

# Section C Contents

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

## Section C

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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.

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# Promotion, Demotion, Transfer, Movement

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## Introduction

In this topic, you will practice processing promotion, demotion, transfer, and movement appointments in SEMA4.

To process these appointments for an employee who applied in Recruiting Solutions, you use the **Manage Hires** component. To process these appointments for an employee who did *not* apply in Recruiting Solutions, you use the **Job Data** component. Job Data is covered in this topic. Manage Hires will be 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 entering the appointment.

## Things to Consider Before You Enter Data

### Promotion, Demotion, Transfer, Movement

To save time and improve accuracy, consider these items *before* entering the appointment.

- Refer to the bargaining unit contract or plan regarding language on promotion, demotion, or transfer eligibility, as they may vary.
- Verify the salary information.
- Compare the compensation of the current job with the new job. Identify whether the transaction is a promotion, demotion, transfer, or movement. Review Administrative Procedure 15.6, Transfers/Demotions/Promotions. Check the Glossary in SEMA4 Help.
- For a promotion, verify that the amount of the increase does not exceed the maximum of the range or salary limits in contracts and plans.
- For a movement, for the purpose of determining salary, apply the same formula as for a promotion, demotion or transfer.
- Check the position record to make sure all of the information is accurate.
- Check the Position Funding.
- 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** first.
- Choose the appropriate Action and Reason. Refer to the check lists in SEMA4 Help.
- If compensation is off step, be sure the Rate Code is correct.
- Figure out the Eligible For Next Increase date.
- Add notes for unusual transaction, or if more than three steps are given on promotion.

## Promotion

Use the Promotion action to appoint an employee with permanent or probationary status to a position with permanent or probationary status in a higher job class. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Some examples of promotions are:

- Competitive Open Appointment
- Agency Competitive Placement

### Compare Promotion to Movement

Select Promotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

## Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a promotion.

Action	Result
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main Menu displays
2. In the navigation header, select <b>Help</b> to access SEMA4 Help.	SEMA4 Help Contents displays
3. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
4. Select <b>Promotion</b> .	Promotion – Reason Codes page displays
5. Select the lightning bolt button next to Agency Competitive Placement (ACP). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
6. Select again.	The hint disappears

Action	Result
<p>7. Select <b>Agency Competitive Placement (ACP)</b>.</p> <ul style="list-style-type: none"> <li>• Read the check list.</li> <li>• Notice the reason code, ACP.</li> </ul>	Promotion – Agency Competitive Placement – Check List displays
<p>8. Select <b>Hires: Unlimited Classified Positions Operating Policy and Procedures</b>.</p>	Operating Policy and Procedure page displays
<p>9. Select the Back button on the browser.</p>	Check list displays again
<p>10. Scroll down. Select <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b>. Notice the fields that have required values:</p> <ul style="list-style-type: none"> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> </ul>	A pop-up box displays, listing fields with required values
<p>11. Select the Back button.</p>	Promotion – Reason Codes page displays
<p>12. Agency Competitive Placement is not the only reason code for the Promotion action. Look at some other lightning-quick hints, for descriptions of other reason codes.</p>	Hints display
<p>13. Exit SEMA4 Help.</p>	

## Process a Promotion – Walk-through

In this walk-through, you will process a promotion.

Dana Cooper, a Management Analyst 2, is being promoted to Management Analyst 3. You have security clearance to the job and position records. You have viewed the position record of Dana's new position, and it doesn't require any changes.

The action is **Promotion** because the employee is in permanent or probationary status, and is being appointed to a higher job class, in permanent or probationary status. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

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 > Job > Job Data.	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 000667__ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Work Location</b> page displays information for Dana J. Cooper
4. Be sure that the current or future row you want to copy displays.	For this example, the current row is displayed
5. To insert a row of information, select the plus sign button.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

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

Begin with the **Work Location** page.

The screenshot displays the 'Work Location' page for employee Dana J. Cooper. The page includes a sidebar with navigation options and a main content area with the following details:

- Employee Information:** Cooper, Dana J; Empl ID: 00066701; Employee; Empl Record: 0
- Work Location Details:**
  - Effective Date: 03/24/2008
  - Effective Sequence: 0
  - HR Status: Active
  - Payroll Status: Active
  - \*Action: Promotion
  - Reason: ACP (Agency Competitive Placement)
  - \*Job Indicator: Primary Job
  - Position Number: 00030002 (Management Analyst 3)
  - Position Entry Date: 03/24/2008
  - Regulatory Region: USA (United States)
  - Company: SMN (State of Minnesota)
  - Business Unit: H55MP (Human Svcs-MAPE)
  - Department: H55M300 (Financial Management)
  - Department Entry Date: 02/07/1998
  - Location: H551S (Department of Human Services)
  - Establishment ID: H5542 (Department of Human Services)
  - Date Created: 08/14/2012
  - Expected Job End Date: (empty)

