

## Section B Contents

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This is Section B of *Employee Maintenance*. Complete Section A before starting this section.

### Section B

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

To request a reasonable accommodation and/or alternative format of this document, contact the Statewide Administrative Systems Help Line at (651) 201-8100 or [accessibility.mmb@state.mn.us](mailto:accessibility.mmb@state.mn.us).

# Viewing Statewide Data and Processing an Employee Department ID Change

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## Search by National ID

Before processing some transactions, you need to find out whether the individual already has a record in SEMA4. Many people have similar names. To find out if the individual has a record in the system, use the Search by National ID component. If you know the Social Security Number (a.k.a. National ID), this component will show you the employee ID.

## Job Data Statewide

If you have access to the Job Data Statewide component, you can view (but not change) employee job information in all agencies and departments. Look for this data before processing transactions in SEMA4. For example, you may need to find out if the individual is already working at the State, and their department, job code, and empl class.

## Department ID Change

If you're not using Manage Hires, and you need to move an employee to your department, and the employee's current department ID is *not* a department to which you have security clearance, then you must process a department ID change before entering a transaction. This feature is used for rehires, movements, promotions, demotions and transfers. By processing a department ID change, you gain access to the employee's record. After the new transaction becomes current, all history for the employee transfers to the hiring agency. If you use Manage Hires, you don't need to process a department ID change.

## Access SEMA4 Help

Complete the following steps to view SEMA4 Help for accessing the Search by National ID and Job Data Statewide components, and for processing a Department ID change.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Select the <b>Index</b> .	The index displays
3. Enter <b>employee ID</b> .	The index scrolls to your selection
4. Select <b>employee ID</b> .	A pop-up box displays


Action	Result
5. Select <b>Search for a Person ID - Steps</b> .	The Search for a Person ID - Steps page displays
6. Read the steps. <ul style="list-style-type: none"> <li>• These steps tell you how to find a person ID, given the Social Security Number.</li> </ul>	
7. In the Index, enter <b>job data statewide</b> .	
8. Select <b>job data statewide</b> .	The View an Employee's Data Statewide - Steps page displays
9. Read the steps. <ul style="list-style-type: none"> <li>• These steps tell you how to look up view-only job data on a statewide basis.</li> </ul>	
10. In the Index, enter <b>employee department</b> .	
11. Select <b>employee department ID change</b> .	A pop-up box displays
12. Select <b>Process a Department ID Change – Steps</b> .	The Process a Department ID Change - Steps page displays
13. Read the steps. <ul style="list-style-type: none"> <li>• These steps tell you how to process a department ID change. If you're <i>not</i> using Manage Hires, follow these steps before processing other transactions (such as rehire, movement, promotion, demotion or transfer) if you don't have security clearance to the employee's current department.</li> </ul>	
14. Exit SEMA4 Help.	

## Search by National ID – Walk-through

In this walk-through, you will find out if Antwaan Anderson already has a record in SEMA4, by looking up his Social Security Number.

### Search by National ID

National ID  Person Organization Summary

\*Search in  

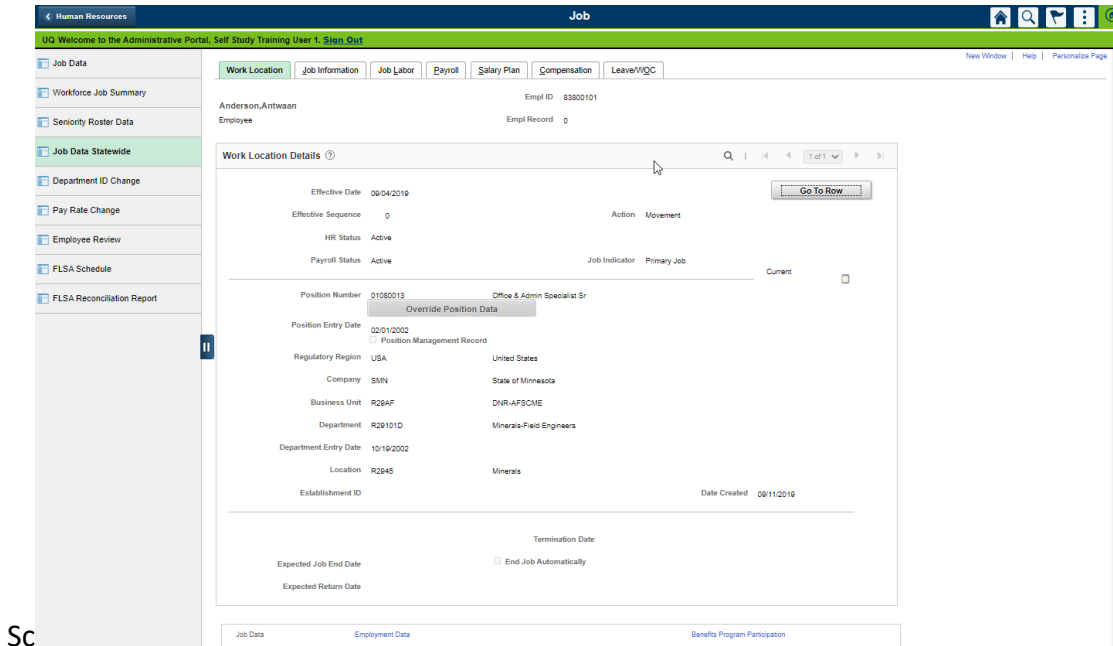
Lookup by National ID				
National ID	Empl ID	Name	Country	National ID Type
202-21-3001	83800101	Anderson, Antwaan	United States	Social Security Number

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Workforce Administration > Personal Information > Biographical > Search by National ID.	The <b>Search by National ID</b> page displays
3. In the <b>National ID</b> field, enter Antwaan’s Social Security Number, 202213001.	
4. In the <b>Search in</b> field, accept the default.	Employees/Contingents/POI
5. Select the round button with arrows on it (next to the <b>Search in</b> drop-down box). <ul style="list-style-type: none"> <li>If the record is <i>not</i> found, the person does not have an employee ID in SEMA4, and must be processed as a new hire.</li> <li>If the page shows an employee record, the appointment cannot be processed as a hire. It must be processed as a rehire or a concurrent job.</li> <li>If you are certain the employee has had previous State service, and the record is not found, verify that you entered the Social Security Number correctly, and verify that the employee has given you the correct number.</li> </ul>	The search results display below in the Lookup by NID grid
6. Write down Antwaan’s EmplID.	EmplID _____

## View Job Data Statewide – Walk-through

In this walk-through, you will view Job Data Statewide to see which department Antwaan Anderson is in.

Using this view-only component, you can find job data for an employee in any agency or department.



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Action	Result
1. In the <b>User Training</b> database, select Workforce Administration > Job Information > Job Data Statewide.	The Job Data Statewide search page displays
2. In the <b>EmplID</b> field, enter 83800101 and select <b>Search</b> . <ul style="list-style-type: none"> <li>Look at the Work Location page, and notice that it is view-only.</li> </ul>	<b>Work Location</b> page displays
3. If you want to see all rows of data, select <b>Include History</b> .	All effective-dated rows are available
4. Select <b>Home</b> .	Main Menu displays

## Change a Department ID – Walk-through

In this walk-through, Antwaan Anderson is transferring to your agency, the Department of Health, from the Department of Natural Resources.

You have already verified that he has a record in SEMA4. The record is in a department ID to which you don't have security clearance. If you're not using Manage Hires, then you need to process a department ID change before processing the transfer.

The screenshot shows the 'Department ID Change' search results for employee Anderson, Antwaan. The 'Employee Dept ID change' checkbox is highlighted with a red circle. The search results display the following information:

- Employee:** Anderson, Antwaan
- Empl ID:** 83800101
- Empl Record:** 0
- Effective Date:** 09/04/2019
- Effective Sequence:** 0
- Job Indicator:** Primary Job
- Reason:** Competitive Open Appt
- Compensation Rate:** 18.100000
- Dept ID:** R20101D
- Minerals-Field Engineers**
- Unit:** R20AF DNR-AFSCME
- Job Title:** Office & Admin Specialist Sr
- Job Code:** 003629
- Barg Unit:** 206
- Address 1:** 500 Lafayette Rd
- Address 2:** Box 45
- City:** St Paul
- State:** MN
- Zip:** 55155-4045
- Work Phone:** 612/555-9739
- Original Start Date:** 01/07/1998

Action	Result
1. In the User Training database, select SEMA4 > Human Resources > Job > Department ID Change.	The Department ID Change search page displays
2. If a search page displays, in the <b>EmplID</b> field, enter 83800101 and select <b>Search</b> . <ul style="list-style-type: none"> <li>Include History and Correct History is <i>not</i> available when changing a department ID.</li> </ul>	<b>Department ID Change</b> page displays
3. Select the <b>Employee Dept ID change</b> check box.	Check box selected
4. Select <b>Save</b> .	<b>Work Location</b> page displays

Human Resources Job

UQ Welcome to the Administrative Portal, Self Study Training User 1, Sign Out

Job Data Workforce Job Summary Seniority Roster Data Job Data Statewide Department ID Change Pay Rate Change Employee Review FLSA Schedule FLSA Reconciliation Report

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave /WOC

Anderson,Antwaan Empl ID 83800101  
Employee Empl Record 0

Work Location Details

\*Effective Date 09/04/2019  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

