exit without completing the Job record, the person will exist in SEMA4 not as an Employee but as a Person of Interest (POI) type Unknown. If you accidentally create a POI type Unknown record, you will need to use the Add an Employment Instance component to complete the hire. A POI type Unknown will not be processed through benefits or payroll until the record is converted to Employee via the Add an Employment Instance component.



Write down the 8-digit ID of the employee: ___________________________________

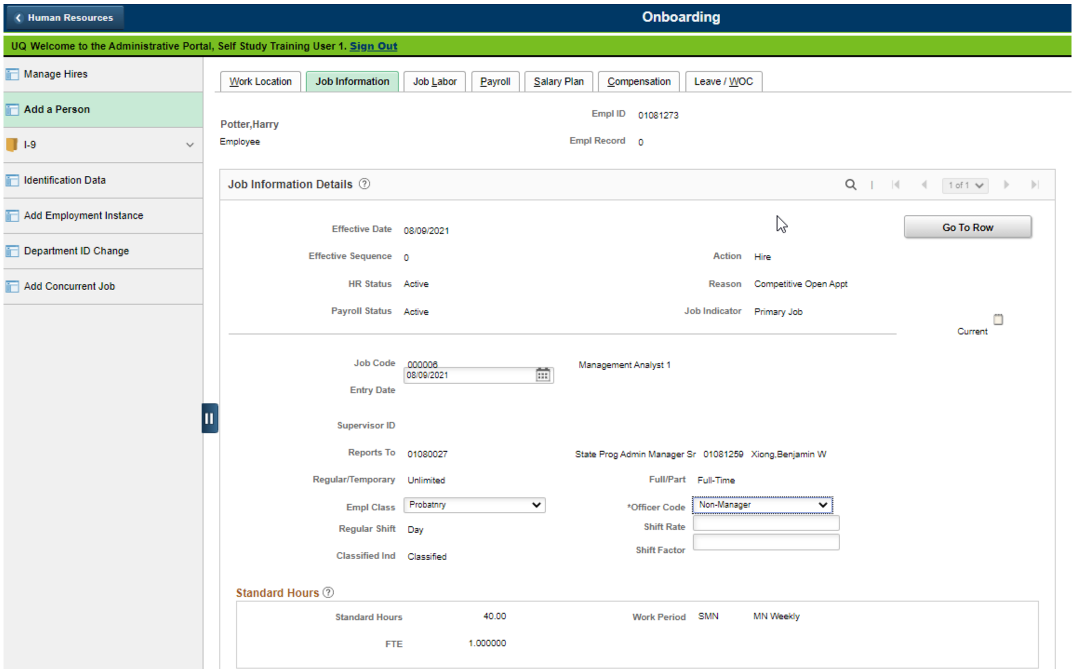
Field Name & Description	Data
1. Effective Date • Enter the date the hire takes effect. • In Job Data, this field *can* be future-dated, even though Personal Data cannot be future-dated. • If a warning message displays, select **OK**. • After you enter an effective date on this page, the same date displays on other pages of Job Data.	For this example, enter next Wednesday's date

Field Name & Description	Data
2. Effective Sequence • If you are entering a second or additional action with the same effective date, increase the effective sequence number by one. The field defaults to 0, indicating the first row effective that day. • The Effective Sequence number is a unique number (0 through 999) assigned to an effective date on a job record. This number enables you to create multiple job records with the same effective date.	0
3. Action • Select the appropriate action. When adding a new employee, Hire is the default value. • This field affects employee insurance eligibility.	Hire
4. Reason • Select the appropriate reason. • This field affects employee insurance eligibility.	COM (Competitive Open Appt)
5. Job Indicator • Accept the displayed value, or select Primary Job (if this is the employee's main job) or Secondary Job (if this is a secondary job for the employee). • An employee must have exactly *one* primary job. • The primary job determines insurance eligibility and level of employer contribution.	Primary Job
6. (button that looks like a notepad) • The Job Data Notepad can be found on all Job Data pages. The Job Data Notepad is used to record comments about the transaction. Example: If you hire someone over step 3, you would record who approved the step in the Job Data Notepad. • Do not enter private data. • If the Job Data Notepad contains information, the button will include horizontal lines.	Skip

Field Name & Description	Data
7. Expected Job End Date • **Skip this field** because data entered in this field can prevent other fields from displaying. • Don't confuse this field with the Appointment End Date, which is on the Employment Information page.	Leave blank
8. Position Number • Enter the new position number. Press **Tab**. • If you select the look up button to get to the position number lookup page and then select **Look Up**, you may receive a partial list that does not include the value you need, and a message indicating that only the first 300 results can be displayed. To narrow the list: complete or partially complete at least one lookup field and select **Look Up**. • Data from the position record fills into some fields.	00004646
9. Position Entry Date • Accept the displayed value or enter the correct position entry date. • This is the date the position number was assigned to the employee.	Accept the displayed date
10. Position Management Record • If this view-only check box is selected, this means that the row you are viewing defaulted from the position record. If the check box is clear, then the row you are viewing was inserted on the employee record and did not default from the position record.	
11. Establishment ID • Select a value or accept the default. • This data is used for Federal OSHA reporting purposes.	For this example, accept the displayed value

There is *rarely* a need to use the **Override Position Data** button. This causes the position and employee records to be out of sync. If you must use it, remember to turn it off when you have completed your transaction. Don't use this check box to get past an error message. Contact SEMA4 HR Services to verify that your situation warrants using this button.

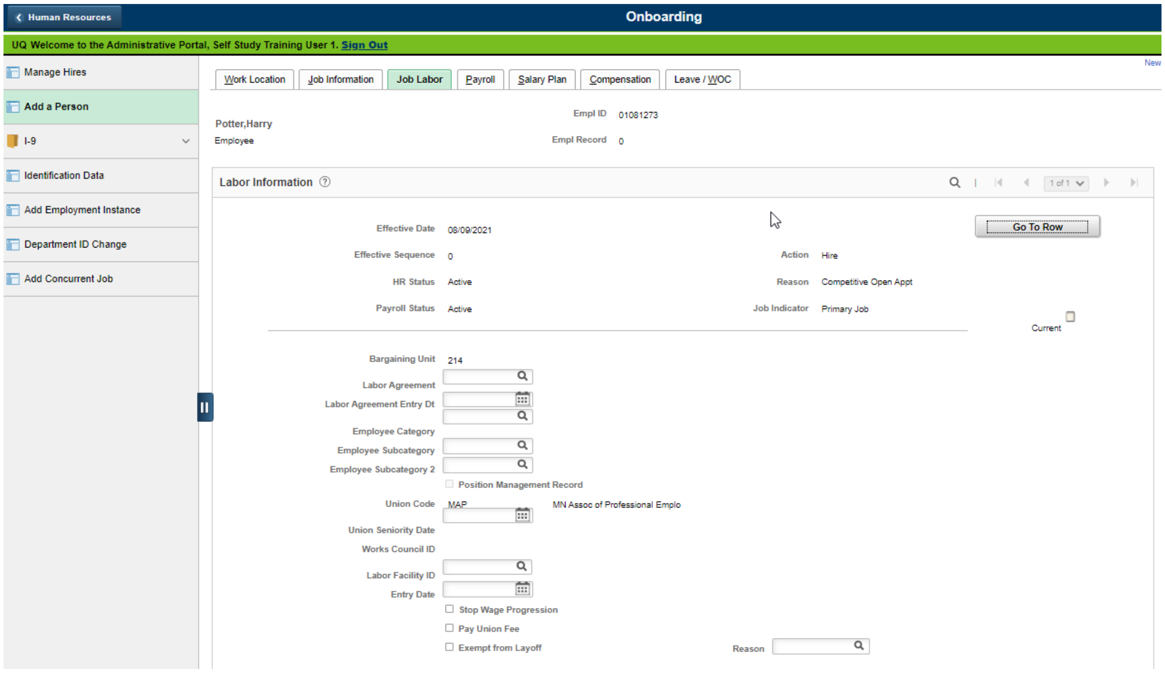
Select the **Job Information** page.