Field Name	Data
1. Effective Date <ul style="list-style-type: none"> <li>Enter the first day of the promotion.</li> <li>If a warning message displays, verify the effective date.</li> </ul>	02/03/____ this year
2. Action <ul style="list-style-type: none"> <li>Select <b>Promotion</b>.</li> </ul>	Promotion
3. Reason <ul style="list-style-type: none"> <li>Select the appropriate reason.</li> </ul>	ACP, Agency Competitive Placement
4. Position Number <ul style="list-style-type: none"> <li>Enter or look up the new position number. Press <b>Tab</b>.</li> </ul>	00030002
5. Position Entry Date <ul style="list-style-type: none"> <li>This is the date the position number was assigned to the employee.</li> </ul>	Accept the displayed date

Field Name	Data
<p>6. Establishment ID</p> <ul style="list-style-type: none"> <li>Use the Look Up page to select a value, or accept the displayed value.</li> </ul>	Accept the displayed value

Select the **Job Information** page.

The screenshot shows the 'Job Information' page for employee Dana J. Cooper. The page includes a navigation menu on the left with options like 'Job Data', 'Workforce Job Summary', and 'Seniority Roster Data'. The main content area displays job details such as 'Effective Date: 03/24/2008', 'Job Code: 000893', and 'Supervisor ID: 00000001'. The 'Regular/Temporary' field is set to 'Unlimited'. There are also sections for 'Standard Hours' and 'Contract Number'.

Field Name	Data
<p>1. Entry Date</p> <ul style="list-style-type: none"> <li>Change the job code entry date, if necessary. This is the date the job code was assigned to the employee record.</li> <li>This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. <i>Be sure this date is accurate.</i></li> </ul>	Accept the displayed date
<p>2. Regular/Temporary</p> <ul style="list-style-type: none"> <li>View for accuracy. Data came from the position record. For Promotion – Agency Competitive Placement, it must be Unlimited or Seasonal.</li> <li>This field affects employee insurance eligibility.</li> </ul>	Unlimited

Field Name	Data
<p>3. Full/Part</p> <ul style="list-style-type: none"> <li>• View for accuracy. Data came from the position record.</li> <li>• This field affects employee insurance eligibility.</li> </ul>	Full-Time
<p>4. Empl Class</p> <ul style="list-style-type: none"> <li>• For a promotion, you must select Probationary or Permanent.</li> </ul>	Probationary
<p>5. Officer Code</p> <ul style="list-style-type: none"> <li>• Review the employee's benefit eligibility and select the appropriate value.</li> <li>• This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.</li> </ul>	Non-Manager
<p>6. Classified Indc</p> <ul style="list-style-type: none"> <li>• Check for accuracy. This data came from the position record. For Promotion – Agency Competitive Placement, it must be Classified</li> </ul>	Classified
<p>7. Standard Hours</p> <ul style="list-style-type: none"> <li>• Check for accuracy. This data came from the position record.</li> <li>• A change in standard hours can affect insurance eligibility and will change the FTE.</li> </ul>	40.00



Select the **Job Labor** page.

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

Select the **Payroll** page.

The screenshot shows the 'Job Payroll' page for employee Dana J. Cooper (Empl ID: 00066701). The 'Payroll Information' section includes:

- Effective Date: 03/24/2008
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Promotion
- Reason: Agency Competitive Placement
- Job Indicator: Primary Job

The 'Payroll for North America' section includes:

- Pay Group: P19 (Human Services)
- Employee Type: Hourly
- Tax Location Code: MN (Minnesota)
- Holiday Schedule: HOL (Std. Hol)
- FICA Status: Subject

Field Name	Data
<p>1. Pay Group</p> <ul style="list-style-type: none"> <li>This field is view-only and cannot be changed after the record was created. You can ignore the value displayed.</li> </ul>	Accept default
<p>2. Holiday Schedule</p> <ul style="list-style-type: none"> <li>Select the appropriate value. If the employee is not eligible for holidays, select NONE – No Holiday Schedule.</li> </ul>	HOL

Field Name	Data
3. Employee Type <ul style="list-style-type: none"> <li>Select hourly or salaried.</li> </ul>	H
4. Tax Location Code <ul style="list-style-type: none"> <li>Accept the default MN; if the work location is outside of Minnesota, select the correct state.</li> </ul>	MN
5. FICA Status <ul style="list-style-type: none"> <li>Accept the default or select a value.</li> </ul>	Subject

Select the **Salary Plan** page.

Field Name	Data
1. Grade Entry Date <ul style="list-style-type: none"> <li>Accept the displayed value.</li> </ul>	Accept default
2. Step <ul style="list-style-type: none"> <li>If the compensation is on step, select the appropriate step for the promotion. Press the <b>Tab</b> button.</li> </ul>	2
3. Step Entry Date <ul style="list-style-type: none"> <li>Verify the date the employee entered this step.</li> </ul>	Accept the displayed date

Select the **Compensation** page.