\*Action Movement  
Reason COM  
\*Job Indicator Primary Job

Go To Row + -

Position Number 01080013 Office & Admin Specialist Sr  
Override Position Data

Position Entry Date 02/01/2002  
Position Management Record

Regulatory Region USA United States  
Company SMN State of Minnesota  
Business Unit R204F DNR-AFSCME  
Department R20101D Minerals-Field Engineers  
Department Entry Date 10/19/2002  
Location R2045 Minerals  
Establishment ID

Date Created 09/11/2019

Expected Job End Date

Job Data Employment Data Benefits Program Participation

Action	Result
1. You now have access to the record. Select the plus sign button, to add a row.	A new row displays
2. At this point, you could continue with the transaction. <b>For this walk-through, however, don't enter anything.</b> <ul style="list-style-type: none"> <li>You would enter the effective date, action, reason code, new position number, and other fields as specified on the appropriate Check List in SEMA4 Help. Transactions are described in other topics of the Employee Maintenance learning guide, so we will stop here.</li> <li>The effective date for this transaction <i>must</i> be after the effective date on any other rows for the employee. If not, exit the page and notify the employee's current department. The authorized contact in the current department must delete all future-dated records beyond the transaction effective date.</li> </ul>	
3. Select <b>Home</b> . Select <b>Cancel</b> .	Main Menu displays

After the new transaction (such as a movement, transfer, rehire, promotion, or demotion) becomes current, all history for the employee goes to the hiring agency.

## Search by National ID – Exercise

In this exercise, you will find out if someone already has a record in SEMA4, by using Search by National ID and Job Data Statewide.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in this self-study guide
- SEMA4 Help

### Directions

To find out if Eddie Moore has a record in SEMA4:

1. Search by National ID using Social Security Number 575-90-2300. The path is Workforce Administration > Personal Information > Biographical > Search by National ID.
2. Write down the employee ID: \_\_\_\_\_
3. Using this employee ID, view Job Data Statewide.



## Review Questions

To review what you have learned, answer the following questions.

1. Which path would you use to find out if an individual has a record in SEMA4, given the Social Security Number?
  - a. Workforce Administration > Personal Information > Biographical > Social Security Number
  - b. Workforce Administration > Personal Information > Biographical > Search by National ID
  - c. Workforce Administration > Personal Information > Biographical > Job Data
  - d. Workforce Administration > Personal Information > Biographical > Personal Data
2. Which path would you use to look up the job data of an employee who is in a department for which you do not have security clearance?
  - a. Workforce Administration > Job Information > Employment Data
  - b. Workforce Administration > Job Information > Job Data
  - c. Workforce Administration > Job Information > Personal Data
  - d. Workforce Administration > Job Information > Job Data Statewide
3. You need to process a promotion for an employee who is currently in a department or agency to which you do not have security clearance, and you're not using Manage Hires. To gain access to the record, select:
  - a. Workforce Administration > Job Information > Department ID Change
  - b. Workforce Administration > Job Information > Job Data Statewide
  - c. Workforce Administration > Job Information > Search by National ID
  - d. Workforce Administration > Job Information > Job Data
4. When processing a department ID change, the Work Location page will display when you \_\_\_\_\_.
  - a. Select the Work Location change check box and save
  - b. Select the Employee Dept ID change check box and save
  - c. Select the plus sign button, to add a row
  - d. Enter a new position number
5. If you use Manage Hires, do you need to process a department ID change?
  - a. Yes
  - b. No

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. Which path would you use to find out if an individual has a record in SEMA4, given the Social Security Number?
  - b. Workforce Administration > Personal Information > Biographical > Search by National ID
2. Which path would you use to look up the job data of an employee who is in a department for which you do not have security clearance?
  - d. Workforce Administration > Job Information > Job Data Statewide
3. You need to process a promotion for an employee who is currently in a department or agency to which you do not have security clearance, and you're not using Manage Hires. To gain access to the record, select:
  - a. Workforce Administration > Job Information > Department ID Change
4. When processing a department ID change, the Work Location page will display when you \_\_\_\_\_.
  - b. Select the Employee Dept ID change check box and save
5. If you use Manage Hires, do you need to process a department ID change?
  - b. No

Continue to the next topic, *Concurrent Jobs*.

## Introduction

A concurrent job is a job appointment that exists in addition to, and *at the same time* as, another job(s). State employees can hold multiple concurrent jobs. Here are two situations in which you process a concurrent job:

1. An employee accepts another job working for the state. For example, the employee currently works part-time and accepts another part-time position.
2. An employee's status needs to be maintained in the previous job code. Examples:
  - Employee goes on leave from classified service, to accept an unclassified position.
  - Employee remains in layoff status on one record, while working in another record.
  - Employee takes a mobility assignment.

To add a concurrent job for an employee who applied in Recruiting Solutions, you use the **Manage Hires** component. To add a concurrent job for an employee who did *not* apply in Recruiting Solutions, you use the **Add Concurrent Job** component. Add Concurrent Job is covered in this topic. Manage Hires is reviewed at the end of Section B.

## Contact Other Agencies

Before adding a concurrent job, contact the other agency(ies) to determine the employee's benefit eligibility and primary job. An employee must have exactly one **primary job**. The primary job determines insurance eligibility and level of employer contribution. The primary job is recorded in the **Job Indicator** field on the Work Location page. The **Special Elig** field on the Benefit Program Participation page indicates the employee's insurance eligibility. All records for the employee may need to be updated.

## Employment Record Number

When you add a concurrent job in SEMA4, you are adding an employment record for the employee. Each employment record is identified by an Empl Record number. When a person is originally hired, the Empl Record number is 0, and all position, pay rate and job-related changes display on effective-dated rows of Empl Record number 0.

If the employee is appointed to another job which will run *concurrently* with the other job, the concurrent job is Empl Record number 1. An employee can have several Empl Record numbers. Empl Record displays at the top of each page.

The screenshot shows the SEMA4 Job page for Jane Anne Doe. The page has a navigation bar with 'Human Resources' and 'Job'. Below the navigation bar is a green banner with the text 'UQ Welcome to the Administrative Portal, Self Study Training User 1. Sign Out'. The main content area has a left sidebar with 'Job Data' and 'Workforce Job Summary'. The main content area has a top navigation bar with 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Leave /WQC'. The main content area displays the employee's name 'Doe, Jane Anne' and 'Employee'. The 'Empl ID' is '01080004' and the 'Empl Record' is '0', which is circled in purple. Below the main content area is a 'Work Location Details (?)' section.

Select the appropriate action (Data Change, Demotion, Mobility, Movement, Pay Rate Change, Position Change, Promotion, Rehire, Transfer) for the concurrent job. Check the Glossary in SEMA4 Help for definitions of the actions.

### **Biographical Details**

Because an employee only has one set of personal information, the Biographical pages remain the same when you add a concurrent job. If you need to update personal information, you can do so after saving the concurrent job.

## **Things to Consider Before You Enter Data**

### **Concurrent Job**

To save time and improve accuracy, consider these items *before* adding a concurrent job in SEMA4.

- Situations where you would add a concurrent job:
  - Unclassified service leave and temporary unclassified appointment
  - Employee remains in layoff in another record
  - Employee works two different jobs, such as two part-time jobs
  - Mobility
- Choose the appropriate action and reason code. Refer to the Glossary or Check Lists in SEMA4 Help and choose an appropriate action, such as Movement, Transfer, Promotion, Demotion, or Mobility.
- Check the position record to make sure the information is correct, especially: Job Code, Status, Department, Location, Position Status, Title, Seniority Unit, Reg/Temp, Standard Hours, Classified Indicator, FTE, Not To Exceed Date, and Position Funding.
- Before adding a concurrent job, contact the other agency(ies) to determine the employee's benefit eligibility and primary job. An employee must have exactly one primary job. The primary job determines insurance eligibility and level of employer contribution. The primary job is recorded in the Job Indicator field on the Work Location page. The Special Elig field on the Benefit Program Participation page indicates the employee's insurance eligibility. All records for the employee may need to be updated.
- If you change personal data and the employee is with another agency, you should inform the other agency.
- Compare the permanent class pay with the pay rate on the concurrent job record to make sure the correct rate is given. Determine whether the concurrent job is a promotion, demotion, or transfer, for salary purposes.
- If the transaction is mobility, review Administrative Procedure 1.1, Employee Mobility. Employees who take mobility assignments must remain in the same job class as their permanent job.

