Section D
Contents

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

Section D

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.

Introduction

A fill-behind may occur when an employee is on leave of absence, on mobility, or on a work out of class assignment, and is expected to return. A fill-behind is processed so that the tasks associated with that position continue to be performed.

An agency may choose to process the fill-behind with a short-term appointment such as emergency, temporary classified, or temporary unclassified; or with a work out of class or mobility assignment.

To process an appointment for an individual who applied in Recruiting Solutions, you use the **Manage Hires** component. To process an appointment for an individual who did *not* apply in Recruiting Solutions, you use the **Add a Person** component for new a new hire, or **Job Data** for other transactions. 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, you'd need to process a department ID change before certain transactions.

Conditions for a Fill-Behind

To ensure that a fill-behind is appropriate, check that the following conditions are met:

- The employee on leave, mobility, or work out of class is expecting to return.
- The agency is temporarily fulfilling the employee's responsibilities with another employee.

Things to Consider Before You Enter Data

Fill-Behind

Consider these items *before* entering a fill-behind in SEMA4.

- ➢ Identify whether fill-behind is appropriate. Is the incumbent on leave, mobility, or work out of class? Is the incumbent expecting to return? Is the agency temporarily filling the employee's responsibilities with another individual?
- ➢ Decide how to process the fill-behind. Do the incumbent and the employee filling in have the identical employment condition and status? If not, you need to create a new position for the fill-behind.
- ➢ Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.

Access SEMA4 Help

First, refer to SEMA4 Help to find the definition of fill-behind.

Action	Result
1. Sign in to the SEMA4 User Training database, using the User ID and Password you were assigned.	Main Menu displays
2. In the navigation header, select **Help** to access SEMA4 Help.	SEMA4 Help Contents displays
3. Select **Glossary**.	After a few seconds, the Glossary displays
4. In the Glossary, select **F**.	Glossary topics beginning with the letter F appear
5. Select **fill-behind**. • Read the definition.	A pop-up definition displays
6. Exit SEMA4 Help.	

Process a Fill-Behind – Exercise

In this exercise, you will process a fill-behind because of a leave of absence.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Establish a New Position walk-through of the Position Management learning guide
- The step-by-step instructions in the Hire walk-through of Section A of the Employee Maintenance learning guide
- SEMA4 Help

Directions

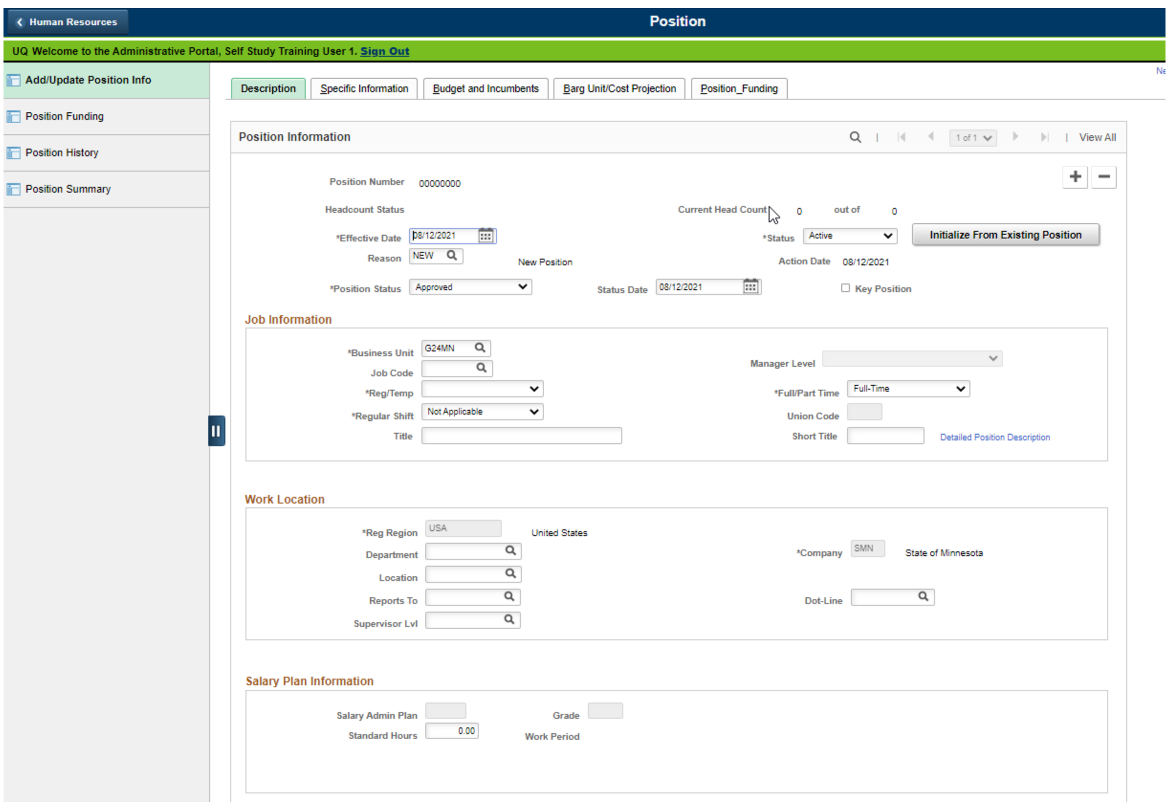
Trevor Montain, an Electrician with permanent status, went on a leave of absence. To ensure that Trevor's duties continue to be performed during his absence, you will hire Robin Ford to fill the position temporarily. Robin has never been employed by the state, and therefore does not hold a position with the same attributes as the incumbent. So you will create a new position for the fill-behind.