Field Name	Data
<p>1. Rate Code</p> <ul style="list-style-type: none"> <li>• If you entered a step on the Salary Plan page, you will see rate code ONSTEP.</li> <li>• If you did not enter a step on the Salary Plan page, select the appropriate rate code. Off step rate codes are defined in the <i>Off Step Rate Codes – Reference</i>.</li> <li>• Commissioners Plan and Managers Plan employees are always off-step; their promotional increases are based on a percent, not steps.</li> </ul>	<p>ONSTEP</p>
<p>2. Comp Rate</p> <ul style="list-style-type: none"> <li>• Verify the amount is correct. Rate code and comp rate filled in based on the step on the Salary Plan page.</li> </ul>	<p>For this example, accept the displayed rate</p>
<p>3. Select <b>Calculate Compensation</b>.</p>	<p>The employee's total compensation rate displays</p>
<p>4. Compensation Rate (displayed below the Payroll Status field)</p> <ul style="list-style-type: none"> <li>• Verify the employee's total compensation rate.</li> </ul>	<p>For this example, accept the displayed rate</p>

Select the **Leave/WOC** page.

Field Name	Data
<p>1. Special Program</p> <ul style="list-style-type: none"> <li>• Leave it blank or select a value.</li> <li>• If the employee is appointed as a workers' compensation-related placement, select Workers' Compensation. If the employee is filling an essential position, select Essential. Do not select Not Available; this is for historical rows only.</li> </ul>	None
<p>2. Salary Authority</p> <ul style="list-style-type: none"> <li>• Select the appropriate value.</li> <li>• Data does <i>not</i> fill in from the position record. You have to review this field whenever you enter a position number, and change it if necessary.</li> </ul>	MAP
<p>3. Leave Authority</p> <ul style="list-style-type: none"> <li>• Use the Lookup page to select the appropriate value.</li> <li>• This is the set of rules governing an employee's eligibility for leave calculation, accrual, and usage.</li> </ul>	MAPE - FT/PT Leave Eligible

Select the **Employment Data** component link.

The Employment Information page displays.

The screenshot displays the 'Employment Information' page for Dana J. Cooper. It includes sections for 'Organizational Instance' and 'Organizational Assignment Data'. The 'Organizational Instance' section shows an instance record with dates and an override checkbox. The 'Organizational Assignment Data' section shows an instance record with dates, override checkboxes, and a table for tenure accrual. The 'USA' section includes checkboxes for company ownership and tenure services, along with date and contract length fields.

Field Name	Data
<p>1. Probation Date</p> <ul style="list-style-type: none"> <li>If the Empl Class is Probationary, enter the date the probation ends.</li> </ul>	08/03/____ this year
<p>2. Anniversary/Progression Date</p> <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>	02/03/____ this year
<p>3. Last Verification Date</p> <ul style="list-style-type: none"> <li>Complete this field if your agency tracks this data. This is the most recent date the employee verified personal data.</li> </ul>	Leave blank

Field Name	Data
<p>4. Appointment End Date</p> <ul style="list-style-type: none"> <li>If applicable, enter the date that corresponds to the last day the employee will be on the job. The appointment end date, which pertains to the employee's job, must be the same as, or prior to, the Not To Exceed Date on the position record.</li> </ul>	Leave blank

Select the **Additional Employment Info** page.

The screenshot shows the 'Additional Employment Info' page for employee Dana J. Cooper. The page includes the following fields and sections:

- Employee Information:** Cooper, Dana J, Employee, Empl ID 00088701, Empl Record 0.
- Agency Use Date:** [Empty field]
- Barg Unit Seniority Date:** [Empty field]
- Seniority Tie Breaker:** 0
- Agency Seniority Date:** 02/07/1996
- Layoff Expiration Date:** [Empty field]
- Employee Works at Home?:**
- Eligible for Next Increase:** 03/23/2009
- Layoff Notice Date:** [Empty field]
- Security Clearance Type:** 0
- Email Address:** dana.cooper@state.mn.us
- Work Phones:** 1 of 1. Phone Type: Main Business. Telephone: 651-555-0001. Extension: 0.