## Access SEMA4 Help

Complete the following steps to find help for adding a concurrent job.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>HR/Payroll Functions</b> , and then select <b>Employee Maintenance</b> . Select <b>Processes, Tasks, &amp; Steps</b> , and then select <b>Adding a Concurrent Job</b> .	The Adding a Concurrent Job - Tasks page opens
3. Select <b>Add a Concurrent Job</b> . <ul style="list-style-type: none"><li>• Read the steps.</li></ul>	The Add a Concurrent Job - Steps page displays
4. Select <b>To view step-by-step instructions for entering this information, select here</b> . <ul style="list-style-type: none"><li>• Look at the steps, which are similar to processing a hire, except the action is <i>not</i> Hire.</li></ul>	The Add/Update an Effective-Dated row and Select an Action and Reason Code (Work Location) - Steps page displays
5. Scroll down and select <b>To view step-by-step instructions for the next page, select here</b> . <ul style="list-style-type: none"><li>• Look at the steps.</li><li>• You will find this link on all pages of steps to add a concurrent job.</li></ul>	The Add/Update Employment Class and Standard Hours (Job Information - Job Data) - Steps page displays

## Find Check List

When you add a concurrent job, you will need to select an action and reason code. Complete the following steps to find the check list in Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. In the next walk-through, an employee in a status appointment will be adding a concurrent job which is a non-status appointment, so select <b>Movement</b> .	Movement - Reason Codes display
4. Scroll down and select <b>Temporary Unclassified Appointment</b> . <ul style="list-style-type: none"><li>• Read the check list.</li></ul>	Movement - Temporary Unclassified Appointment - Check List displays
5. Scroll down to the bottom of the check list. Select <b>WHOA! Better Check These Critical Fields Before Saving This Transaction</b> . Notice the required values for certain fields: <ul style="list-style-type: none"><li>• Regular/Temporary</li><li>• Classified Indc</li><li>• Empl Class</li><li>• Appointment End Date</li></ul>	Critical fields and required values are listed
6. Exit SEMA4 Help.	

## Process a Concurrent Job – Walk-through

In this walk-through, you will add a concurrent job.

Eddie Moore was hired into an unlimited classified position at the Department of Transportation, from which he is taking an unclassified leave of absence to accept a temporary unclassified position in a different job classification.

Assume that Eddie's current department has already put him on unclassified leave. You will add a concurrent job. You have reviewed Eddie's new position record, and it does not require changes. You have looked up Eddie's employee ID and determined his benefit eligibility. In this case, you will select Primary Job for the active appointment. The appointment in leave status is secondary.

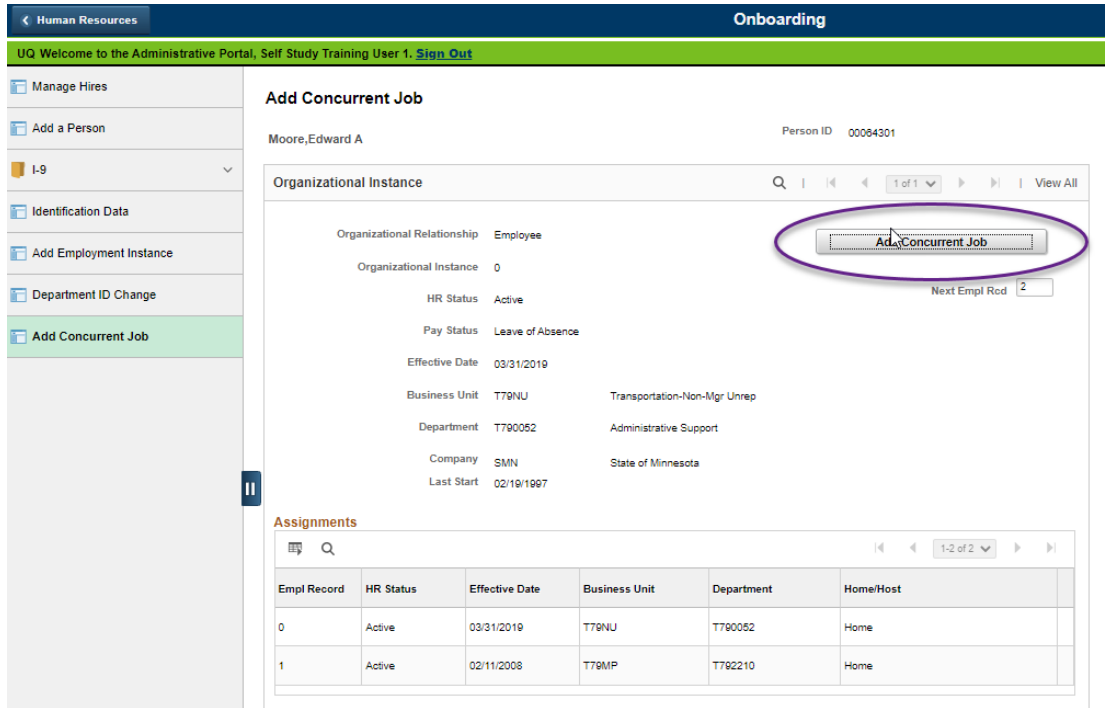
The action is **Movement** because the employee's original job and concurrent job are one of the following:

- A *non-status* appointment (such as emergency, temporary, or limited) and a *status* appointment (permanent or probationary), *or*
- A *status* appointment and a *non-status* appointment, *or*
- A *non-status* appointment and another *non-status* appointment

Keep this reference handy: *Special Eligibility Codes – Reference*.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select SEMA4 > Human Resources > Onboarding > Add Concurrent Job	Add Concurrent Job search page displays
3. In the <b>EmplID</b> field, enter 000643__ (substituting your two-digit code for the blanks) and select <b>Search</b> .	The <b>Add Concurrent Job</b> page displays

Continue on the **Add Concurrent Job** page.



Action	Result
4. Look at the <b>Next Empl_Rcd</b> number. <ul style="list-style-type: none"> <li>This is for the employment record you are adding.</li> </ul>	The Next Empl Rcd is greater than 0
5. Select the <b>Add Concurrent Job</b> button.	A warning displays, telling you that adding a concurrent job may affect an employee's eligibility for benefits
6. Read the warning messages and select <b>OK</b> on each one.	<b>Work Location</b> page displays

The steps for adding a concurrent job are similar to the steps for processing a hire. Abbreviated steps will be shown below. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need more detail and field definitions.



Continue on the **Work Location** page.

The screenshot shows the 'Work Location Details' page in the Onboarding system. The employee is Moore, Edward A. (Empl ID: 00084301). The page is divided into several sections:
 

- Navigation:** A sidebar on the left includes 'Manage Hires', 'Add a Person', 'I-9', 'Identification Data', 'Add Employment Instance', 'Department ID Change', and 'Add Concurrent Job'.
- Tabs:** At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Leave / WQC'.
- Employee Info:** Displays 'Moore, Edward A.' and 'Employee'.
- Work Location Details:**
  - \*Effective Date: 08/12/2021
  - Effective Sequence: 0
  - HR Status: Active
  - Payroll Status: Active
  - \*Action: Movement
  - Reason: [Searchable]
  - \*Job Indicator: [Dropdown]
  - Buttons: 'Calculate Status and Dates', 'Go To Row', 'Override Position Data'
  - Position Number: [Searchable]
  - Position Entry Date: [Calendar]
  - Regulatory Region: USA (United States)
  - Company: SMN (State of Minnesota)
  - \*Business Unit: G24MN
  - \*Department: [Searchable]
  - Department Entry Date: [Calendar]
  - \*Location: [Searchable]
  - Establishment ID: [Searchable]
  - Date Created: 08/12/2021
  - Expected Job End Date: [Calendar]
- Footer:** Links for 'Job Data', 'Employment Data', and 'Benefits Program Participation'.

Field Name	Data
<p>1. Effective Date</p> <ul style="list-style-type: none"> <li>This is the first day of the concurrent job.</li> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	03/31/____ this year
<p>2. Action</p> <ul style="list-style-type: none"> <li>Select an action.</li> <li>The actions to use for adding a concurrent job depend on the situation. For help in selecting an action, see the Check Lists in SEMA4 Help.</li> </ul>	Movement
<p>3. Reason</p> <ul style="list-style-type: none"> <li>For help in selecting a reason, see the Check Lists in SEMA4 Help.</li> </ul>	TUN

Field Name	Data
<p>4. Job Indicator</p> <ul style="list-style-type: none"> <li>• Select Primary Job if this is the employee's main job, or Secondary Job if this is a secondary job for the employee. The primary job determines insurance eligibility and level of employer contribution.</li> <li>• In this case, select Primary Job because this is the <i>active</i> appointment; the other appointment is in <i>leave</i> status.</li> <li>• Before you can change the Job Indicator to a value other than Primary Job, the Job Indicator on another employment record must be set to Primary Job. Be sure to designate the correct job as primary. If the wrong job is designated as primary, eligibility and level of employer contribution can be affected. Contact the other agency(s) to determine the employee's benefit eligibility and primary job. All records for the employee may need to be updated. A warning displays if the employee already has a primary job.</li> <li>• A program runs at night to change all jobs to secondary except for the one most recently designated as primary.</li> </ul>	Primary Job
5. Position Number	00000893
6. Press <b>Tab</b> .	Position data fills in
7. Position Entry Date	Accept the displayed date
8. Establishment ID	Accept the displayed value

Select the **Job Information** page.

Field Name	Data
<p>1. Entry Date</p> <ul style="list-style-type: none"> <li>Change the date if necessary, to indicate the date the employee entered this job code. This is a new job code for Eddie Moore.</li> </ul>	03/31/____ this year
<p>2. Regular/Temporary</p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record. Limited is required for temporary unclassified appointments.</li> </ul>	Limited
<p>3. Full/Part</p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Full-Time
<p>4. Empl Class</p> <ul style="list-style-type: none"> <li>Not Applic is required for temporary unclassified appointments.</li> </ul>	Not Applic
<p>5. Officer Code</p> <ul style="list-style-type: none"> <li>Review benefit eligibility and select the appropriate code.</li> </ul>	Non-Manager
<p>6. Classified Ind</p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record. Unclassified is required for temporary unclassified appointments.</li> </ul>	Unclassified
<p>7. Standard Hours</p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	40.00

Select the **Job Labor** page.