In the **User Training** database, create a new position and hire the employee, using the following information.

Part 1: Create a New Position

Complete the following steps to create a new position record.

Action	Result
1. Sign in to the **User Training** database, using your training user ID and password.	Main Menu displays
2. Select SEMA4 > Human Resources > Position > Add/Update Position Info.	Add/Update Position Info search page displays
3. Select the **Add a New Value** tab.	A message displays
4. Select **OK**.	**Description** page displays



Field Name	Data
Effective Date	03/01/____ this year
Status	Active
Reason	NEW
Position Status	Approved

Field Name	Data
Status Date	Accept the displayed date
Business Unit	G02AF
Job Code	000266
Reg/Temp	Temporary
Manager Level	None
Full/Part Time	Full-Time
Regular Shift	Not Applicable
Title	Electrician
Department	G025315
Location	G0210
Reports To	01080032
Dot-Line	Leave blank
Supervisor Lvl	Leave blank
Standard Hours	40.00
Max Head Count	1
Mail Drop ID	Leave blank
Classified Indicator	Classified
FTE	1.0
Option Code	Leave blank
FLSA Status	Nonexempt
WCRA Code	5190
Date Position Established	Accept the displayed date
Audited By	Leave blank
Position Audit Date	Leave blank
Seniority Unit	002
Not to Exceed Date	08/08/____ this year
Unclassified Authorization	XXXX
Agency Use	Leave blank
Intend to Fill Date	04/05/____ this year
Intend to Fill Step	1

Field Name	Data
Salary Authority	AFS
Effective Date	Accept displayed date
Earn Code	Leave blank
Percent	100.000
Accounting Date	Leave blank
Fund	100
Fin DeptID	G101111
ApropID	011