Field Name & Description	Data
1. Entry Date • Accept the default or, if necessary, change the job code entry date. • This is the date this job code was assigned to the employee. This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. **It's important that this date is correct**.	Accept the displayed date
2. Reports To • Make sure this field contains the position number of the employee's supervisor. • This field is view-only and the data comes from the employee's position record. The Enterprise Learning Management (ELM) system uses the Reports To field from Job Data to send training enrollment approvals to the employee's supervisor.	Accept the displayed Reports To position number
3. Regular/Temporary • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	Unlimited

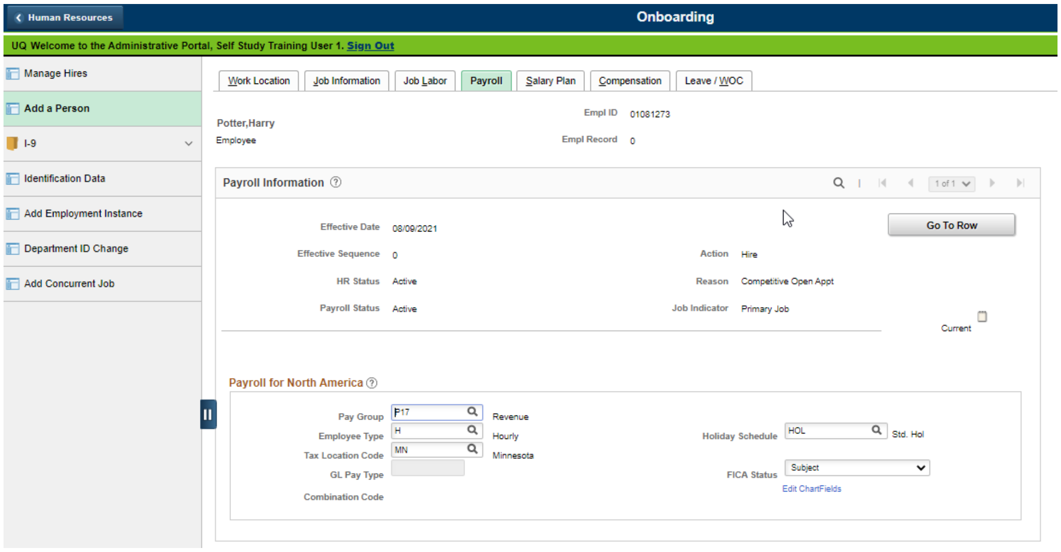
Field Name & Description	Data
4. Full/Part • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	Full-Time
5. Empl Class • Select the applicant’s employment status. Examples are: Probatnry, Permanent, Not Applic.	Probatnry
6. Officer Code • Review the employee's benefit eligibility, and then select IBU Manager, Manager, or Non-Manager. • This field indicates the employee’s eligibility for Manager’s Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.	Non-Manager
7. Shift Rate and Shift Factor fields • Skip these fields. They are intentionally blank.	
8. Classified Indc • View for accuracy. Data came from the position record.	Classified
9. Standard Hours • View for accuracy. Data came from the position record.	40.00
10. FTE • View for accuracy. Data came from the position record. • Skip the rest of the fields on this page.	1.000000

Select the **Job Labor** page.



Field Name & Description	Data
1. Bargaining Unit • Review to ensure that it is correct. Data came from the position record. • If it is incorrect, contact the person in your agency responsible for position data. • This field affects employee insurance eligibility.	Accept the displayed value, 214
2. Union Code • Review to ensure that it is correct. Data came from the position record. • If it is incorrect, contact the person in your agency responsible for position data. • This field affects employee insurance eligibility.	Accept the displayed value, MAP
3. Skip the enterable fields on this page. They do not apply to the State of Minnesota HR processing at this time.	

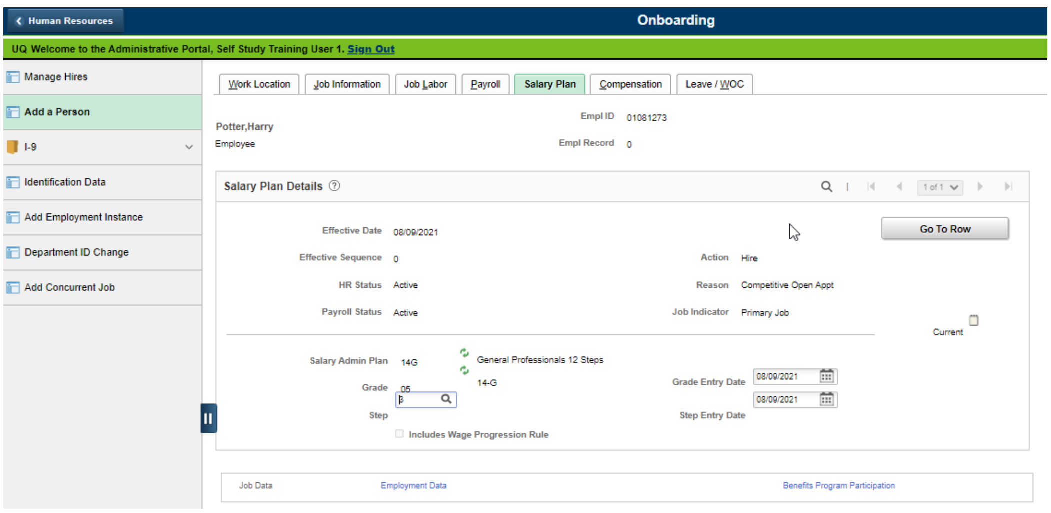
Select the **Payroll** page.



Field Name & Description	**Data**
1. Pay Group • Look up and select the pay group for the new employee. • Pay groups are used to organize mass time entry records for calculation processes. Once assigned, an employee's pay group never changes even if the employee moves to a different agency.	P17
2. Holiday Schedule • Accept the default value, or look up the appropriate value. If the employee is *not* eligible for holidays, select NONE-No Holiday Schedule.	HOL
3. Employee Type • Accept the default value, or look up the value to indicate salaried or hourly.	H
4. Tax Location Code • Accept the default MN; or if the employee’s primary work location is outside Minnesota, select the state.	MN