Field Name	Data
1. Bargaining Unit <ul style="list-style-type: none"><li>View for accuracy. Data came from the position record.</li></ul>	214
2. Union Code <ul style="list-style-type: none"><li>View for accuracy. Data came from the position record.</li></ul>	MAP

Select the **Payroll** page.

Field Name	Data
1. Pay Group <ul style="list-style-type: none"><li>Pay Group does <i>not</i> change after the initial hire. This field is view-only. It's okay if the description next to the code is for a different agency; you can't change it.</li></ul>	Accept default
2. Holiday Schedule	HOL
3. Employee Type	H
4. Tax Location Code	MN
5. FICA Status	Subject

Select the **Salary Plan** page.

The screenshot shows the 'Salary Plan' page in the Onboarding system. The employee is Moore, Edward A. (Empl ID: 00094301). The page includes a navigation menu on the left with options like 'Manage Hires', 'Add a Person', and 'Add Concurrent Job'. The main content area displays 'Salary Plan Details' with the following information:

- Effective Date: 08/12/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Salary Admin Plan: [Search]
- Grade: [Search]
- Step: [Search]
- Includes Wage Progression Rule:
- Action: Movement
- Reason: [Search]
- Job Indicator: [Search]
- Grade Entry Date: [Calendar]
- Step Entry Date: [Calendar]

Field Name	Data
1. Grade Entry Date	Accept default
2. Step	3 and press <b>Tab</b>

Select the **Compensation** page.

Field Name	Data
1. Rate Code <ul style="list-style-type: none"> <li>If you selected a step on the Salary Plan page, accept the default rate code.</li> <li>Refer to the <i>Off Step Rate Codes – Reference</i> in SEMA4 Help, for the definition of each code.</li> </ul>	ONSTEP
2. Comp Rate <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	For this example, accept the displayed rate
3. Select the <b>Calculate Compensation</b> button.	The employee's total compensation rate displays
4. Compensation Rate (located below Payroll Status) <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	For this example, accept the displayed rate

Select the **Leave/WOC** page.

The screenshot shows the 'Onboarding' system interface. The top navigation bar includes 'Human Resources' and 'Onboarding'. Below this, a green banner reads 'UQ Welcome to the Administrative Portal, Self Study Training User 1. Sign Out'. The main content area is titled 'Job Option / Leave / WOC' and displays details for employee 'Moore, Edward A.' with Empl ID 00084301 and Empl Record 2. The page is divided into several sections: 'Job Information' (Effective Date: 08/12/2021, Effective Sequence: 0, HR Status: Active, Payroll Status: Active), 'Action / Movement', 'Reason Code', and 'Job Indicator'. There are search fields for 'Option Code', 'Special Program', 'Salary Authority', and 'Leave Authority'. A 'Go To Row' button is visible. A purple arrow points to a 'Current' checkbox. At the bottom, there are tabs for 'Job Data', 'Employment Data', and 'Benefits Program Participation'.

Field Name	Data
1. Special Program	Leave blank
2. Salary Authority <ul style="list-style-type: none"> <li>Whenever you appoint someone to a position, you need to complete or review this field. Data does <i>not</i> fill in from the position record.</li> </ul>	MAP
3. Leave Authority <ul style="list-style-type: none"> <li>The codes in the User Training database may be different from the real database.</li> </ul>	MAPE Emp Eligible For Leave
4. Select the button that looks like a tiny notepad, to access the Job Data Notepad. <ul style="list-style-type: none"> <li>Use the notepad to enter any comments regarding job data when entering an unusual transaction, or when the reason code Other is used.</li> <li>Don't enter any personal/private information here.</li> </ul>	<b>Job Data Notepad</b> displays
5. Select the <b>Add a New Note</b> button to add comments.	<b>Selected Note</b> displays

Continue on the **Selected Note**.

The screenshot shows a web interface for adding a performance note. On the left is a sidebar with menu items: Manage Hires, Add a Person, I-9, Identification Data, Add Employment Instance, Department ID Change, and Add Concurrent Job. The main area is titled 'Selected Note' and contains an 'Add Performance Note' section. This section has a metadata table with fields: Empl ID (00064301), Moore, Edward A, Created (08/12/2021 11:47AM), Empl Record (2), Creator (10Doe, John), Effective Date (2021-08-12), Last Update, Effective Sequence (0), and Updated By. Below this is a form with 'Subject' and 'Note Text' fields. A 'Save' button is at the bottom, with links for 'Return to Note Selection Page' and 'Job Data Page'.

Field Name	Data
6. Subject <ul style="list-style-type: none"> <li>Enter the subject of the note.</li> </ul>	Pay
7. Note Text <ul style="list-style-type: none"> <li>Enter a comment that explains the transaction.</li> </ul>	Above minimum approved by Kevin Boone.
8. Select <b>Save</b> to save the note.	
9. Select the <b>Job Data Page</b> link.	Job Data pages display again

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

The Employment Information page displays.

The screenshot shows the 'Onboarding' interface for employee Moore, Edward A. (Empl ID: 00064301, Empl Record: 2). The 'Employment Information' tab is active. Key sections include:

- Organizational Instance:** Shows 'Organizational Instance Rod' as 0, 'Original Start Date' as 02/19/1997, and an 'Override' checkbox.
- Organizational Assignment Data:** Includes a table for 'Additional Assignment Record' with columns for Home/Host Classification, Company Seniority Date, Service Date, Probation Date, Anniversaries/Progression Date, Business Title, Years, Months, Days, Last Verification Date, and Position Phone.
- USA Section:** Contains checkboxes for 'Owns 5% (or More) of Company' and 'Accrue Tenure Services', along with fields for 'Appointment End Date', 'Service Calculation Group', 'Contract Length' (set to 'Not Applicable'), 'FTE for Tenure Accrual', and 'FTE for Flex Service Accrual'.

Field Name	Data
<p>1. Company Seniority Date</p> <ul style="list-style-type: none"> <li>If you know the employee’s state seniority date, select the <b>Override</b> check box next to <b>Company Seniority Date</b> and enter the employee’s state seniority date, which is the last date of hire. If you don’t know the date, after you save you can look it up and enter it. Once this check box is selected, always keep it selected. If you clear the check box, the Company Seniority Date field and its data will disappear.</li> <li>You must maintain this field manually. The system default value is <i>not</i> necessarily correct. The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</li> </ul>	<p>For this example, you don’t have the date available now, so you will enter it later in the walk-through</p>



Field Name	Data
<p>2. Service Date</p> <ul style="list-style-type: none"> <li>If you know the employee's service date, select the <b>Override</b> check box next to <b>Service Date</b> and enter a date if applicable, according to your agency's service award policy. If you don't know the date, after you save you can look it up and enter it. Once this check box is selected, always keep it selected. If you clear the check box, the Service Date field and its data will disappear.</li> </ul>	<p>For this example, you don't have the date available now, so you will enter it later in the walk-through</p>
<p>3. Probation Date</p>	<p>Leave blank</p>
<p>4. Last Verification Date</p> <ul style="list-style-type: none"> <li>Complete this field if your agency tracks it. This is the most recent date the employee verified personal data.</li> </ul>	<p>Leave blank</p>
<p>5. Appointment End Date</p> <ul style="list-style-type: none"> <li>A date is required for temporary unclassified appointments.</li> </ul>	<p>12/31/____ next year</p>

Select the **Additional Employment Info** page.

Field Name	Data
1. Agency Use Date	Leave blank
2. Barg Unit Seniority Date	Leave blank
3. Agency Seniority Date <ul style="list-style-type: none"> <li>Enter the date the employee started <i>continuous</i> 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).</li> </ul>	02/19/1997
4. Eligible for Next Increase	03/31/____ next year
5. Security Clearance Type <ul style="list-style-type: none"> <li>For most employees, select 0 (Not Required).</li> <li>Select 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.</li> </ul>	0
6. Email Address <ul style="list-style-type: none"> <li>Enter the <b>work</b> e-mail address for this job.</li> </ul>	eddie.moore@state.mn.us
7. Phone Type	Main Business

Field Name	Data
8. Telephone <ul style="list-style-type: none"> <li>Enter the <b>work</b> telephone number for this job.</li> </ul>	651/555-8979
9. Extension	Leave blank

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

The Benefit Program Participation page displays.

The screenshot shows the 'Onboarding' interface for 'Human Resources'. The main content area is titled 'Benefits Program Participation' and displays information for employee 'Moore, Edward A' (Empl ID: 00084301, Empl Record: 2). The 'Benefit Status' section shows a record with an effective date of 08/12/2021 and a status of 'Active'. Below this, the 'Benefits Administration Eligibility' section contains several search fields for BAS Group ID, Salary Authority, Retirement Code, Spec Elig, Barg Unit, SEGIP, and Suppl Ret. The 'Benefit Program Participation Details' section shows an effective date of 02/11/2008 and a default benefit program of 'DFT'. A navigation bar at the bottom includes links for 'Job Data', 'Employment Data', and 'Benefits Program Participation'.