Field Name	Data
<p>1. Agency Use Date</p> <ul style="list-style-type: none"> <li>Enter a date if it applies to the specific purpose set forth by your agency's policy.</li> </ul>	Leave blank
<p>2. Barg Unit Seniority Date</p> <ul style="list-style-type: none"> <li>Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.</li> </ul>	Leave blank

Field Name	Data
<p>3. Agency Seniority Date</p> <ul style="list-style-type: none"> <li>• Enter the date the employee started continuous employment with the current agency (example: Department of Human Services).</li> <li>• 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>	Accept displayed date
<p>4. Eligible for Next Increase</p> <ul style="list-style-type: none"> <li>• Enter the date the employee is eligible for an increase.</li> <li>• Check the contract or plan.</li> <li>• If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150).</li> </ul>	02/03/____ next year
<p>5. Security Clearance Type</p> <ul style="list-style-type: none"> <li>• For most employee's, 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
<p>6. Email Address</p> <ul style="list-style-type: none"> <li>• Enter or verify the employee's email address at work. The insurance unit uses email to contact employees.</li> </ul>	dana.cooper@state.mn.us
<p>7. Phone Type</p> <ul style="list-style-type: none"> <li>• Select the phone type.</li> </ul>	Main Business
<p>8. Telephone</p> <ul style="list-style-type: none"> <li>• Check the telephone number and change it if necessary.</li> </ul>	651/555-9901

Select the **Benefits Program Participation** link.

The Benefit Program Participation page displays.

Field Name	Data
<p>1. Annual Benefits Base Rate</p> <ul style="list-style-type: none"> <li>Accept the default. SEMA4 automatically updates this field for all agencies except Minnesota State. Minnesota State users should review the field, and change the value in SCUPPS if it is incorrect.</li> <li>This field affects employee insurance eligibility.</li> </ul>	Leave unchanged
<p>2. Salary Authority</p> <ul style="list-style-type: none"> <li>Check for accuracy.</li> <li>This field affects employee insurance eligibility.</li> </ul>	Leave unchanged
<p>3. Retirement Code</p> <ul style="list-style-type: none"> <li>Select the appropriate retirement plan code.</li> <li>This field affects employee insurance eligibility.</li> </ul>	AA



Field Name	Data
<p>4. Benefits</p> <ul style="list-style-type: none"> <li>Accept STATE, or most employees. COUNTY applies to certain employees participating in their county benefits program.</li> <li>This field affects employee insurance eligibility.</li> </ul>	STATE
<p>5. Special Elig</p> <ul style="list-style-type: none"> <li>Select the appropriate code. Refer to the <i>Special Eligibility Codes – Reference</i> in SEMA4 Help.</li> <li>This field affects employee insurance eligibility.</li> </ul>	MF12
<p>6. Effective Date and Benefit Program in the Benefits Program Participation group box</p> <ul style="list-style-type: none"> <li>The information in these fields is maintained by central benefits staff and is updated nightly by a batch job.</li> </ul>	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> </ul>	Saved displays briefly in the upper-right corner
<p>2. Job Data Notepad (button that looks like a notebook)</p> <ul style="list-style-type: none"> <li>For this walk-through, no notes are needed.</li> <li>Use Job Data Notepad to enter special notes when entering an unusual transaction, or when the reason code Other is used.</li> </ul>	Leave blank
<p>3. Create or modify a work schedule for the new appointment.</p> <ul style="list-style-type: none"> <li>For this walk-through, do not create or modify a work schedule.</li> </ul>	

## SEMA4 Tips

### Promotion, Demotion, Transfer, Movement

When processing a promotion, demotion, transfer, or movement, use the following tips to check your work.

- ✓ Be sure the Reason is correct.
- ✓ Make sure the row you added has a Position Number different from the previous row.
- ✓ Make sure the Empl Class is probationary or permanent.
- ✓ Commissioners Plan and Managers Plan employees must be off-step; their promotional increases are based on a percent, not steps.
- ✓ Be sure the salary information is entered correctly.
- ✓ Be sure the proper Probation Date is entered.
- ✓ If the transaction is a promotion for salary purposes, enter the effective date in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Check that the Eligible for Next Increase date is accurate.
- ✓ Be sure the work Email Address and Telephone are up-to-date.
- ✓ Check the Special Elig code.
- ✓ After you save, enter notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.
- ✓ If necessary, check the Leave Accrual Date.

## Process a Promotion – Exercise

In this exercise, you will process a promotion, using Reason code COM.

### 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

You are filling an Information Technology Spec 1 position by promoting Mary Gardner, an Accounting Technician in permanent status. You have security clearance to the job record and position record. You have viewed the position record of Mary’s new position, and it doesn’t require any changes.

In the **User Training** database, use the following information to process the promotion.

*Hint:* SEMA4 > Human Resources > Job > Job Data.