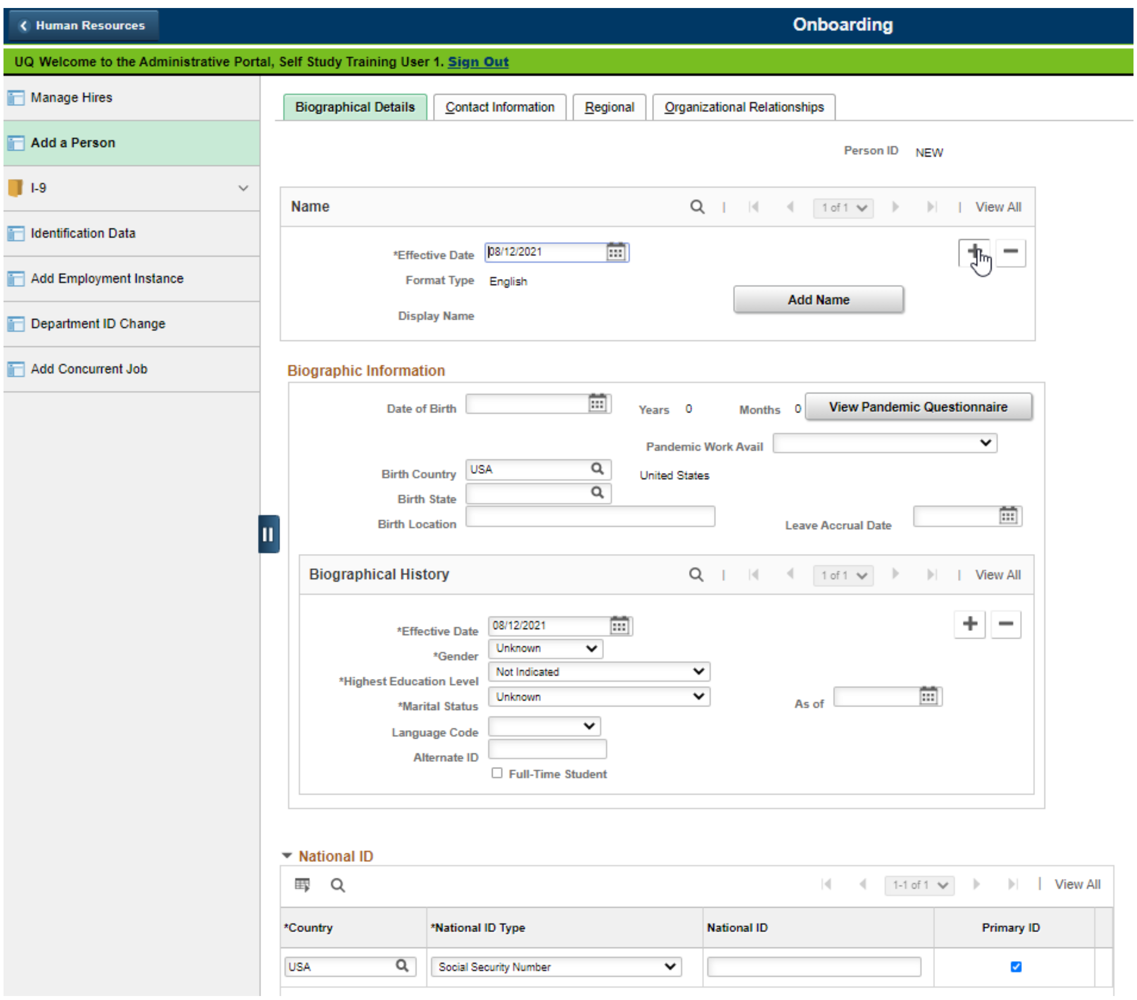
Action	Result
1. Select **Save**.	Record saves
2. **Important**: Write down the position number. You will need it for Part 2 of the exercise.	Position Number: ________________________
3. Select the **Validate** button.	*Validation Processing* displays
4. Select the **Check Progress** button every few seconds until the validation is complete. In the User Training database, select it for practice, and ignore any error messages that may appear. (*In the real system, if error messages display, fix the information according to the error messages. Repeat the save/validate/check progress until you receive no errors*.)	
5. Be sure you wrote down the position number! You will need to use it.	
6. Select **Home**.	Main Menu displays

Part 2: Hire the Employee (Add a Person)

Verify that you have written down the position number.

Next, you will hire Robin Ford into the fill-behind position. The action is Hire because this is Robin's first state position. The reason is TMP, Temporary, because the position is classified and the duration is less than 12 months. Email type Other is used to send new hires and rehires an email, which explains how to complete the New Hire/Rehire Activity Guide.