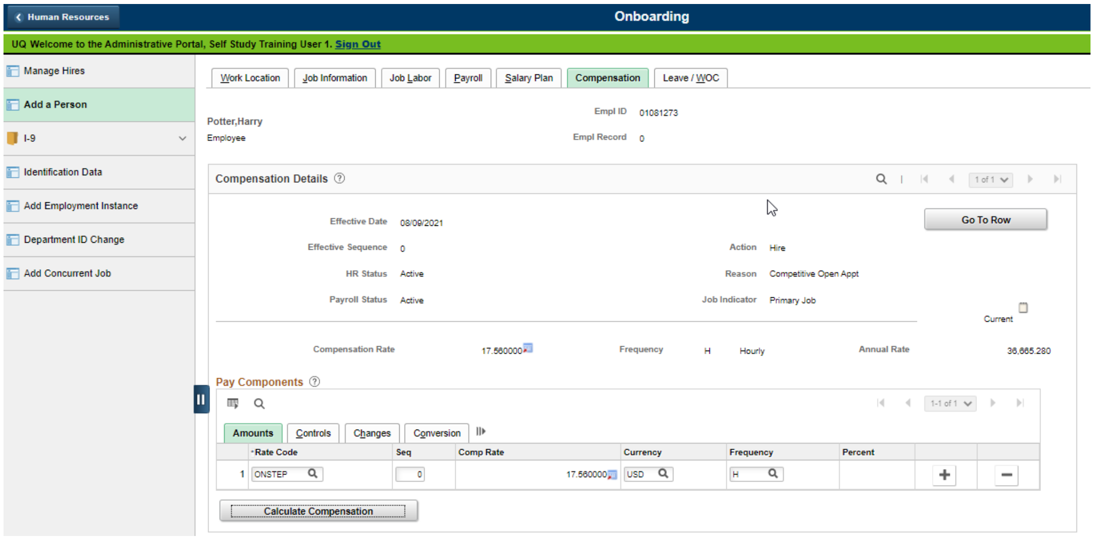
Field Name & Description	Data
5. FICA Status • Accept the default or select a value. Valid values are: **Subject**: Social Security and Medicare is withheld. **Medicare only**: Only Medicare is withheld. **Exempt**: Neither is withheld. • Medicare only and Exempt are rarely selected. For almost all employees, select Subject. • If you have questions regarding this field, see Statewide Payroll Services policies and procedures on Establishing Retirement & FICA/Medicare Deductions.	Subject

Select the **Salary Plan** page.



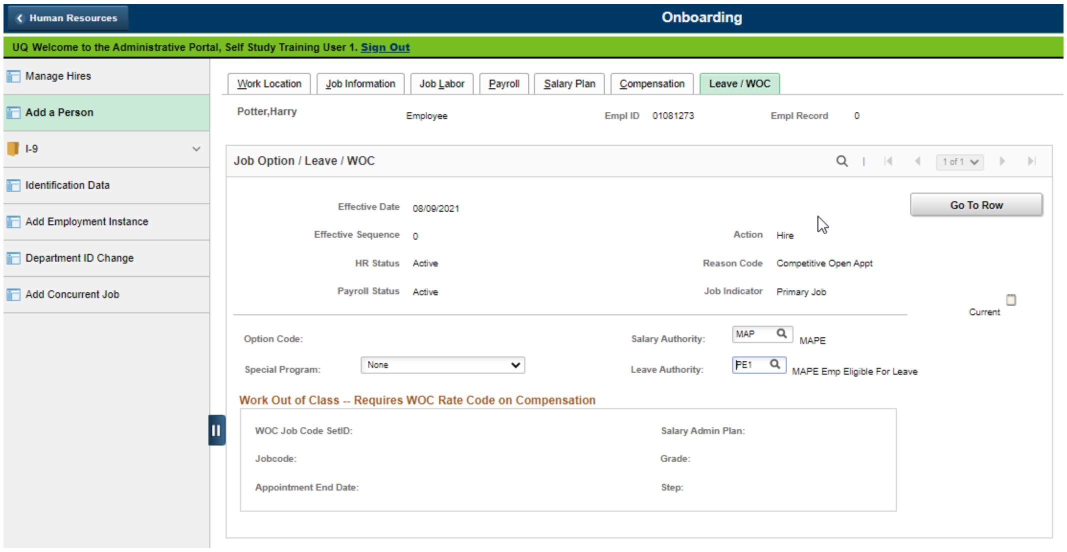
Field Name & Description	Data
1. Grade Entry Date • Accept the displayed date. This is the date the employee first joined this salary grade.	Accept the displayed date
2. Step • Enter the step for the new hire, and press the **Tab** key. If the new hire is receiving off-step compensation, leave this field blank.	3
3. Step Entry Date • Accept the displayed date, or enter the correct step entry date.	Accept the displayed date

Select the **Compensation** page.



Field Name & Description	Data
1. Rate Code • If you entered a step, you'll see rate code ONSTEP. • If you did not enter a step, select the appropriate rate code. • Off step rate codes are defined in the *Off-Step Rate Codes – Reference* which you printed from Help. Look at this reference. For this example, however, the employee is **on step**.	ONSTEP
2. Comp Rate • Verify the amount is correct. The rate code and comp rate filled in based on the **Step** on the Salary Plan page.	For this example, accept the displayed rate
3. Currency and Frequency • Accept the default values.	Accept defaults
4. Select the **Calculate Compensation** button, to get the total compensation rate.	The employee's total compensation rate displays
5. Compensation Rate (located below Payroll Status) • Verify the amount is correct.	For this example, accept the displayed rate

Select the **Leave/WOC** page.

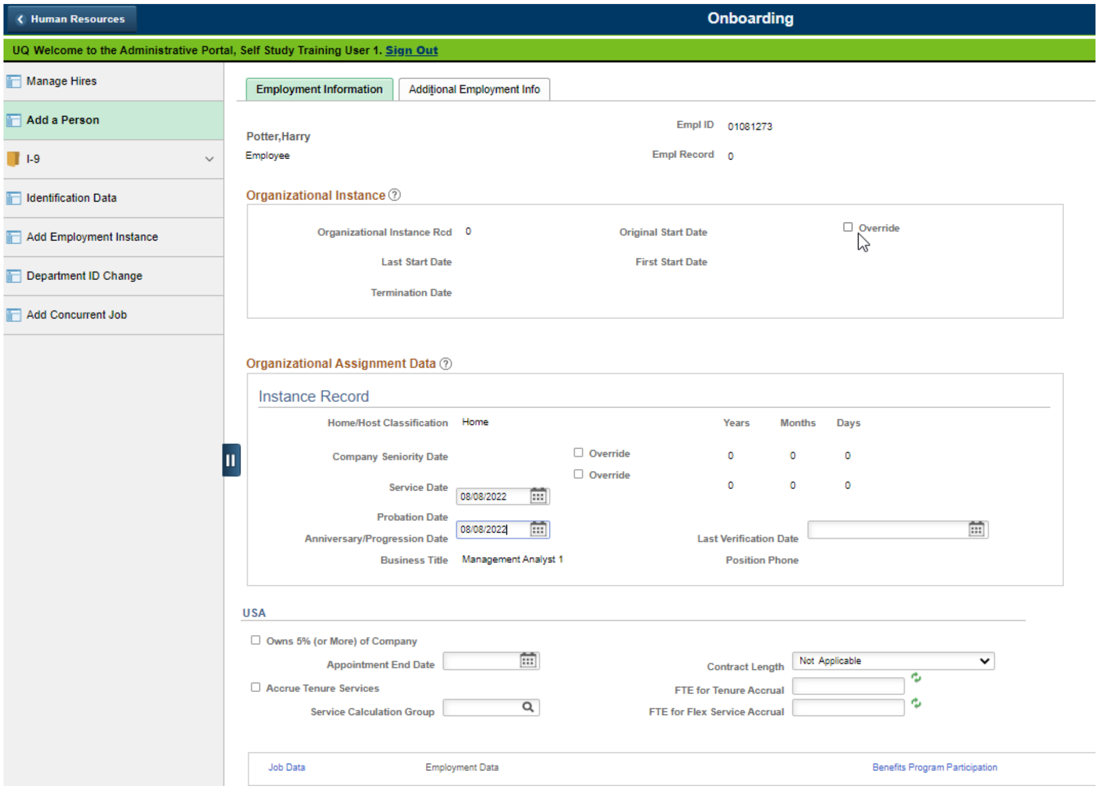


Field Name & Description	**Data**
1. Special Program • Leave this field blank or select the correct value. • If the employee is appointed as a workers´ compensation-related placement, select Workers´ Compensation. If the employee is filling an essential position, select Essential. Don’t select Not Available, which is for historical rows only.	Leave blank
2. Salary Authority • Select the code for the contract or plan that covers the terms and conditions of employment. • Data does *not* fill in from the position record. You have to review this field whenever you enter a position number.	MAP
3. Leave Authority • Select the appropriate value. The codes in the User Training database may be different from the real database. • This is the set of rules governing an employee’s eligibility for leave calculation, accrual, and usage.	MAPE Emp Eligible For Leave
4. Skip the Work Out of Class fields. Do *not* save or exit.	