The screenshot displays the 'Job Data' form for Mary Gardner (Employee ID: 00631101). The form is divided into several sections:

- Employee Information:** Gardner, Mary; Empl ID: 00631101; Empl Record: 0.
- Work Location Details:**
  - \*Effective Date: 07/14/2008
  - Effective Sequence: 0
  - HR Status: Inactive
  - Payroll Status: Retired
  - \*Action: Retirement
  - Reason: WOE (Retire without ER Contribution)
  - \*Job Indicator: Primary Job
  - Current:
- Position Information:**
  - Position Number: 00000333 (Information Technology Spec 1)
  - Position Entry Date: 04/07/2008
  - Regulatory Region: USA (United States)
  - Company: SMN (State of Minnesota)
  - Business Unit: G24MP (DOER-MAPE)
  - Department: G241000 (HR Administration)
  - Department Entry Date: 04/07/2008
  - Location: G24SP (Employee Relations)
  - Establishment ID: G24SP (Employee Relations)
  - Date Created: 08/27/2012
  - Termination Date: 07/13/2008
  - Expected Job End Date: [Blank]
  - Last Date Worked: 07/13/2008

Field Name	Data
Employee ID	006311__ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row

Field Name	Data
Effective Date	01/03/____ this year
Action	Promotion
Reason	COM, Competitive Open Appt
Position Number	00000333 and press the <b>Tab</b> button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatory
Officer Code	Non-Manager
Classified Indc (view only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view only)	214
Union Code (view only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6 and press the <b>Tab</b> button
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate

Field Name	Data
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	MAP
Leave Authority	MAPE Emp Eligible for Leave
Probation Date	07/03/____ this year
Anniversary/Progression Date	01/03/____ this year
Last Verification Date	Leave blank
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	Accept displayed date
Eligible for Next Increase	01/03/____ next year
Security Clearance Type	0
Email Address	mary.gardner@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9876
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12  Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
1. Select <b>Save</b> . <ul style="list-style-type: none"> <li>• If warning messages display, 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> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. For this exercise, you will not create or modify a work schedule.	

## Demotion

Select the Demotion action when an employee with permanent or probationary status is appointed to a lower job class, with permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

### Compare Demotion to Movement

Select Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

## Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a demotion.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Demotion</b> .	Demotion – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Voluntary Demotion (VOL). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Voluntary Demotion (VOL)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li><li>• Notice the reason code, VOL.</li></ul>	Demotion – Voluntary Demotion – Check List displays
7. Scroll down to the bottom.	

Action	Result
<p>8. Select <b>WHOA! Better Check Those Critical Fields Before This Transaction.</b> Notice the fields that have required values:</p> <ul style="list-style-type: none"> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> </ul>	<p>A pop-up box displays, listing fields with required values</p>
<p>9. Exit SEMA4 Help.</p>	

## Process a Demotion – Exercise

In this exercise, you will process a demotion.

### Resources

You may use these resources in completing this exercise:

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

### Directions

Andrea Jones, hired as a Management Analyst 2, is being voluntarily demoted to Management Analyst 1 at another location. The position is classified and unlimited. You have security clearance to the job and position records. You have viewed the position record of the new position, and it doesn't require any changes.

The action is **Demotion** because an employee with permanent or probationary status is being appointed to a lower job class, in permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.



In the **User Training** database, use the following information to process the demotion.  
*Hint:* Select SEMA > Human Resources > Job > Job Data.

The screenshot shows the 'Job' data entry form for 'Jones, Andrea C' (Empl ID: 0006601). The form is titled 'Work Location Details' and includes fields for 'Effective Date' (04/21/2008), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Position Number' (00030004), 'Position Entry Date' (04/21/2008), 'Regulatory Region' (USA), 'Company' (SMN), 'Business Unit' (H55/MP), 'Department' (H554201), 'Location' (H55TC), and 'Establishment ID' (H5542). The 'Action' is set to 'Demotion', 'Reason' is 'VOL', and 'Job Indicator' is 'Primary Job'. The position is 'Management Analyst 1' and the location is '8th Ave Owatonna'. The form also includes a 'Go To Row' button and a 'Date Created' field (08/14/2012).

Field Name	Data
Employee ID	000666__ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	03/04/____ this year
Action	Demotion
Reason	VOL, Voluntary Demotion
Position Number	00030004 and press the <b>Tab</b> button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probationary
Officer Code	Non-Manager

<b>Field Name</b>	<b>Data</b>
Classified Indc (view-only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	214
Union Code (view-only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3 and press the <b>Tab</b> button
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
<b>Calculate Compensation</b>	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	MAP
Leave Authority	MAPE FT/PT Leave Eligible
Probation Date	09/04/____ this year
Last Verification Date	Leave blank
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	Leave unchanged

Field Name	Data
Eligible for Next Increase	03/04/ ____ next year
Security Clearance Type	0
Email Address	andrea.jones@state.mn.us
Work Phone Type	Main Business
Telephone	507/444-1111
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select <b>Save</b>.</p> <ul style="list-style-type: none"> <li>• If warning messages display, 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> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

## Transfer

Use the Transfer action when an employee in permanent or probationary status is laterally appointed, in permanent or probationary status, to another position in one of the following circumstances:

- 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 with a salary range which differs by less than two steps at 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

A transfer may occur within an agency or organizational unit or between two agencies or organizational units. Reassignment of an employee does not constitute a transfer.