Field Name	Data
1. Annual Benefits Base Rate <ul style="list-style-type: none"> <li>For all agencies except Minnesota State, accept the displayed value. SEMA4 automatically updates this field for all agencies except Minnesota State.</li> <li>Minnesota State users should review the value in this field, and change the value in SCUPPS if it is incorrect.</li> </ul>	Leave unchanged
2. Salary Authority	Leave unchanged
3. Retirement Code	AA
4. Benefits	STATE
5. Spec Elig <ul style="list-style-type: none"> <li>Be sure the Special Eligibility code on the primary job accurately describes the employee's insurance eligibility. (The Job Indicator field on the Work Location page identifies the primary job.) Remember to check the <i>Special Eligibility Codes – Reference</i>, for the definition of each code.</li> </ul>	MF12

Action	Result
1. Select the <b>OK</b> button. <ul style="list-style-type: none"> <li>Several warning messages may display. Select <b>OK</b> on the warning messages.</li> <li>If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.</li> </ul>	A series of warning messages display, and then <i>Saved</i> displays briefly in the upper-right corner. The Add Concurrent Job page displays again.
2. On the menu, select <b>Job Information &gt; Job Data</b> , because you need to fix some dates that filled in automatically, if you have not already fixed them.	Job Data search page displays
3. Make sure the <b>Empl ID</b> contains the appropriate employee ID.	000643__ (substituting your two-digit code for the blanks)
4. Enter the <b>Empl Rcd Nbr</b> of the concurrent job you added.	Number greater than 0
5. Select <b>Search</b> .	Job Data displays for the selected Empl Record
6. Be sure the <b>Empl Rcd#</b> you added is displayed. Select the <b>Employment Data</b> component link, at the bottom of the page.	<b>Employment Information</b> page displays

Continue on the **Employment Information** page.

Field Name	Data
<p>1. Company Seniority Date</p> <ul style="list-style-type: none"> <li>When you added the concurrent job, the effective date filled into this field, so you need to fix it if you have not done so already. Enter the starting date of the employee's most recent <i>continuous</i> service at the state. This is the employee's state seniority date.</li> <li>The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</li> </ul>	02/19/1997
<p>2. Service Date</p> <ul style="list-style-type: none"> <li>When you added the concurrent job, the effective date filled into this field, so you need to fix it. If you have not done so already, enter a date according to your agency's service award policy.</li> </ul>	02/19/1997
Action	Result

Field Name	Data
1. Always keep both <b>Override</b> check boxes turned “on.” <ul style="list-style-type: none"> <li>The Override check boxes next to Company Seniority Date and Service date are checked. If you turn them “off” you will lose the dates you entered, and the fields will disappear.</li> </ul>	Keep both check boxes selected
2. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
3. Update biographical information, if necessary. For this walk-through, there are no changes.	
4. Create or modify a work schedule for the concurrent job. For this walk-through, you will not do that.	

### Viewing Multiple Jobs Summary

If you have security clearance to the Multiple Jobs component, you can view information about each employment record, for any employee statewide.

View this page before processing an appointment, to find out whether the employee has multiple employment records. The pay status of each job (such as Separated, Active, Leave, etc.) is displayed, along with other information such as job indicator, department, location, business unit, job title, and standard hours.

## View Multiple Jobs Summary – Walk-through

In this walk-through, you will view a list of the concurrent jobs of employee Eddie Moore.

The screenshot displays the 'Multiple Jobs Summary' page for employee Eddie Moore. The page includes a navigation bar, a search bar, and a table of jobs. The table has the following data:

Empl Record	Pay Status	Job Indicator	Effective Date	Sequence
0	Leave of Absence	Primary Job	10/19/2002	0
1	Active	Primary Job	02/11/2008	0

In the User Training database, you may see two Primary jobs here, rather than a Primary and a Secondary. In the Production system, however, a program runs overnight to change all jobs to Secondary except for the one most recently designated as Primary.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. Select Nav Bar: Workforce Administration > Job Information > Review Job Information > Multiple Jobs Summary.	Search page displays
3. In the EmplID field, enter 000643__ (substituting your two-digit code for the blanks). Select <b>Search</b> . <ul style="list-style-type: none"> <li>If a list displays, select the record you want to display. If several employment records are listed for the employee, select any one.</li> </ul>	<b>Multiple Jobs</b> page displays

Action	Result
<p>4. View the information on the page, listed by employment record number.</p> <ul style="list-style-type: none"> <li>• Certain effective-dated rows from the employee's record are listed.</li> <li>• In the User Training database, you may see two Primary jobs here, rather than a Primary and a Secondary. In the Production system, however, a program runs overnight to change all jobs to Secondary except for the one most recently designated as Primary.</li> <li>• If not all employment record numbers are displayed, select View All in the Job Information grid. To see information for each As Of Date, select View All in the Multiple Jobs grid.</li> </ul>	
<p>5. Select the <b>Position Data</b> grid tab to view the department and location.</p>	<p><b>Position Data</b> grid displays</p>
<p>6. Select the <b>Job Information</b> grid tab to view business unit, job title, standard hours, and work period.</p>	<p><b>Job Information</b> grid displays</p>
<p>7. Select <b>Home</b>.</p>	<p>Main Menu displays</p>



## SEMA4 Tips

### Concurrent Job

When adding a concurrent job, use the following tips to check your work.

- ✓ Check the Job Indicator field on the Work Location page, to ensure that it is set correctly.
- ✓ Check the Special Elig field on the Benefit Program Participation page, to ensure that it is accurate. The special eligibility code on the primary job record describes the employee's insurance eligibility.
- ✓ Check the Salary Authority for accuracy. It doesn't fill in from the position.
- ✓ Use Job Data Notepad to enter Notes if it's an unusual transaction.
- ✓ Check the Company Seniority Date on the Employment Information page. Make sure it shows the starting date of the employee's most recent *continuous* service at the state. When you add a concurrent job, the effective date fills into this field, so you need to fix it.
- ✓ Check the Service Date on the Employment Information page. If applicable, make sure it shows the appropriate date according to your agency's service award policy. When you add a concurrent job, the effective date fills into this field.
- ✓ Check the Agency Seniority Date on the Additional Employment Info page. This date is used on the Seniority Roster report.
- ✓ Be sure the Security Clearance Type field contains the appropriate value.
- ✓ Enter an Appointment End Date, if necessary.
- ✓ Make sure the employee Email Address has been entered. The e-mail address does not fill in from other employment records.
- ✓ Check the employee's work Telephone number. This is used in the state phone directory.
- ✓ Make sure the record has the proper Retirement Code.
- ✓ After you save the record, 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 and their data will disappear.
- ✓ Create or modify a work schedule for the concurrent job.

## Add a Concurrent Job – Exercise

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in this self-study guide
- SEMA4 Help

### Directions

Paula Miller was hired as a part-time Management Analyst 3 for the Department of Public Safety, and has recently accepted another part-time position as a Management Analyst 3 for the Department of Revenue. Both positions are unlimited, classified, and have the same job classification.

The action is **Transfer** because the employee is in a *status* (permanent or probationary) position and is taking an additional job in another *status* position, and the positions are one of the following:

- In the same class in different agencies or organizational units; *or*
- In different classes which are assigned to the same salary range; *or*
- In different classes assigned to salary ranges which differ by less than two steps at the minimum and maximum; *or*
- In different classes assigned to salary ranges which differ by less than two steps at the maximum but differ 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.

A transfer may occur within an agency or organizational unit, or between two different agencies or organizational units.

You have already reviewed the position record for Paula's new position, and it does not require any changes. You have verified that she is on the appropriate certified eligible list. Also, you have looked up the employee ID, and contacted the other agency to determine the employee's benefit eligibility and primary job.

Referring to the Check List, you discovered that a Transfer – Competitive Open Appointment requires particular values in the following fields:

- **Regular/Temporary** must be Unlimited or Seasonal
- **Classified Ind** must be Classified
- **Empl Class** must be Probationary or Permanent

*Hint:* Select SEMA4 > Human Resources > Onboarding > Add Concurrent Job.

In the **User Training** database, use the following information to add the concurrent job.