Select the **Employment Data** component link, at the bottom of the page.

Employment Data

Employment Data is *not* effective-dated.

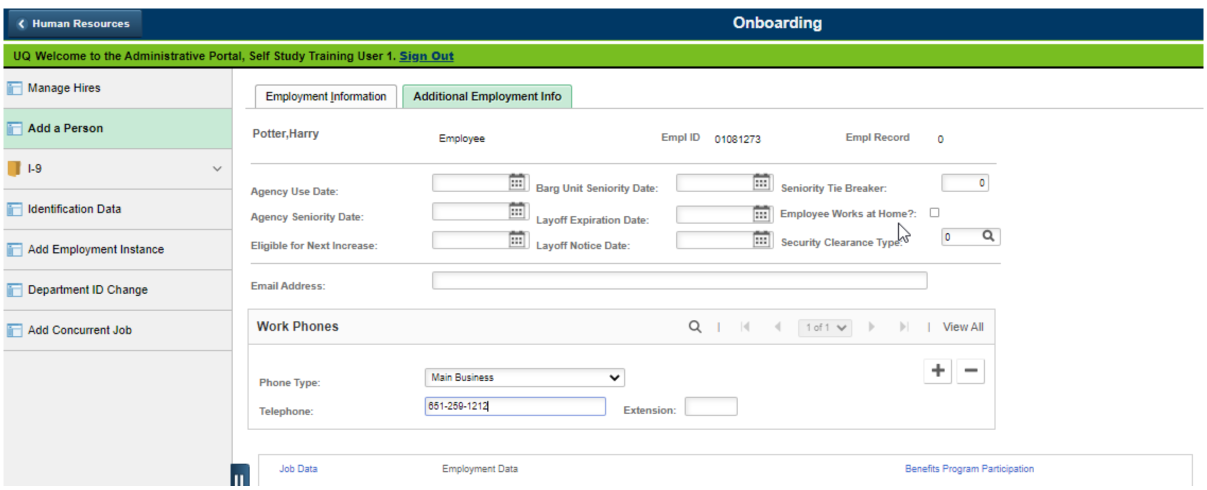


Field Name & Description	**Data**
1. Company Seniority Date • The date will display after the Hire record is saved. • This is the employee's state seniority date, which is the starting date of the employee's most recent *continuous* service at the state. If an employee *left state service* and is rehired, this is the date of the rehire. • This field is maintained manually by the user. The system default value is *not* necessarily correct. The user must fix the date in this field when adding a concurrent job or rehiring an employee who left state service. • The accuracy of this date ensures the accuracy of the Seniority Roster report.	Leave blank; will fill in after the record is completed

Field Name & Description	Data
2. Service Date • The effective date will display after the Hire record is saved. • This date is used by agencies for service awards. Agencies maintain this date according to their own service award policies.	Leave blank; will fill in after the record is completed
3. Probation Date • If the Empl Class is Probationary, enter the last day the employee is on probation.	For this example, enter a date six months in the future
4. Anniversary/Progression Date • If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction. • The anniversary or progression date is a *specific date* from which the Eligible for Next Increase date is calculated for all progression (also known as "step") increases. • Anniversary date (MMA, MAPE, etc.) and progression date (AFSCME) are basically the same thing – the date of the last hire, rehire, or promotion for salary purposes. Progression increases are granted on an annual or semi-annual basis as noted in contract, based on satisfactory performance. The Anniversary/Progression Date is maintained by the agency user, and must be changed if the employee gets a promotion or has a break in service. If there are multiple job records, and one of the records is in layoff status, consideration must be given to the layoff record when determining the Anniversary/Progression Date.	For this example, enter the effective date of the hire
5. Last Verification Date • Complete this field if your agency uses it. Agencies may define the date (if any) to enter. Examples: the most recent date the employee verified personal data; the most recent date when student worker eligibility was verified.	Leave blank
6. Owns 5% (or more) of the Company • Skip this check box.	

Field Name & Description	Data
7. Appointment End Date • Enter the last date the employee will be on the job, if applicable.	Leave blank
8. Contract Length • Accept the default value.	Not Applicable
9. Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual • Complete the fields if your agency tracks this data.	Leave blank

Select the **Additional Employment Info** page.



Field Name & Description	Data
1. Agency Use Date • Enter a date if it applies to the specific purpose set forth by your agency's policy.	Leave blank
2. Barg Unit Seniority Date • Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.	Leave blank

Field Name & Description	Data
3. Seniority Tie Breaker • Type a tie-breaking number for employees who have the same Job Code Seniority Date. Refer to the specific bargaining unit agreement for seniority tie-breaking rules. Work through *all* the tie-breaking steps and enter the number that reflects the order the employees should appear on the seniority roster. The number may not be the same seniority lot number referenced by the bargaining agreements. Refer to the specific bargaining unit's agreement for procedural information. • **Example**: Assume that the applicable bargaining agreement lists three steps to break the ties of employees with the same job code seniority (classification seniority): state seniority, then test scores, and then lot numbers. If three employees have the same job code seniority, determine who should be listed first, second and third on the seniority roster by applying *all* the tie-breaking steps. In the Seniority Tie Breaker field, enter **0** for the employee who should appear first on the seniority roster, enter **1** for the employee who should appear second, and enter **2** for the last employee. • This field is used by the Seniority Roster report program (HP6370) to determine the correct order for employees who have the same Job Code Seniority Dates.	Leave blank
4. Agency Seniority Date • Enter the date the employee started continuous employment with the current agency (example: Department of Transportation). • Use this field to track agency length of service as defined in collective bargaining agreements and salary plans. This field displays on the Seniority Roster Report (HP6370).	For this example, enter the effective date of the hire
5. Layoff Expiration Date • When processing a new hire, leave it blank.	Leave blank
6. Employee Works at Home? • If the employee works at home, select the check box.	Leave blank