Some examples of reasons for the Transfer action are:

- Agency Transfer – Transferring an employee to a different agency, in the same job class
- Class Transfer – Transferring an employee to a different job class, in the same agency or a different department or agency

When an employee is transferred from one agency to another, the *receiving* agency processes the transfer.

### Compare Transfer to Data Change

If the appointment has the same job code *and* the same agency, process a Data Change rather than a Transfer. Use one of the following Data Change reason codes:

- Position Number Change (PSN)
- Position Number Change - Bid (BID)
- Position Number Change - Reassignment (RAS)
- Position Number Change - Expression of Interest (EOI)

### Compare Transfer to Movement

Select the Transfer action if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

## Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a transfer.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Transfer</b> .	Transfer – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Agency Transfer (ATF).  <ul style="list-style-type: none"> <li>• Read the hint.</li> </ul>	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Agency Transfer (ATF)</b> .  <ul style="list-style-type: none"> <li>• Read the check list.</li> <li>• Notice the reason code, ATF.</li> <li>• Use this reason code when an employee is transferring to a position in the same class in another agency.</li> </ul>	Transfer – Agency Transfer – Check List displays
7. Scroll down to the bottom.	
8. Select <b>WHOA! Better Check Those Critical Fields Before This Transaction</b> . Notice the fields that have required values:  <ul style="list-style-type: none"> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> </ul>	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

## Process a Transfer – Exercise

In this exercise, you will process a transfer.

### Resources

You may use these resources in completing this exercise:

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

### Directions

Keith Forest was hired as a Registered Nurse, and has permanent status. He has accepted another Registered Nurse position at a different agency.

You have security clearance to the job and position records. You have viewed the position record for the new position, and it doesn't require any changes.

The action is **Transfer** because the employee has permanent or probationary status, and is being laterally appointed, in permanent or probationary status, to a position which is in the same job class, in a different agency or organizational unit.

In the **User Training** database, use the following information to process the transfer.  
*Hint:* Select SEMA4 > Human Resources > Job > Job Data.

Field Name	Data
Employee ID	000871__ (substituting your two digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	05/06/____ this year
Action	Transfer
Reason	ATF, Agency Transfer
Position Number	00000704 and press the <b>Tab</b> button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry

Field Name	Data
Officer Code	Non-Manager
Classified Indc (view-only)	Classified
Standard Hours (view only)	40.00
Bargaining Unit (view-only)	205
Union Code	MNA
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6 and press the <b>Tab</b> button
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
<b>Calculate Compensation</b>	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	MNA
Leave Authority	NA1
Probation Date	11/06/____ this year
Last Verification Date	Leave blank
Appointment End Date	Leave blank
Barg Unit Seniority Date	Leave unchanged



Field Name	Data
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	05/06/ ____ next year
Security Clearance Type	0
Email Address	keith.forest@state.mn.us
Work Phone Type	Main Business
Telephone	763/555-2222
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12  Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select <b>Save</b>.</p> <ul style="list-style-type: none"> <li>• If warning messages display, 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> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this exercise, you will not create or modify a work schedule.</p>	

## Movement

Use the Movement action in SEMA4, when an employee is moving:

- From a *non-status* (examples: emergency, temporary, limited) appointment to a *status* (permanent or probationary) appointment; or
- From a *status* appointment to a *non-status* appointment; or
- From a *non-status* appointment to another *non-status* appointment.

If the employee is moving from a status appointment to another status appointment, it is *not* a movement.

Sometimes a transaction has the SEMA4 action Movement, even though it is a promotion for *salary* purposes. If the Movement is a promotion for salary purposes, then you update the Anniversary/Progression Date, which is the field that holds the date of the last hire, rehire, or promotion for salary purposes.

### Compare Movement to Transfer, Promotion, and Demotion

Select action Movement if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Select action Transfer, Promotion, or Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

## Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a movement.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Movement</b> .	Movement – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Temporary Unclassified Appointment (TUN). <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop-up box displays a hint
5. Select again.	The hint disappears

Action	Result
<p>6. Select <b>Temporary Unclassified Appointment (TUN)</b>.</p> <ul style="list-style-type: none"> <li>• Read the check list.</li> <li>• Notice the reason code, TUN.</li> </ul>	<p>Movement – Temporary Unclassified Appointment – Check List displays</p>
<p>7. Scroll down, and notice the additional steps to follow (add a row with action Data Change, reason BJC) if the employee was hired or rehired to an insurance-<i>ineligible</i> appointment within the 35 days preceding this action, <i>and</i> the insurance eligibility is changing.</p>	
<p>8. Scroll down to the bottom.</p>	
<p>9. Select <b>WHOA! Better Check Those Critical Fields Before This Transaction</b>. Notice the fields that have required values:</p> <ul style="list-style-type: none"> <li>• Regular/Temporary</li> <li>• Classified Indc</li> <li>• Empl Class</li> <li>• Appointment End Date</li> </ul>	<p>A pop-up box displays, listing fields with required values</p>
<p>10. Exit SEMA4 Help.</p>	

## Process a Movement – Exercise

This exercise lets you practice processing an employee department ID change, before you process a movement. You would need an employee department ID change if the appointment *isn't* processed through Manage Hires, and you *don't* have security clearance to the employee's department.