Field Name	Data
Employee ID	000743 __ (substituting your two-digit code for the blanks)
<b>Add Concurrent Job</b>	Select button
Effective Date	04/01/____ this year
Job Indicator	Secondary Job
Action	Transfer
Reason	COM, Competitive Open Appt
Position Number	00000430, Management Analyst 3
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Entry Date	5/14/1997
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Part-Time
Empl Class	Probatry
Officer Code	Non-Manager
Classified Ind (view-only)	Classified
Standard Hours (view-only)	20.00
FTE (view-only)	.5

Field Name	Data
Bargaining Unit (view-only)	214
Union Code (view-only)	MAP
Holiday Schedule	HOL, Standard Holiday Schedule
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3
Rate Code	ONSTEP
Comp Rate	20.70
<b>Calculate Compensation</b>	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	Leave blank
Salary Authority	MAP
Leave Authority	MAPE Emp Eligible For Leave
button that looks like a tiny notepad	Select the button
<b>Add a New Note</b>	Select the button
Subject	Pay
Note Text	Compensation approved by Maurice Bauer.
<b>Save</b>	Select the button
<b>Job Data Page</b>	Select the link
Company Seniority Date and Service Date	Will fix later in the exercise

Field Name	Data
Probation Date	10/01/____ this year
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	04/01/____ this year
Eligible for Next Increase	04/01/____ next year
Security Clearance Type	0
Email Address	paula.z.miller@state.mn.us
Phone Type	Main Business
Telephone	651/555-9898
Annual Benefits Base Rate	Leave unchanged
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Spec Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
1. Select <b>OK</b> . <ul style="list-style-type: none"> <li>Several warning messages may display. Select <b>OK</b> on the warning messages.</li> <li>If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.</li> </ul>	A series of warning messages display, and then <i>Saved</i> displays briefly in the upper-right corner.  The <b>Add Concurrent Job page</b> displays again.
2. On the menu, select <b>Job Information &gt; Job Data</b> , because you need to fix some dates that filled in when you saved.	Job Data search page displays
3. Make sure the <b>EmplID</b> contains the appropriate employee ID.	000743 __ (substituting your two-digit code for the blanks)
4. Enter the <b>Empl Rcd Nbr</b> of the concurrent job you added.	1
5. Select <b>Search</b> .	Job Data component displays for Empl Rcd# 1
6. Make sure <b>Empl Rcd#1</b> is displayed. Select the <b>Employment Data</b> component link, at the bottom of the page.	<b>Employment Information</b> page displays

Field Name	Data
Company Seniority Date	05/14/1997
Service Date	05/14/1997
Override check boxes next to Company Seniority Date and Service Date	Always keep the check boxes "on"

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. Select <b>Home</b> .	Main Menu displays

For this exercise, there are no changes to Personal Data. For this exercise, you won't create a work schedule.

## View Multiple Jobs Summary – Exercise

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in this self-study guide
- SEMA4 Help

### Directions

View Paula Miller’s multiple jobs, using the data shown below.

*Hint:* The path is Nav Bar: Workforce Administration > Job Information > Review Job Information > Multiple Jobs Summary.

Field Name	Data
Employee ID	000743 __ (substituting your two-digit code for the blanks)
Empl Rcd Nbr	Leave blank

## Review Questions

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

1. What is a definition of a concurrent job? (select one)
  - a. A job that a State employee holds with another employer.
  - b. An elective office the employee holds that requires time off to attend to official duties.
  - c. A job appointment, with the State, that exists in addition to and at the same time as an employee's initial job(s).
  - d. The job the employee held prior to holding the current job.
  
2. What is the path you use to add a concurrent job?
  - a. Workforce Administration > Job Information > Add Concurrent Job
  - b. Workforce Administration > Job Information > Add a Person
  - c. Workforce Administration > Job Data > Add Concurrent Job
  - d. Workforce Administration > Administer Flexible Service > Add Concurrent Job
  
3. When you are processing a concurrent job, you should always do which of the following?
  - a. Give the employee a raise.
  - b. Always ensure that the pay grade of the new job is at or below the pay grade of the other job(s) the employee holds.
  - c. Contact Labor Relations to ensure that the new job is appropriate for the employee.
  - d. Contact the other agency(ies) to determine the employee's benefit eligibility and primary job.
  
4. How can you tell, through SEMA4, if an employee has a concurrent job?
  - a. Each page of the employee's job record will display "Concurrent Job."
  - b. There is more than one employment record for the employee.
  - c. Each page of the employee's job record will display "Concurrent Appointment."
  - d. Look at Job Data Notepad information.



5. When you add a concurrent job, once the Override check boxes for Company Seniority Date and Service Date are “on,” you must keep them “on.”
  - a. True
  - b. False
  
6. When adding a concurrent job, should you enter the work e-mail address and work phone number on the Additional Employment Info page?
  - a. Yes
  - b. No; it fills in automatically

## Review Answers

Check your answers to the review questions.

1. What is a definition of a concurrent job? (select one)
  - c. A job appointment, with the State, that exists in addition to and at the same time as an employee's initial job(s).
  
2. What is the path you use to add a concurrent job?
  - a. Workforce Administration > Job Information > Add Concurrent Job
  
3. When you are processing a concurrent job, you should always do which of the following?
  - d. Contact the other agency(ies) to determine the employee's benefit eligibility and primary job.
  
4. How can you tell, through SEMA4, if an employee has a concurrent job?
  - b. There is more than one employment record for the employee.
  
5. When you add a concurrent job, once the Override check boxes for Company Seniority Date and Service Date are “on,” you must keep them “on.”
  - a. True
  
6. When adding a concurrent job, should you enter the work e-mail address and work phone number on the Additional Employment Info page?
  - a. Yes

Pull out these pieces from this topic:

- *Things to Consider Before You Enter Data*, at the beginning of the Concurrent Jobs topic
- *SEMA4 Tips*, located before the Exercise in this topic

Whenever you need to add a concurrent job, refer to *Things to Consider Before You Enter Data*. After entering the concurrent job, check your work using *SEMA4 Tips*.

Continue to the next topic, *Rehire*.

## Introduction

Use the Rehire action when a former state employee, with a SEMA4 record, returns to work.

To process a rehire for an employee who applied in Recruiting Solutions, you use the **Manage Hires** component. To process a rehire for an employee who did *not* apply in Recruiting Solutions, you use the **Job Data** and **Modify a Person** components, which are covered in this topic. Manage Hires is reviewed in the next topic.

If you *don't* have security clearance to the employee's record, and the appointment *isn't* via Manage Hires, then you process a **department ID change** before you enter the rehire.

## Things to Consider Before You Enter Data

### Rehire

To save time and improve accuracy, consider these items *before* processing a rehire in SEMA4.

- Make sure all information on the position record is accurate, such as business unit, department, and location.
- Don't use the reason code Reinstatement, if the employee has never been in the job class. Check employee history for the last four years, to find out if the employee has served in the classification.
- Do you have access to the employee's record? Is the appointment via Manage Hires? If both answers are No, then you will process a **department ID change** before the rehire.
- To send a system-generated email, which explains how to complete the *New Hire/Rehire Activity Guide*: *Before* you enter the rehire, access the Modify a Person component and enter an email address with email type Other (if it doesn't exist).
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

## Access SEMA4 Help

Complete the following steps to view SEMA4 Help for a rehire.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed

Action	Result
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Rehire</b> .	Rehire - Reason Codes page displays
4. Scroll to look at all the reason codes associated with the Rehire action.	
5. Select the lightning bolt button next to Competitive Open Appointment (COM).	A pop-up box with a hint displays
6. Read the hint.	
7. Select again.	The hint disappears
8. Select <b>Competitive Open Appointment (COM)</b> .	Rehire - Competitive Open Appointment - Check List page displays
9. Select the <b>Update the employee's record</b> link.	Updating an Employee Record - Tasks page displays
10. Scroll down. Select the <b>Work Location</b> link.	Add/Update an Effective-Dated Row and Select an Action and Reason Code (Work Location ) - Steps displays
11. Select the Back button several times until you see the check list again.	Rehire - Competitive Open Appointment - Check List displays
12. Scroll down the page.	
13. Select the <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> link. Notice the requirements for these fields: <ul style="list-style-type: none"> <li>• Leave Accrual Date</li> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> </ul>	A pop-up box listing critical fields displays
14. Exit Help.	

## Leave accrual date changes require a Job Data Note

Rehire is one example of a transaction that may need a change to the leave accrual date. Some reasons to change the leave accrual date are:

- A **Return from Leave** is processed, and the leave type requires a change in the leave accrual date
- A **Rehire** is processed
- The **Salary and/or Leave Authority** changed from eligible to ineligible, or vice versa
- A credit for prior service

When you enter a change to the leave accrual date, enter a note in Job Data Notepad, on the effective-dated Job Data transaction. (If there is no Job Data row that coincides with the leave accrual date change, add a Job Data row with action Data Change and reason Other.) In Job Data Notepad, enter, "Leave Accrual Date changed from mm/dd/yyyy to mm/dd/yyyy because [explanation]."

## Process a Rehire – Walk-through

In this walk-through, you will process a rehire. A former temporary employee of the Pollution Control Agency left state service after one year of employment. He now qualifies and has accepted a classified Pollution Control Specialist position for the same agency. You have security clearance to the job and position records. You have already done the following:

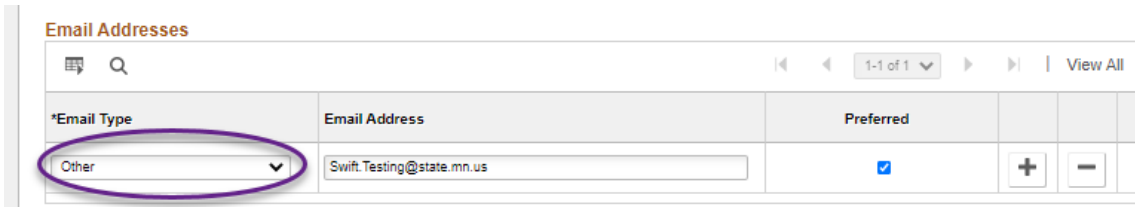
- Verified that the employee is on the appropriate certified eligible list
- Reviewed the policies and procedures
- Referred to bargaining agreements or compensation plans for specific details on salary assignments
- Reviewed the new position record
- Looked up the employee ID

The action is **Rehire** because you are appointing a separated employee who has a job record in SEMA4.