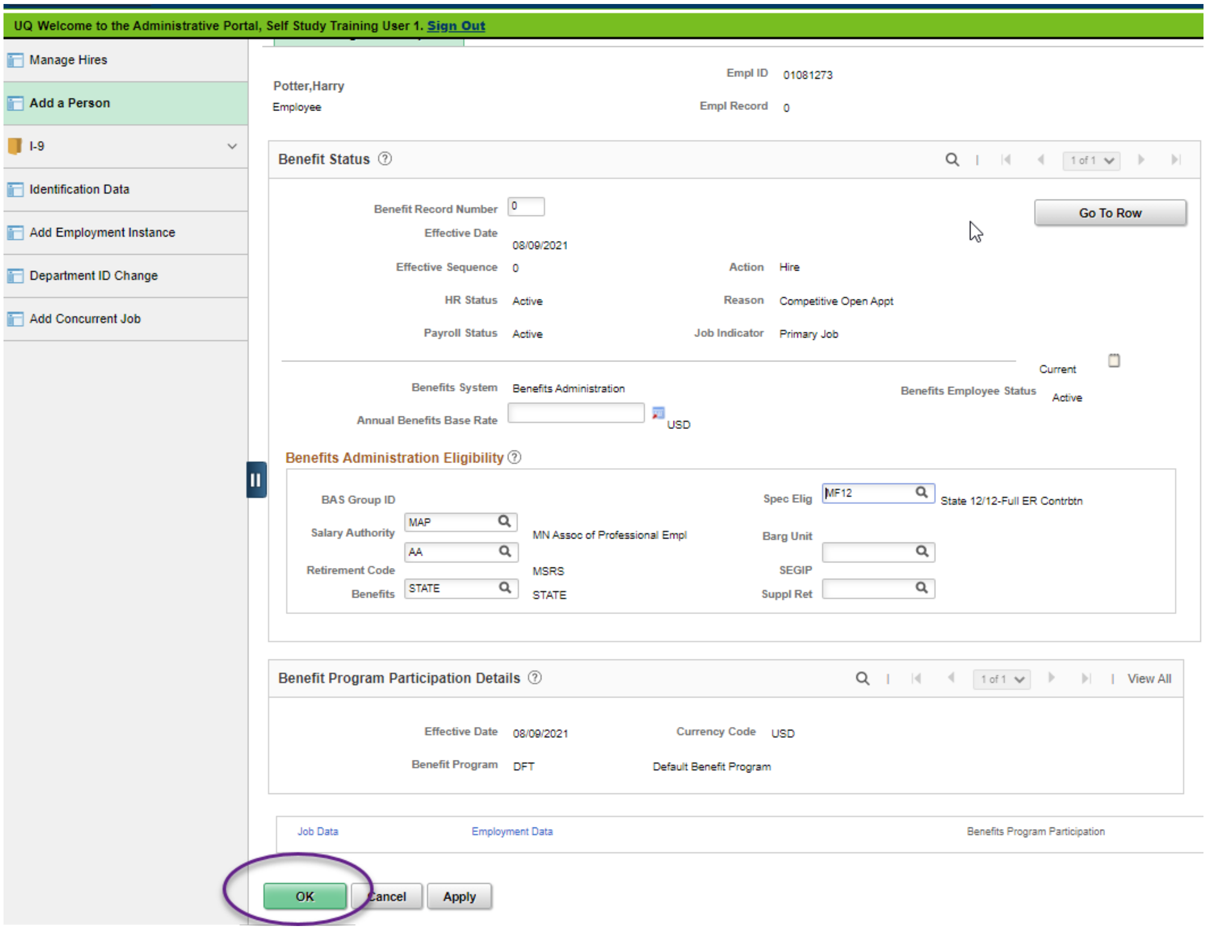
Field Name & Description	Data
7. Eligible for Next Increase • Enter the date the employee is eligible for an increase. • If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150).	For this example, enter a future date
8. Layoff Notice Date • Leave it blank when processing a new hire.	Leave blank
9. Security Clearance Type • For most employees, select 0 (Not Required). • Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee’s public data from view. Use this value when the employee’s employment with the state must be excluded from public knowledge.	0
10. Email Address • Enter the employee’s email address at work. • It’s important to enter the employee's email address and work phone number. SEGIP intends to use email as the primary means of contacting employees about insurance matters. Many union contracts require that employee work numbers be available and up-to-date.	haley.pham@state.mn.us
11. Phone Type • Select the down arrow and select Main Business. • Telephone numbers with phone type Main Business will be published on the State of Minnesota White Pages.	Main Business
12. Telephone • Enter the employee’s work telephone number.	651/222-1234
13. Extension • If necessary, enter the phone extension.	Leave blank

Do *not* save or exit. All components in the Hire process must be completed.

Select the **Benefits Program Participation** component link, at the bottom of the page.

Benefits Program Participation

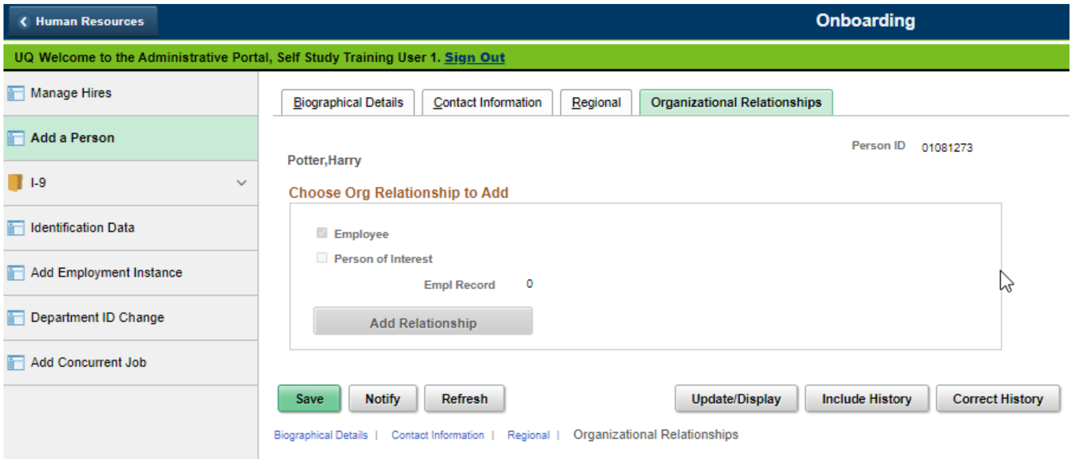
This component has only one page, **Benefit Program Participation**. Fields on this page are important for employee insurance processing.



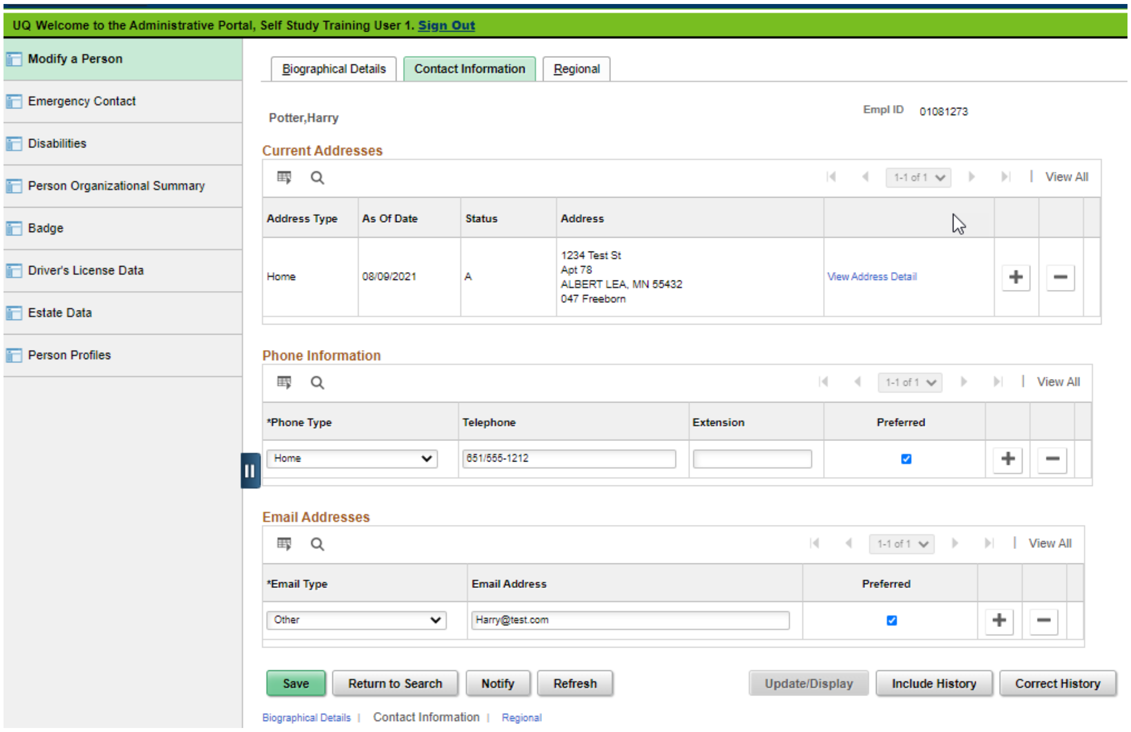
Field Name & Description	Data
1. Annual Benefits Base Rate • Accept the default. SEMA4 automatically updates this field for all agencies except Minnesota State. Minnesota State users review the field, and change the value in SCUPPS if it is incorrect. This field affects employee insurance eligibility.	Leave unchanged
2. Salary Authority • Review, and select the correct value if necessary. This field affects employee insurance eligibility.	MAP
3. Retirement Code • Select the appropriate retirement plan code. This field affects employee insurance eligibility.	AA