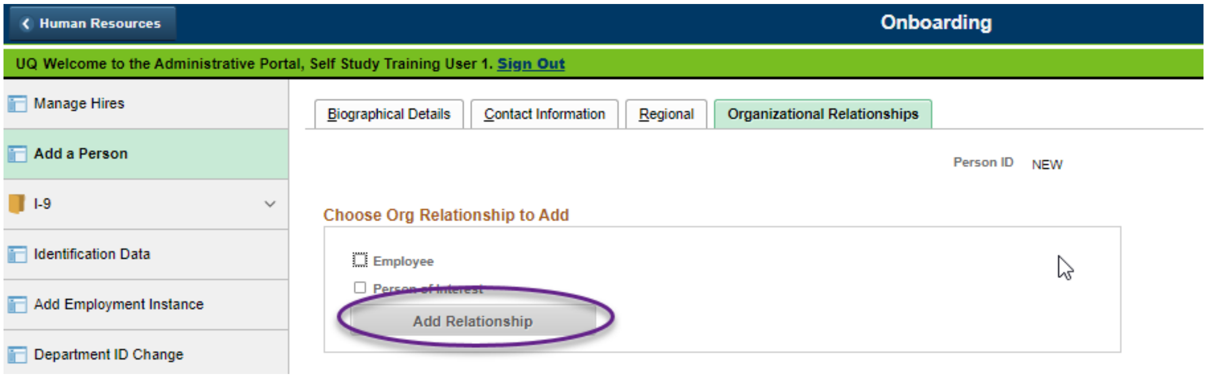
Action	Result
1. In the **User Training** database, select SEMA4 > Human Resources > Onboarding > Add a Person.	**Add Person** page displays
2. Select the **Add the Person** button.	**Biographical Details** page displays



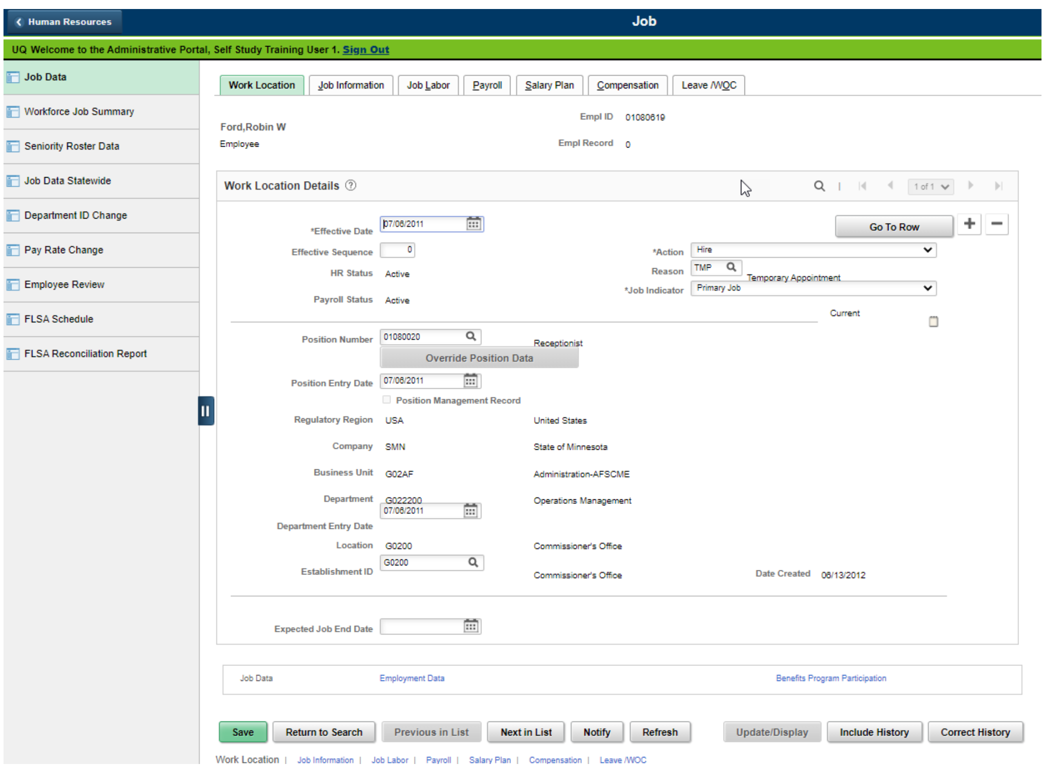
Field Name	Data
Effective Date	Accept the default, today's date