### Resources

You may use these resources in completing this exercise:

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

## Directions

Gary Ellis, a temporary unclassified Management Analyst 2, is being appointed to a temporary unclassified Management Analyst 3 position in the Commissioner’s Plan, at a different agency. The compensation is off-step. You have reviewed the new position record, and it doesn’t require any changes.

The action is **Movement** because the employee is moving from a *non-status* appointment to another *non-status* appointment.

The employee currently works for a department to which you *don’t* have security clearance, and this appointment *isn’t* via Manage Hires. Therefore, you need to process an **employee department ID change** before you process the movement.

In the **User Training** database, complete the following steps to process the employee department ID change.

The screenshot shows the 'Department ID Change' form in the 'User Training' database. The form is for employee Gary Ellis (Empl ID: 00041101). It includes sections for 'Employment Data' and 'Work Phone'. In the 'Employment Data' section, there is a table with columns for Effective Date, Effective Sequence, Job Indicator, Primary Job, Reason, and Compensation Rate. A row is highlighted with an action of 'Movement'. Below this, there is a section for 'Employee Dept ID change' with a checkbox that is checked and circled in red. Other fields include Action Date (08/14/2012), Compensation Rate (20.580000), Department (E771100 Human Resources), Job Title (Management Analyst 3), Job Code (000893), Barg Unit (217), Address 1 (13000 Zoo Blvd), Address 2, City (Apple Valley), State (MN), and Zip (55124-0199). The 'Work Phone' section shows Type (Main Business), Telephone (612/555-1313), and Extension (0). The 'Personal Data' section shows Original Start Date (01/21/1998). At the bottom, there is a 'Save' button circled in red and a 'Return to Search' button.

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 > Job Information > Department ID Change.	The Department ID Change search page displays
3. In the <b>EmplID</b> field, enter the employee's ID. For this example, enter 000411__ (substituting your two-digit code for the blanks) and select <b>Search</b> .	<b>Department ID Change</b> page displays
4. Select the <b>Employee Dept ID change</b> check box.	Check box is selected

Action	Result
5. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If a warning message displays, select <b>OK</b>.</li> </ul>	<b>Work Location</b> page displays, and you now have access to the record

In the **User Training** database, use the following information to process the movement.

Field Name	Data
Plus sign button	Select button to add a row
Effective Date	06/07/____ this year
Action	Movement
Reason	TUN, Temporary Unclassified Appt
Position Number	01080003 and press the <b>Tab</b> button
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time

Field Name	Data
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Unclassified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	Blank because compensation is off-step
Step Entry Date	Blank because compensation is off-step
Rate Code	OFFRNG Refer to <i>Off Step Rate Codes – Reference</i>
Comp Rate	20.56
<b>Calculate Compensation</b>	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	None
Salary Authority	NUE
Leave Authority	NM1
Probation Date	Leave blank because not probationary
Last Verification Date	Leave blank
Appointment End Date	12/31/____ next year
Barg Unit Seniority Date	Leave blank

Field Name	Data
Agency Seniority Date	06/07/ ____ this year
Eligible for Next Increase	06/07/ ____ next year
Security Clearance Type	0
Email Address	gary.ellis@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-1313
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 See the <i>Special Eligibility Codes – Reference</i>

Action	Result
<p>1. Select <b>Save</b>.</p> <ul style="list-style-type: none"> <li>• If warning messages display, select <b>OK</b>.</li> <li>• If a system-required field has been left empty or entered incorrectly, complete or fix it and save again.</li> </ul>	<p><i>Saved</i> displays briefly in the upper-right corner</p>
<p>2. For this example, the employee was <i>not</i> hired or rehired to an insurance-ineligible appointment within the 35 days preceding this action, so you do not need to do any additional steps.</p>	
<p>3. If the Leave Accrual date needs to be updated, enter it on the Biographical Details page in the Modify a Person component. For this exercise, there are no changes.</p>	
<p>4. For this exercise, you will not create or modify a work schedule.</p>	

## Review Questions

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

1. Movement is an appropriate action when:
  - a. An employee is moving from an appointment with permanent or probationary status, to an appointment with permanent or probationary status.
  - b. An employee is moving from an appointment with permanent or probationary status, to a non-status appointment.
  - c. An employee is moving from a non-status appointment, to an appointment with permanent or probationary status.
  - d. An employee is moving from a non-status appointment, to a non-status appointment.
  - e. b, c, or d
  