Field Name & Description	Data
4. Benefits • Accept STATE, for most employees. COUNTY applies to certain employees participating in their county benefit program. This field affects employee insurance eligibility.	STATE
5. Special Elig • Select the appropriate code. For definitions of the codes, check the *Special Eligibility Codes – Reference* which you printed from Help. This field affects employee insurance eligibility. Be careful to select the correct special eligibility code!	MF12
6. Skip SEGIP. • This field is for central benefits staff only.	Leave blank
7. Suppl Ret • If this is a Minnesota State employee eligible for supplemental retirement, select the look up button and choose the correct Benefit Plan. For all other employees, leave it blank.	Leave blank
8. Skip Elig Fld 8.	Leave blank
9. Effective Date, Benefit Program and Currency Code in the Benefits Program Participation group box • The information in these fields is maintained by central benefits staff and is updated by a batch job.	

Action	Result
1. Select **OK**. • If a warning displays, read the message and select **OK**. • If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field will turn red. Complete or fix the field before you save again. • The effective date fills into the **Company Seniority Date** and **Service Dates** fields on the Employment Information page. The **Override** check boxes next to these fields will be selected by default. *Keep these check boxes selected*. If you clear them, the date fields will disappear.	**Organizational Relationships** page displays again *Saved* displays briefly in the upper-right corner of the page



Action	Result
2. Look up the address to enter as the **Business address**; and find the email address to enter as the **Business email address**. The Business address and Business email address are used by the state Enterprise Learning Management (ELM) system to communicate with learners. To find this information: • Access the **Job Data** component for the employment record that has ”Primary Job” in the Job Indicator field on the Work Location page. Find the employee’s Location code on that page. For this walk-through, the Location is **G6706**. • Select the **Employment Data** link at the bottom of the page, and then select the **Additional Employment Info** page. Find the employee’s Email Address, and copy it or write it down. • The work address is displayed in the Location table. To find it, open a **New Window** and select **Main Menu** > **Set Up HCM** > **Foundation Tables** > **Organization** > **Location**. For this walk-through, look up Set ID **G67MN** and Location Code **G6706**.	Work address is found: 600 North Robert St, 3rd Floor St Paul, MN 55146-7120 123 Ramsey Work email address is found: haley.pham@state.mn.us
3. Select SEMA4 > Human Resources > Personal Data > Modify a Person. Find the employee that you hired, and select the **Contact Information** page.	**Contact Information** page displays



Action	Result
1. On the Contact Information page, add the business address and business email address you looked up. To do this: • In the Current Addresses section, select the plus sign button to add a new row, and select address type **Business**. Select the **Add Address Detail** link, enter the appropriate Effective Date, select the **Add Address** link, and enter the work address you looked up, or similar. Do *not* enter any private data, such as home address or other business address, when the address type is Business. • In the Email Addresses section, select the plus sign button to add a new row, and select email type **Business**. Enter the business email address. Do *not* enter any private data, such as home email address or other business email address, when the email type is Business. The business email address is used by the State Enterprise Learning Management (ELM) system to communicate with learners.	Business address: For this example, accept the displayed date. 600 North Robert St, 3rd Floor St Paul, MN 55146-7120 County 123 Business email: haley.pham@state.mn.us
2. Select a **Preferred** email.	

Action	Result
3. In addition, you may add a Business phone, and select a **Preferred** phone.	6512221234
4. Save the record. • If a warning message displays, select **OK**.	*Saved* displays.

To learn about the Disability page, complete the following steps in SEMA4 Help.

Action	Result
1. Select **Help**.	SEMA4 Help displays
2. To learn about the Disability page, select **Index**. In the Index, enter disability, select **Disability**, and select **Add/Update Disability Information - Steps**. • For this example, the employee does not have a disability. • Employees can enter disability data in Self Service.	Add/Update Disability Information - Steps display
3. Exit SEMA4 Help.	

SEMA4 Tips

Hire

When processing a hire, use the following tips to check your work.

- ✓ Enter the name in mixed case, not all uppercase nor all lowercase.
- ✓ For new hires and rehires, enter an email address with email type Other.
- ✓ Verify the Reason code.
- ✓ Make sure the Expected Job End Date is blank.
- ✓ Select the appropriate Holiday Schedule, if eligible for holidays.
- ✓ If the employee's pay is above minimum, enter a note.
- ✓ Select the appropriate Leave Authority.
- ✓ Be sure the probationary period is the correct length: not too short or long.
- ✓ Enter the effective date of the hire in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Enter an Appointment End Date, if the appointment is not unlimited.
- ✓ Be sure the Security Clearance Type field contains the appropriate value.
- ✓ Enter employee Email Address and work Telephone.
- ✓ Enter the correct Retirement Code.
- ✓ If an error message displays when you save the record, fix the conditions causing the error. Don't try to enter data that will "go around" the error.
- ✓ The following fields affect insurance eligibility. Be sure they are accurate.

Page	**Field Name**
Work Location	Action Reason
Job Information	Officer Code Regular/Temporary Full/Part
Job Labor	Bargaining Unit Union Code
Leave/WOC	Salary Authority
Benefit Program Participation	Annual Benefits Base Rate Retirement Code Benefits Special Elig Suppl Ret (for Minnesota State only)

- ✓ Add the Business address and Business email address to the Contact Information page of the Modify a Person component.

Process a Hire – Exercise

In this exercise, you will enter a new hire in SEMA4.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help

Directions

Your organization needs to hire Townsend Cole into a temporary unclassified position. You have already:

- Reviewed the relevant operating policy and procedure
- Checked the position record for accuracy
- Verified that this person is not already in the system
- Found the *Hire – Temporary Unclassified Appointment* check list
- Collected all information to be entered in SEMA4

The compensation is off-step. Keep these references handy, which you printed previously.

- Off-Step Rate Codes – Reference
- Special Eligibility Codes – Reference

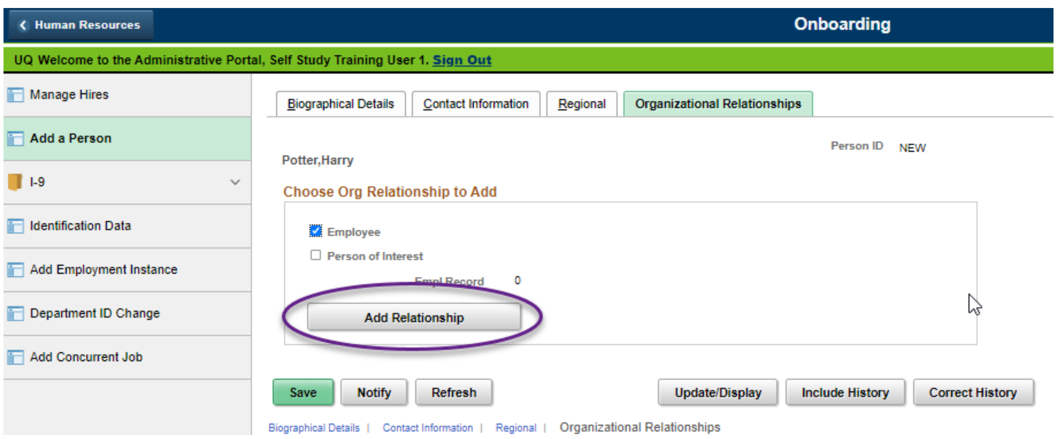
Sign in to the **User Training** database with your training user ID and password. Use the following information to process the hire.