Keep this reference handy: *Special Eligibility Codes – Reference*.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays

Action	Result
<p>2. This employee already has an email address of type <b>Other</b>, on the Contact Information page of the Modify a Person component, so you don't need to enter it.</p> <ul style="list-style-type: none"> <li>• New hires and rehires who have an email type Other will be sent a system-generated email, which explains how to complete the <i>New Hire/Rehire Activity Guide</i> in Self Service. This email will be sent when you save the rehire.</li> <li>• Verify that the employee has an Other email address <i>before</i> you enter the rehire transaction.</li> </ul>	



Action	Result
3. Select SEMA4 > Human Resources > Job > Job Data.	The Job Data search page displays
4. In the <b>EmplID</b> field, enter 000987 __ __ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Work Location</b> page displays
5. Make sure the current row you want to copy is displayed.	
6. Select the plus sign button to insert a row of information.	SEMA4 copies the row you are viewing, and shows today's date in the Effective Date field

The steps for processing a rehire are similar to the steps for processing a hire. Abbreviated steps are shown below. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need detail and field definitions.

Begin on the **Work Location** page.

Field Name	Data
1. Effective Date <ul style="list-style-type: none"> <li>This is the date the rehire takes effect.</li> <li>If a warning displays, read the message and select <b>OK</b>.</li> </ul>	04/02/____ this year
2. Action	Rehire
3. Reason	COM, Competitive Open Appt
4. Position Number <ul style="list-style-type: none"> <li>If this is a <i>different</i> position number, just type the number and press <b>Tab</b>.</li> <li>If the position number is the <i>same</i>, do this to get the current information to fill in: Write down the Position Entry Date. Highlight the position number and press the <b>Delete</b> key. Press <b>Tab</b>. Type the position number and press <b>Tab</b> again. Re-enter the Position Entry Date.</li> </ul>	00000606, Pollution Control Specialist  Position data fills in from the position record

Field Name	Data
5. Position Entry Date <ul style="list-style-type: none"> <li>If this doesn't equal the effective date the employee was first assigned or reassigned to the position number, the employee will not display in Position History.</li> </ul>	Accept the displayed date
6. Establishment ID	Accept the displayed value

Select the **Job Information** page.

Field Name	Data
1. Entry Date <ul style="list-style-type: none"> <li>Change the date if necessary, to indicate the date the employee entered this job code.</li> </ul>	04/02/ ____ this year
2. Regular/Temporary <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Unlimited
3. Full/Part <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Full-Time
4. Empl Class	Probatnry
5. Officer Code <ul style="list-style-type: none"> <li>Review benefit eligibility and select the appropriate code.</li> </ul>	Non Manager
6. Classified Ind <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	Classified
7. Standard Hours <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	40.00
8. FTE <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record.</li> </ul>	1.000000



Select the **Job Labor** page.

Field Name	Data
1. Bargaining Unit <ul style="list-style-type: none"><li>View the field for accuracy. This data filled in from the position record.</li></ul>	214
2. Union Code <ul style="list-style-type: none"><li>View the field for accuracy. This data filled in from the position record.</li></ul>	MAP

Select the **Payroll** page.

Field Name	Data
1. Pay Group <ul style="list-style-type: none"><li>Pay Group does <i>not</i> change after the initial hire. This field is view-only. It's okay if the description next to the code is for a different agency; you can't change it.</li></ul>	P11
2. Holiday Schedule	HOL
3. Employee Type	H
4. Tax Location Code	MN
5. FICA Status	Subject

Select the **Salary Plan** page.

Field Name	Data
1. Grade Entry Date	Accept default
2. Step	4

Select the **Compensation** page.

Field Name	Data
1. Rate Code <ul style="list-style-type: none"> <li>Refer to the <i>Off Step Rate Codes – Reference</i>, for the definition of each code.</li> </ul>	ONSTEP
2. Comp Rate <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	For this example, accept the displayed rate
3. Select the <b>Calculate Compensation</b> button.	The employee's total compensation rate displays
4. Compensation Rate (located below Payroll Status) <ul style="list-style-type: none"> <li>Verify the amount is correct.</li> </ul>	For this example, accept the displayed rate

Select the **Leave/WOC** page.

Field Name	Data
1. Special Program	Leave blank
2. Salary Authority <ul style="list-style-type: none"> <li>Review the field and change the value if necessary. Data does <i>not</i> fill in from the position record.</li> </ul>	MAP
3. Leave Authority <ul style="list-style-type: none"> <li>The codes in the User Training database may be different from the real database.</li> </ul>	MAPE Emp Eligible For Leave

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

Field Name	Data
<p>1. Company Seniority Date</p> <ul style="list-style-type: none"> <li>Enter the starting date of the employee’s most recent <i>continuous</i> service at the state. If the employee <i>left state service</i> and is rehired, select the <b>Override</b> check box and enter the effective date of the rehire.</li> <li>This is the employee’s state seniority date.</li> <li>The accuracy of this date ensures the accuracy of the Seniority Roster report. For some bargaining units, this field also is used to identify employees who will contribute a percentage of their gross earnings subject to retirement to the MSRS Health Care Savings Plan.</li> <li>Keep the <b>Override</b> check box selected, to avoid losing the date you entered.</li> </ul>	04/02/____ this year
<p>2. Service Date</p> <ul style="list-style-type: none"> <li>Agencies maintain this date according to their own service award policies.</li> </ul>	01/08/1997

Field Name	Data
3. Probation Date	10/02/____ this year
4. Anniversary/Progression Date <ul style="list-style-type: none"> <li>• If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction.</li> <li>• The anniversary or progression date is a <i>specific date</i> from which the Eligible for Next Increase date is calculated for all progression (also known as “step”) increases.</li> </ul>	04/02/____ this year
5. Last Verification Date <ul style="list-style-type: none"> <li>• Complete this field if your agency tracks it. This is the most recent date the employee verified personal data.</li> </ul>	Leave blank
6. Appointment End Date	Delete date; leave blank

Select the **Additional Employment Info** page.

Field Name	Data
1. Agency Use Date	Leave blank
2. Barg Unit Seniority Date	Leave blank
3. Seniority Lot Number	Leave blank
4. Agency Seniority Date <ul style="list-style-type: none"> <li>• Enter the date the employee started <i>continuous</i> employment with the current agency (example: Pollution Control Agency). 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).</li> </ul>	04/02/____ this year
5. Eligible for Next Increase	04/02/____ next year

Field Name	Data
6. Security Clearance Type <ul style="list-style-type: none"> <li>For most employees, select Not Required.</li> <li>Select the value 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. This value should be used only by select agencies such as Public Safety.</li> </ul>	0
7. Email Address <ul style="list-style-type: none"> <li>Be sure to enter the work e-mail address.</li> </ul>	dimitri.bristol@state.mn.us
8. Phone Type	Main Business
9. Telephone <ul style="list-style-type: none"> <li>Enter the <b>work</b> telephone number.</li> </ul>	651/555-4455
10. Extension	Leave blank

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

Field Name	Data
1. Annual Benefits Base Rate	Leave unchanged
2. Salary Authority	Leave unchanged
3. Retirement Code	AA
4. Benefits	STATE
5. Spec Elig <ul style="list-style-type: none"> <li>Refer to the <i>Special Eligibility Codes – Reference</i>.</li> </ul>	MF12
6. Effective Date and Benefit Program fields in the Benefits Program Participation group box	Leave unchanged

Action	Result
<p>1. Select <b>Save</b>.</p> <ul style="list-style-type: none"> <li>If a warning displays, read the message and select <b>OK</b>.</li> <li>If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.</li> <li>When you save the rehire, if the employee has an email address of type Other, then a system-generated email is sent explaining how to complete the <i>New Hire/Rehire Activity Guide</i>.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p>

Action	Result
<p>2. A leave accrual date change requires a Job Data Note. Select the button that looks like a tiny notepad.</p> <ul style="list-style-type: none"> <li>You will enter a comment about the change you will make to the Leave Accrual Date.</li> </ul>	<p><b>Job Data Notepad</b> displays</p>
<p>3. Select the <b>Add a New Note</b> button.</p>	<p><b>Selected Note</b> displays</p>

Continue on the **Selected Note** page.

Field Name	Data
1. Subject <ul style="list-style-type: none"> <li>Enter a subject for this note.</li> </ul>	Leave Accrual Date
2. Note Text <ul style="list-style-type: none"> <li>Enter a comment to explain the change you will make to the leave accrual date.</li> </ul>	Leave accrual date changed from 01/08/1997 to 04/02/____ because of Rehire.

Next, you will update the **Leave Accrual Date** field.

Action	Result
1. Select the <b>Save</b> button to save the note.	<i>Saved</i> displays briefly in the upper-right corner
2. Select the <b>Job Data Page</b> link.	Job Data component displays
3. In the menu, select SEMA4 > Human Resources > Personal Data > Modify a Person.	The <b>Biographical Details</b> page displays for the same employee

Continue on the **Biographical Details** page.