Field Name	Data
Add Name	Select the button
First Name	Robin
Middle Name	W
Last Name	Ford and select **OK**
Date of Birth	5/29/1980
Leave Accrual Date	04/05/____ this year
Effective Date	Accept the displayed date
Gender	Unknown (Employee will enter it in Self Service)
Marital Status	Married
National ID (Social Security Number)	898-42-12 _ _ (substituting your two-digit code)
Add Address Detail	Select the link
Effective Date	Accept the displayed date
Country	USA
Status	A
Add Address	Select the link
Address 1	1255 Rosewood Ave
City (Hint: select the look up button and look up **Far**)	Faribault
State	MN
Postal	55021-1256
County (Hint: select the look up button)	Rice
OK	Select button
OK	Select button
Plus sign button	Select button to add another address
Address Type	Business
Add Address Detail	Select the link
Effective Date	Accept the displayed date
Country	USA
Status	A
Add Address	Select the link

Field Name	Data
Address 1	200 Administration Bldg
Address 2	50 Sherburne Avenue
City (Hint: select the look up button and look up **St**)	St Paul
State	MN
Postal	55155
County (Hint: select the look up button)	Ramsey
OK	Select button
OK	Select button
Phone Type	Home
Telephone	507/555-8965
Email Type	Other
Email Address	rford2000@mailbox.com
Plus sign button	Select button to add another email address
Email Type	Business
Email Address	robin.ford@state.mn.us
Preferred	Choose Business as preferred
Ethnic Group	Leave blank (Employee will enter in Self Service)
Citizenship (Proof 1)	SS card
Citizenship (Proof 2)	Driver Lic
Military Status	Not indicated
Military Discharge Date	Leave blank



Field Name	Data
Employee	Select the check box
Add Relationship	Select button If a warning message displays, select **OK**. Notice the Person ID and write it down: _______________________________________



Field Name	Data
Effective Date	04/05/____ this year
Action	Hire

Field Name	Data
Reason	TMP, Temporary Appointment
Position Number	Refer to position number you wrote down
Position Entry Date	Accept the displayed date
Establishment ID	Accept the displayed value
Regular/Temporary (view-only)	Temporary
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	202
Union Code (view-only)	AFS
Pay Group	P02
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Step	1 and press **Tab**
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate	For this example, accept the displayed rate
Calculate Compensation	Select button
Compensation Rate (view-only)	For this example, accept the displayed rate
Special Program	Leave blank
Salary Authority	AFS
Leave Authority	AF3
button that looks like a notebook	Select the button to access notepad
Add a New Note	Select the button
Subject	Fill-behind

Field Name	Data
Note Text	This is a fill-behind while Trevor Montain is on leave.
Save	Select the button to save the note
Job Data Page	Select the link to return to Job Data
Probation Date	Leave blank
Anniversary/Progression Date	04/05/____ this year
Appointment End Date	08/08/____ this year
Agency Seniority Date	04/05/____ this year
Eligible for Next Increase	Leave blank
Security Clearance Type	0
Email Address	robin.ford@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9090
Salary Authority	Leave unchanged
Retirement Code	AN
Benefits	STATE
Special Elig	MX Refer to *Special Eligibility Codes – Reference*

Action	Result
1. Select **OK**. • If a warning displays, read the message and select **OK**. • If an error message displays, fix the data.	*Saved* displays briefly in the upper-right corner EmplID displays
2. Normally, you would set up a work schedule for the employee. However, for this exercise, skip that step.	

SEMA4 Tips

Fill-Behind

When processing a fill-behind, use the following tips to check your work.

- ✓ Remember to enter the Business address and Business email address.
- ✓ For a new hire or a rehire, enter an email address with email type Other.
- ✓ Be sure the Reason is correct.
- ✓ Be sure the compensation information is entered correctly.
- ✓ Enter the effective date of the hire in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Enter notes if appropriate.

Review Questions

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

1. If you are appointing an individual who is not a state employee, to temporarily fill in for an employee on leave, what would you do?
    a. Set up a work schedule and add a new position
    b. Add a new position and process a hire
    c. Plan for succession and process a hire
    d. Add a new position and process a reallocation

2. Which of the following conditions must exist, to process a fill behind?
    a. The employee is expected to return within one year.
    b. The employee is on leave, mobility, or work out of class, and the position is on hold.
    c. The employee on leave, mobility, or work out of class is expected to return, and the agency is temporarily fulfilling the employee’s responsibilities with another employee.
    d. The agency must fill the position with a current employee.