Tips: Select **Add Relationship** rather than Save. Complete the entire process before exiting. Be sure you have uninterrupted time to enter the hire. Your SEMA4 session stays active while you're using the system, but if your session is inactive for 20 minutes, it may time out.

Field Name	Data
Effective Date	For this example, enter today's date
Add Name	Select the link
First Name	Townsend
Middle Name	R
Last Name	Cole

Field Name	Data
Date of Birth	9/10/1970
Leave Accrual Date	For this example, enter the next pay period begin date
Effective Date	Accept default
Gender	Unknown *The employee will enter this data in Self Service*.
Marital Status	Single
National ID (Social Security Number)	222-88-22 _ _ (substituting your two-digit code)
Primary ID	Accept default
Add Address Detail	Select the link
Effective Date	Accept default
Country	USA
Status	A
Add Address	Select the link
Address 1	200 Valleyview Ave
City (it's case-sensitive). Hint: select the look up button and look up **Has**	Hastings
State	MN
Postal	55033-3333
County (Hint: select the look up button)	Dakota
Phone Type	Home
Telephone	651/555-2222
Email Type	Other
Email Address	townsend.cole@xyz.com

Field Name	Data
Ethnic Group	Leave blank *The employee will enter this data in Self Service.*
Effective Date	Accept default
Citizenship (Proof 1)	Passport
Citizenship (Proof 2)	US SS card
Eligible to Work in U.S.	Yes
Military Status	Veteran (meets M.S. 197.447)



Field Name	Data
Employee	Select the check box
Add Relationship	Select the button
ID	Write down the 8-digit employee ID: _______________________________
Effective Date	For this example, enter the next pay period begin date
Action	Hire
Reason	TUN (Temporary Unclassified Appt)
Job Indicator	Primary Job

Field Name	Data
Position Number	00010234
Establishment ID	For this example, accept the displayed value
Reports To (view-only)	Accept the displayed Reports To position number
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view only)	Unclassified
Standard Hours (view-only)	40.00
FTE (view-only)	1.000000
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group	P06
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Step	Leave blank
Step Entry Date	Leave blank
Rate Code	OFFRNG Refer to the *Off-Step Rate Codes – Reference*
Comp Rate	19.25
Calculate Compensation	Select button
Compensation Rate (view-only)	19.25

Field Name	Data
Special Program	Leave blank
Salary Authority	NUE
Leave Authority	NM1
button that looks like a notebook	Select the button to access notepad
Add a New Note	Select the button
Subject	Pay
Note Text	Salary approved by Sally Moss
Save	Select the button to save the note
Job Data Page	Select the link to return to Job Data
Probation Date	Leave blank
Anniversary/Progression Date	For this example, enter the effective date of the hire
Appointment End Date	For this example, enter a date two years in the future
Barg Unit Seniority Date	Leave blank
Seniority Tie Breaker	Leave blank
Agency Seniority Date	For this example, enter the effective date of the hire
Security Clearance Type	0
Email Address	townsend.cole@state.mn.us
Phone Type	Main Business
Telephone	651/555-4444
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Spec Elig	MF12 Refer to the *Special Eligibility Codes – Reference*

Action	Result
1. Select **OK.** • If a warning displays, read the message and select **OK**. • If an error message displays, fix the data according to the message.	**Organizational Relationships** page displays again *Saved* displays briefly in the upper-right corner of the page
2. Refer to the Empl ID that you wrote down. Look up the Workforce Administration > Job Data > Work Location page, to find the employee's Location code.	H12M3
3. To access the Location table, open a New Window and select **Nav Bar**> **Set Up HCM** > **Foundation Tables** > **Organization** > **Location**. Search for set ID **H12MN** and location code **H12M3**. Write down the displayed address.	121 East 7th Place PO Box 64975 St Paul, MN 55164-0975 123 Ramsey
4. Select **SEMA4** > **Human Resources** > **Personal Data** > **Modify a Person**, and find this employee. Access the employee's **Contact Information** page. Add the **Business address** with the appropriate effective date, and the **Business email address**.	Business address: For this example, accept the displayed date. 121 East 7th Place PO Box 64975 St Paul, MN 55164-0975 County 123 Business email: townsend.cole@state.mn.us
5. Optionally, enter a Business phone number.	
6. Select a Preferred phone.	
7. Select a Preferred email.	
8. Save the record. • If a warning message displays, select **OK**.	*Saved* displays.

Review Questions

To review what you have learned, answer the following questions. If you need help, review the topic.

1. The system uses the email address of type Other to send new hires and rehires an email message, which explains how to complete the ______________________.

   a. Form I-9
   b. New Hire/Rehire Activity Guide
   c. Security badge form
   d. Direct Deposit form

2. When entering a new hire, when do you select **Save**?

   a. After completing the Biographical Details page
   b. After completing the Contact Information page
   c. After completing the Regional page
   d. After completing the Organizational Relationships page
   e. Don't select **Save**, because that will cause a Person of Interest type Unknown to be created. Instead, select **Add Relationship**.

3. When entering a new hire, what happens if you exit without completing all the pages?

   a. You can return to Job Data later to finish entering the information.
   b. A Person of Interest type Unknown is created.
   c. You will need to use the Add Employment Instance component to convert the POI type Unknown to an Employee.
   d. Both b and c.

4. On the Contact Information page, you enter the following data, which is used by the Enterprise Learning Management (ELM) system to communicate with learners.

   a. Business address
   b. Birth date
   c. Business email address
   d. Both a and c.

5. To enter a future-dated hire, what must you do?

   a. Enter today's date in the Effective Date fields of both Personal Data and Job Data.
   b. Enter the future date in the Effective Date fields of both Personal Data and Job Data.
   c. Enter today's date in the Effective Date fields of Personal Data, and enter the future date in the Effective Date field of Job Data.
   d. Cannot be done, because Personal Data does not accept a future-dated Effective Date.

6. Where can you find lightning-quick hints about action and reason codes?
   a. Contracts and Plans
   b. Employee Maintenance Learning Guide
   c. SEMA4 Help
   d. US Dept of Labor website

7. Why would you have two Effective Sequence numbers for the same Effective Date?
   a. The employee’s birthday occurred on the same day as the transaction
   b. Two transactions for the same employee were required with the same effective date
   c. The employee starts employment on the first day of the fiscal year
   d. The employee has two EmplIDs

8. In what situations do you enter a date in the Anniversary/Progression Date field?
   a. Only when the employee is hired
   b. When the employee is transferred or hired
   c. Every annual anniversary of the employee’s hire
   d. When the employee is hired, rehired, or promoted for salary purposes

9. In what case will you need to enter a date in the Appointment End Date field?
   a. The position is administered under the Commissioner’s plan
   b. The rate calculation is off-step
   c. The position is a limited appointment
   d. The position is not specifically funded by the legislature

10. Which of the following is an allowed reason to select the value 0 (Secret) in the Security Clearance Type field?
   a. The employee is appointed by the Governor
   b. The employee holds a limited appointment
   c. There is a legal or business reason to exclude the employee’s public data from view
   d. The employee holds a joint position with the federal government

11. Which page do you complete if you need to record that the employee has a disability?
   a. Identification
   b. Disability
   c. Additional Employment Data
   d. Personal Data

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. The system uses the email address of type Other to send new hires and rehires an email message, which explains how to complete the ______________________.

   b. New Hire/Rehire Activity Guide

2. When entering a new hire, when do you select **Save**?

   e. Don't select **Save**, because that will cause a Person of Interest type Unknown to be created. Instead, select **Add Relationship**.