< Human Resources
Personal Data

UQ Welcome to the Administrative Portal, Self Study Training User 1. [Sign Out](#)

- Modify a Person
- Emergency Contact
- Disabilities
- Person Organizational Summary
- Badge
- Driver's License Data
- Estate Data
- Person Profiles

Biographical Details
Contact Information
Regional

Person ID 00088701

Bristol, Dimitri R

Name View All

Effective Date 01/08/1997 + -

Format Type English

Display Name Bristol, Dimitri R View Name

**Biographic Information**

Date of Birth 08/12/1980 View Pandemic Questionnaire

Years 61 Months 0

Date of Death Pandemic Work Avail

Birth Country Leave Accrual Date 03/10/2008

Birth Location As of

**Biographical History** View All

\*Effective Date 01/08/1997 + -

\*Gender Male

\*Highest Education Level A-Not Indicated

\*Marital Status Single

Language Code

Alternate ID  Full-Time Student

**National ID**

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	454-88-2401	☐

Field Name	Data
<p>Leave Accrual Date</p> <ul style="list-style-type: none"> <li>You may need to adjust this date for a rehire. Check the applicable contract or compensation plan to determine the appropriate adjustment to leave accrual date. Agency staff are responsible for updating this field.</li> <li>This date indicates when an employee can start accruing leave, if eligible.</li> <li>For this example, the employee left state service more than four years ago, so is not eligible to be credited with service prior to separation.</li> </ul>	<p>04/02/____ this year</p>



Action	Result
1. Verify, and if necessary, modify information in the Modify a Person component. For this walk-through, there are no further changes.	No more changes needed
2. Select <b>Save</b> and click <b>OK</b> on the warning message.	<i>Saved</i> displays briefly in the upper-right corner
3. You would also need to create or modify a work schedule for the employee. For this walk-through, do not enter a work schedule.	

### Business Address and Business Email Address of 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 work location address displayed in the Location table, for the employee's location code; and enter a Business email address matching the 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.

## SEMA4 Tips

### Rehire

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

- ✓ Verify that the employee has an email address of type Other, so that the system can automatically send an email that explains how to complete the *New Hire/Rehire Activity Guide* in Self Service. Do this before you start entering the rehire.
- ✓ Make sure you have inserted a new effective-dated row on the Work Location page.
- ✓ Be sure the up-to-date position data displays. (If the position number is *different*, type the new number and press **Tab**. If the position number is the *same*, highlight the existing position number and press the **Delete** key; then press **Tab**. Type the same position number and press **Tab** again.)
- ✓ Check the Entry Date field for the job code entry date, on the Job Information page.
- ✓ Check the Salary Authority for accuracy, and change it if necessary. This value does *not* fill in from the position record.
- ✓ Enter the effective date of the rehire in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Check the Company Seniority Date. Make sure it shows the starting date of the employee's most recent *continuous* state service state. If the employee *left state service* before the rehire, enter the rehire effective date in this field.
- ✓ Enter the correct Appointment End Date or Probation Date, if necessary.
- ✓ Be sure the Security Clearance Type field contains the appropriate value.
- ✓ Enter the employee's work Email Address.
- ✓ Check the employee's work Telephone number.
- ✓ Enter a comment in Job Data Notepad, to document any Leave Accrual Date change.
- ✓ Check the Leave Accrual Date for accuracy, on the Modify a Person component.
- ✓ Enter the Business Address and Business Email Address of the primary job, in the Modify a Person component.

## Review Questions

To review what you have learned, answer the following questions.

1. A rehired employee didn't receive an email about the *New Hire/Rehire Activity Guide*. What might be the reason?
  - a. The employee was rehired into a different work unit.
  - b. The employee was rehired with the wrong reason code.
  - c. The employee was rehired using a future effective date.
  - d. The employee didn't have an email address with email type Other, when the rehire was saved.
  
2. When would you use the action Rehire? (Chose one.)
  - a. When a former employee of your agency is returning after working for another agency
  - b. When a former state employee, with a SEMA4 record, returns to work for the State
  - c. When an employee is returning from Military Leave
  - d. When an employee is transferring between branches of government
  
3. To process a rehire, you enter employee-related data in which two components?
  - a. Job Data and Modify a Person
  - b. Job Data and Enroll in Course
  - c. Personal Data and Employee Event Summary
  - d. Employee Event Summary and Prior Work Experience
  
4. On which component would you verify and modify a rehired employee's personal information?
  - a. Multiple Jobs
  - b. Job Data Statewide
  - c. Modify a Person
  - d. Job Data
  
5. A probation date is entered under which condition? (Choose one.)
  - a. Whenever an employee is hired or rehired
  - b. When the employee's status is Temporary
  - c. When the employee's employment status is Probationary
  - d. When the employee holds an emergency appointment
  
6. If you need to adjust the Leave Accrual Date, document the change by entering a comment in \_\_\_\_\_.
  - a. Biographical Details
  - b. Leave Accounting
  - c. Manage Hires
  - d. Job Data Notepad

## Review Answers

Check your answers to the review questions.

1. A rehired employee didn't receive an email about the *New Hire/Rehire Activity Guide*. What might be the reason?
  - d. The employee didn't have an email address with email type Other, when the rehire was saved.
  
2. When would you use the action Rehire? (Chose one.)
  - b. When a former state employee, with a SEMA4 record, returns to work for the State
  
3. To process a rehire, you enter employee-related data in which two components?
  - a. Job Data and Modify a Person
  
4. On which component would you verify and modify a rehired employee's personal information?
  - c. Modify a Person
  
5. A probation date is entered under which condition? (Choose one.)
  - c. When the employee's employment status is Probationary
  
6. If you need to adjust the Leave Accrual Date, document the change by entering a comment in \_\_\_\_\_.
  - d. Job Data Notepad

Pull out these pieces from this topic:

- *Things to Consider Before You Enter Data*, at the beginning of the Rehire topic
- *SEMA4 Tips*, located before the Review Questions in the Rehire topic

Whenever you need to process a rehire, refer to *Things to Consider Before You Enter Data*. After entering the rehire, check your work using *SEMA4 Tips*.

Continue to the next topic, *Manage Hires*.

To process an appointment from Recruiting Solutions, you use **Manage Hires** in SEMA4.



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.

For example, if you need to add a concurrent job, the Manage Hires type of hire is **Add Concurrent Job**. If you need to process a rehire, the Manage Hires type of hire is **Rehire**. 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 learning guide.

The path to Manage Hires is Workforce Administration > Personal Information > Manage Hires. The following example shows a transaction with type of hire “Rehire.”

## Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires							
Select Transactions Where		Source					
Equals		Recruiting Solutions				Refresh	
Hire Transactions							
Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By	
02/05/2016	Requested	Doe, John Q	01998877	Rehire	Recruiting Solutions	Hirington, Renee Z	^

## Manage Hires Resources

In Section A of the learning guide, you found Manage Hires information in the HR Toolbox.

To review how to use Manage Hires to process a rehire or add a concurrent job, visit <https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp> and refer to these topics:

- Manage Hires Instructions – see the *Rehire* and *Add Concurrent Job* chapters  
or
- Manage Hires - Quick Start – see the *Rehire* and *Add Concurrent Job* chapters

## 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 <b>Index</b> and type “manage hires”	Index displays
3. Select <b>Manage Hires</b> .	
4. Select <b>Manage Hires – Steps</b> .	Manage Hires – Steps displays
5. Notice that based on the <b>Type of Hire</b> field, there are four sets of instructions: <ul style="list-style-type: none"> <li>• Hire</li> <li>• Rehire</li> <li>• Add Concurrent Job</li> <li>• Transfer</li> </ul>	
6. Select <b>Rehire</b> . <ul style="list-style-type: none"> <li>• Read the instructions.</li> </ul>	Rehire using Manage Hires displays
7. Scroll down to <b>Add Concurrent Job</b> . <ul style="list-style-type: none"> <li>• Read the instructions.</li> </ul>	Add Concurrent Job using Manage Hires displays
8. Exit SEMA4 Help.	

## Review Questions

To review, answer the following questions. If you have trouble answering the questions, refer to the Manage Hires resources in the HR Toolbox, or SEMA4 Help.

1. To process a rehire from Recruiting Solutions, you use \_\_\_\_\_ in SEMA4.
  - a. Modify a Person
  - b. Job Data
  - c. Manage Hires
  - d. Add Employment Instance
  
2. To add a concurrent job from Recruiting Solutions, the type of hire is \_\_\_\_\_.
  - a. Add a Person
  - b. Add a Job
  - c. Add Concurrent Job
  - d. Add Employee Maintenance
  
3. When processing a rehire, on the Manage Hires Detail page, you use the drop-down list to choose \_\_\_\_\_.
  - a. a position number
  - b. an effective date sequence number
  - c. an employee ID
  - d. an employment record number
  
4. 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
  
5. After you have completed all the pages and clicked **OK**, the Manage Hires page displays again, and the employee's name \_\_\_\_\_.
  - a. is still on the list
  - b. is no longer on the list
  - c. is moved to the bottom of the list
  - d. is grayed out on the list

## Review Answers

Check your answers to the review questions.

1. To process a rehire from Recruiting Solutions, you use \_\_\_\_\_ in SEMA4.  
c. Manage Hires
2. To add a concurrent job from Recruiting Solutions, the type of hire is \_\_\_\_\_.  
c. Add Concurrent Job
3. When processing a rehire, on the Manage Hires Detail page, you use the drop-down list to choose \_\_\_\_\_.  
d. an employment record number
4. 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
5. After you have completed all the pages and clicked **OK**, the Manage Hires page displays again, and the employee's name \_\_\_\_\_.  
b. is no longer on the list

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