3. True or False: If the incumbent and the person filling in have different employment status or conditions, you can temporarily hire the replacing employee into the incumbent's original position record.
    a. True
    b. False

Review Answers

Check your answers to the review questions.

1. If you are appointing an individual who is not a state employee, to temporarily fill in for an employee on leave, which two SEMA4 processes might you use?

    b. Add a new position and process a hire

2. Which of the following conditions must exist, to process a fill behind?

    c. The employee on leave, mobility, or work out of class is expected to return, and the agency is temporarily fulfilling the employee's responsibilities with another employee.

3. True or False: If the incumbent and the person filling in have different employment status or conditions, you can temporarily hire the replacing employee into the incumbent's original position record.

    b. False. You may temporarily hire the replacing employee into the incumbent's original position only if they have the identical employment condition and status. If these attributes differ, create a new position for the employee filling in.

Pull out these pieces from the Fill-Behind topic:

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

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

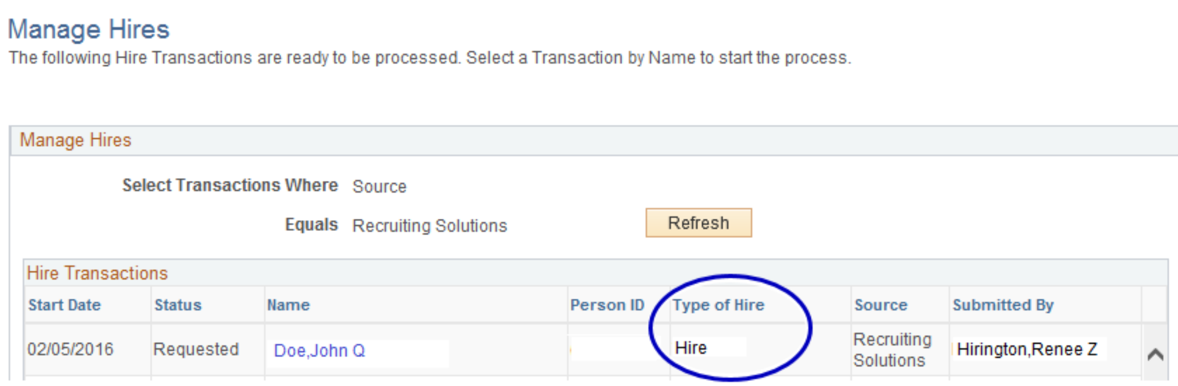
Continue to the next topic, *Manage Hires*.

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.

Examples: If you need to process a new hire as a fill-behind, then the type of hire is **Hire**. If the fill-behind is a rehire, then the type of hire is **Rehire**. If the fill-behind is a movement, then the 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 SEMA4 > Human Resources > Onboarding > Manage Hires. The following example shows a transaction with type of hire “Hire.”



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 an appointment, visit https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp and refer to:

- Mange Hires Instructions
  or
- Manage Hires - Quick Start

Access SEMA4 Help

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

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Select **Index** and type “manage hires”	Index displays
3. Select **Manage Hires**.	
4. Select **Manage Hires – Steps**.	Manage Hires – Steps displays
5. Notice that there are instructions for each **Type of Hire:** Hire, Rehire, Add Concurrent Job, and Transfer.	
6. 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 an appointment from Recruiting Solutions, you use ___________ in SEMA4.
    a. Modify a Person
    b. Manage Persons
    c. Manage Hires
    d. Job Data

2. If you need to process a **new hire** as a fill-behind, then the type of hire is _________.
    a. Hire
    b. Rehire
    c. Transfer
    d. Add Concurrent Job

3. 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 an appointment from Recruiting Solutions, you use ___________ in SEMA4.

    c. Manage Hires

2. If you need to process a **new hire** as a fill-behind, then the type of hire is _________.

    a. Hire

3. 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 D of Employee Maintenance!
Continue on to additional section(s) of the learning guide.