3. When entering a new hire, what happens if you exit without completing all the pages?

   d. Both b and c.

4. On the Contact Information page, you enter the following data, which is used by the Enterprise Learning Management (ELM) system to communicate with learners.

   d. Both a and c.

5. To enter a future-dated hire, what must you do?

   c. Enter today's date in the Effective Date fields of Personal Data, and enter the future date in the Effective Date field of Job Data.

6. Where can you find lightning-quick hints about action and reason codes?

   c. SEMA4 Help

7. Why would you have two Effective Sequence numbers for the same Effective Date?

   b. Two transactions for the same employee were required with the same effective date

8. In what situations do you enter a date in the Anniversary/Progression Date field?

   d. When the employee is hired, rehired, or promoted for salary purposes

9. In what case will you need to enter a date in the Appointment End Date field?

   c. The position is a limited appointment

10. Which of the following is an allowed reason to select the value 'Secret' in the Security Clearance Type field?

    c. There is a legal or business reason to exclude the employee's public data from view

11. Which page do you complete if you need to record that the employee has a disability?

    b. Disability

Pull out these pieces from this topic:

- *Things to Consider Before You Begin the Hire Process*, at the beginning of the Hire topic
- *SEMA4 Tips*, located before the Exercise in the Hire topic

Whenever you need to hire an employee, refer to *Things to Consider Before You Begin the Hire Process*. After entering the hire, check your work using *SEMA4 Tips*.

In this topic, you learned how to hire an employee, new to SEMA4, who did *not* apply in Recruiting Solutions.

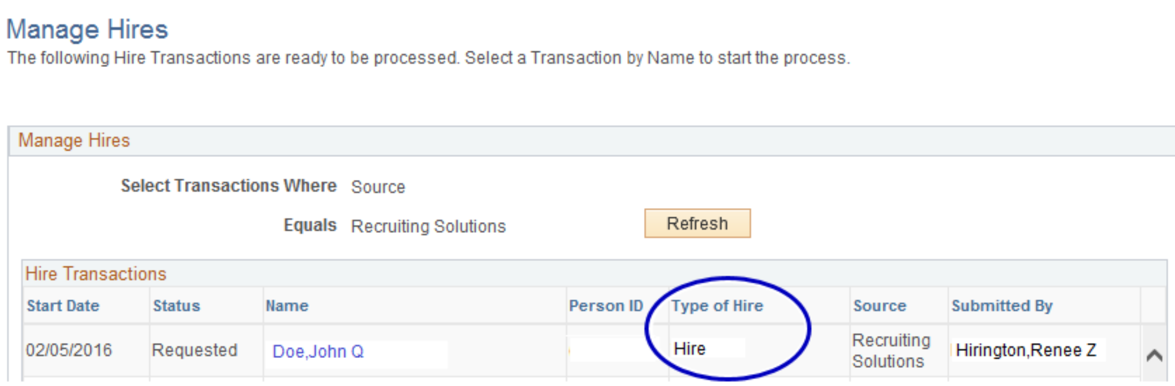
The next topic, *Manage Hires*, will introduce how to process appointments for individuals who applied in Recruiting Solutions.

Continue to the next topic, *Manage Hires*.

To process an appointment from Recruiting Solutions, you use **Manage Hires** in SEMA4, rather than Add a Person or Job Data.

Manage Hires is the “bridge” that brings information from Recruiting Solutions to Personal Information and Job Data in SEMA4. Manage Hires brings the selected candidate’s data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer.

The path to Manage Hires is SEMA4 > Human Resources > Onboarding > Manage Hires. The following example shows a transaction with type of hire “Hire.”



Once you have accessed Manage Hires and selected the record to process, the rest of the pages are the same pages you used in the Hire topic.

If the candidate has entered all uppercase, all lowercase, or punctuation in the Recruiting Solutions name fields, fix the name when you process the hire in SEMA4. Example: Change JOHN Q. DOE to John Q Doe

Manage Hires Resources

Information about Manage Hires is on the HR Toolbox. To learn how to use Manage Hires, visit https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp and study these materials:

- Manage Hires (WebEx recording) *or* Manage Hires PowerPoint
- Manage Hires Instructions *or* Manage Hires - Quick Start
- Form I-9 and Reports

Access SEMA4 Help

Find the Manage Hires step-by-step instructions in SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Select **Index** and type "manage hires"	Index displays
3. Select **Manage Hires**.	
4. Select **Manage Hires – Steps**.	Manage Hires – Steps displays
5. Notice that the Manage Hires component has two pages: • Manage Hires • Manage Hires Detail	
6. Based on the Type of Hire field, there are four sets of instructions. Take a look at these instructions. • Hire • Rehire • Add Concurrent Job • Transfer	
7. Scroll down to **Transfer using Manage Hires**.	Transfer using Manage Hires displays
8. Notice that In Recruiting Solutions and Manage Hires, a transfer refers to any appointment of a current employee (Examples: Promotion, Demotion, Transfer, Movement).	
9. Exit SEMA4 Help.	

Review Questions

To review, answer the following questions.

1. To process an appointment from Recruiting Solutions, you use ___________ in SEMA4.
    a. Modify a Person
    b. Job Data
    c. Manage Hires
    d. Add Employment Instance

2. To access Manage Hires, select _________________.
    a. Workforce Development > Job Information > Manage Hires
    b. Workforce Administration > Personal Information > Manage Hires
    c. Workforce Development > Personal Information > Manage Hires
    d. Workforce Administration > Job Information > Manage Hires

3. In Manage Hires, what are the four types of hire?
    a. Hire, Rehire, Add Concurrent Job, Transfer
    b. Hire, Rehire, Add Concurrent Job, Movement
    c. Hire, Rehire, Position Change, Transfer
    d. Hire, Rehire, Position Change, Movement

4. In Manage Hires, type of hire "Transfer" describes an appointment with SEMA4 action:
    a. Promotion
    b. Demotion
    c. Transfer
    d. Movement
    e. Any of these

5. Once you have completed the Manage Hires Detail page, the rest of the pages are ____.
    a. Already completely filled in with data
    b. The same as those in Add a Person or Job Data
    c. Unlike those in Add a Person or Job Data
    d. Optional

6. SEMA4 uses the email address with email type ______ to send the new hire or rehire an email message about the *New Hire/Rehire Activity Guide* in Self Service.
    a. Business
    b. Home
    c. Work
    d. Other

Review Answers

Check your answers to the review questions.

1. To process an appointment from Recruiting Solutions, you use ___________ in SEMA4.

    c. Manage Hires

2. To access Manage Hires, select _________________.

    b. Workforce Administration > Personal Information > Manage Hires

3. In Manage Hires, what are the four types of hire?

    a. Hire, Rehire, Add Concurrent Job, Transfer

4. In Manage Hires, type of hire “Transfer” describes an appointment with SEMA4 action:

    e. Any of these

5. Once you have completed the Manage Hires Detail page, the rest of the pages are ____.

    b. The same as those in Add a Person or Job Data

6. SEMA4 uses the email address with email type ______ to send the new hire or rehire an email message about the *New Hire/Rehire Activity Guide* in Self Service.

    d. Other

You have completed Section A of Employee Maintenance!
Continue on to additional section(s) of the learning guide.