2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add another row with action Data Change, reason \_\_\_\_\_.
  - a. BJC
  - b. OTH
  - c. NON
  - d. INS
  
3. On which page would you enter the date the employee's probation ends?
  - a. Work Location
  - b. Employment Information
  - c. Salary Plan
  - d. Identity/Diversity
  
4. Only employees with \_\_\_\_\_ status are eligible for demotion.
  - a. permanent or probationary
  - b. permanent or classified
  - c. classified or unlimited
  - d. trainee or temporary



5. When an employee is transferred from one agency to another, which agency processes the transfer?
- The current agency
  - Department of Administration
  - The receiving agency
  - Department of Management & Budget (MMB)
6. When using the Transfer action, the employee must be moving from a \_\_\_\_\_ appointment to \_\_\_\_\_ appointment.
- status, a non-status
  - status, another status
  - non-status, another non-status
  - unclassified, a classified
7. On a promotion, which value must the Classified Indc field display?
- Classified
  - Unclassified
  - Any valid value
  - Non-Status
8. Only employees in \_\_\_\_\_ status can be promoted.
- unlimited or limited
  - unclassified or classified
  - permanent or probationary
  - permanent or intern
9. If a Movement transaction is a *promotion for salary purposes*, then you update the \_\_\_\_\_ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
- Appointment End Date
  - Anniversary/Progression Date
  - Probation Date
  - Expected Return Date

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. Movement is an appropriate action when:
  - e. b, c, or d
2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add a row with action Data Change, reason \_\_\_\_\_.
  - a. BJC
3. On which page would you enter the date the employee's probation ends?
  - b. Employment Information
4. Only employees with \_\_\_\_\_ status are eligible for demotion.
  - a. permanent or probationary
5. When an employee is transferred from one agency to another, which agency processes the transfer?
  - c. The receiving agency
6. When using the Transfer action, the employee must be moving from a \_\_\_\_\_ position to \_\_\_\_\_ position.
  - b. status, another status
7. On a promotion, which value must the Classified Indc field display?
  - a. Classified
8. Only employees in \_\_\_\_\_ status can be promoted.
  - c. permanent or probationary
9. If a Movement transaction is a *promotion for salary purposes*, then you update the \_\_\_\_\_ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
  - b. Anniversary/Progression Date

Pull out these pieces from the Promotion, Demotion, Transfer, Movement topic:

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

Whenever you need to process a promotion, demotion, transfer, or movement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, 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 process a promotion, demotion, transfer, or movement, the Manage Hires type of hire is **Transfer**. 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 “Transfer.”

## 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	Transfer	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 promotion, demotion, transfer, or movement, visit <https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp> and refer to this topic:

- Manage Hires Instructions – see the *Transfer* chapter  
*or*
- Manage Hires - Quick Start – see the *Transfer* chapter

## 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>Transfer</b> . <ul style="list-style-type: none"><li>• Read the instructions.</li><li>• Notice that In Recruiting Solutions and Manage Hires, type of hire “Transfer” refers to any appointment of a current employee (examples: promotion, demotion, transfer, movement).</li></ul>	Transfer using Manage Hires displays
7. 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 promotion from Recruiting Solutions, you use \_\_\_\_\_ in SEMA4.
  - a. Manage Hires
  - b. Job Data
  - c. Modify a Person
  - d. Add Employment Instance
2. To access Manage Hires, select Human Resources > \_\_\_\_\_ > Manage Hires.
  - a. Recruiting Solutions
  - b. Person Profile
  - c. Position Management
  - d. Onboarding
3. To process a demotion from Recruiting Solutions, the type of hire is \_\_\_\_\_.
  - a. Manage Hires
  - b. Demotion
  - c. Transfer
  - d. Data Change
4. To process a movement from Recruiting Solutions, the type of hire is \_\_\_\_\_.
  - a. Job Data
  - b. Movement
  - c. Add Concurrent Job
  - d. Transfer
5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose \_\_\_\_\_.
  - a. a position number
  - b. an employment record number
  - c. an effective date sequence number
  - d. a business unit
6. After you have completed all the pages and selected **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 promotion from Recruiting Solutions, you use \_\_\_\_\_ in SEMA4.
  - a. Manage Hires
  
2. To access Manage Hires, select Workforce Administration > \_\_\_\_\_ > Manage Hires.
  - d. Onboarding
  
3. To process a demotion from Recruiting Solutions, the type of hire is \_\_\_\_\_.
  - c. Transfer
  
4. To process a movement from Recruiting Solutions, the type of hire is \_\_\_\_\_.
  - d. Transfer
  
5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose \_\_\_\_\_.
  - b. an employment record number
  
6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name \_\_\_\_\_.
  - b. is no longer on the list

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