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

Section D

Fill-Behind	D-2
Manage Hires	D-15

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 <u>accessibility.mmb@state.mn.us</u>.

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
 Sign in to the SEMA4 User User ID and Password you 	Training database, using the were assigned.	Main Menu displays
2. In the navigation header, s Help.	select Help to access SEMA4	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 .		A pop-up definition displays
Read the definition.		
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.

Ac	tion	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

K Human Resources	Position	
UQ Welcome to the Administrative Portal, S	elf Study Training User 1. <u>Sign Out</u>	
Add/Update Position Info	Description Specific Information Budget and Incumbents Barg Unit/Cost Projection Position_Funding	
Position Funding		
Position History	Position Information Q	
Position Summary	Position Number 00000000	
	Headcount Status Current Head Count L 0 out of 0	
	*Effective Date [9:/122021 111] *Status Active V Initialize From Existing Position Reason NEW Q, New Position Action Date 09/12/2021	
	*Position Status Approved Status Date 08/12/2021 Key Position	
	Job Information	
	*Business Unit G24MN Q, Manager Level V	
	*Full/Part Time V	
	*Regular Shift ViciApplicable V Union Code Detailed Position Description	
	Work Location	
	*Reg Region USA United States	
	Department Q *Company SMN State of Minnesota	
	Reports To Q. Dot-Line Q.	
	Supervisor Lvl	
	Salary Plan Information	
	Salary Admin Plan Grade Standard Hours 0.00 Work Period	

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
AppropID	011

Ac	tion	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.

Ac	tion	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

C Human Resources	Onboarding	
UQ Welcome to the Administrative Port	tal, Self Study Training User 1. <u>Sign Out</u>	
Manage Hires	Biographical Details Contact Information Regional Organizational Relationships	
Add a Person	Person ID NEW	
I-9 ~	Name Q 4 4 1of1 > > > View All	
Identification Data	*Effective Date 198/12/2021	
Add Employment Instance	Format Type English Add Name	
Department ID Change	Display Name	
Add Concurrent Job	Biographic Information	
	Date of Birth Years 0 Months 0 View Pandemic Questionnaire	
	Pandemic Work Avail Pandemic Work Avail United States Birth State Birth State Birth Location Leave Accrual Date	
	Biographical History Q I I of 1 View All	
	*Effective Date 08/12/2021 *Gender *Gender *Highest Education Level *Marital Status Language Code Alternate ID Full-Time Student	
	✓ National ID	

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	
ОК	Select button	
ОК	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
ОК	Select button
ОК	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

K Human Resources	arding	
UQ Welcome to the Administrative Port	al, Self Study Training User 1. <u>Sign Out</u>	
📔 Manage Hires	Biographical Details Contact Information Regional Organizational Relationships	
TAdd a Person		Person ID NEW
I -9 ~	Choose Org Relationship to Add	
T Identification Data		\triangleright
Add Employment Instance	Add Relationship	
E Department ID Change		

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:

K Human Resources	Job					
UQ Welcome to the Administrative Portal, Self Study Training User 1, Sign Out						
🔚 Job Data	Work Location Job Information	n Job Labor Payroll Salary	Plan <u>C</u> ompensation L	eave /WOC		
Workforce Job Summary	Ford,Robin W		Empl ID 01080619			
Seniority Roster Data	Employee		Empl Record 0			
🔚 Job Data Statewide	Work Location Details ③			2	Q 4 4 1 of 1	v b b
E Department ID Change	*Effective Date	(p7/08/2011			Go To Row	+ -
Pay Rate Change	Effective Sequence	0	*Action	Hire	~	
Employee Review	HR Status	Active	Reason *Job Indicator	TMP Q Temporary Appoin Primary Job	tment 🗸	
FLSA Schedule	Payroll Status				Current	c
FLSA Reconciliation Report	Position Number	01080020 Q Rece Override Position Data	otionist			
	Position Entry Date	07/08/2011				
	Regulatory Region	Position Management Record USA Unite	d States			
	Company	SMN State	of Minnesota			
	Business Unit	G02AF Admit	histration-AFSCME			
	Department	G022200 Opera 07/08/2011	ations Management			
	Department Entry Date	G0200 Comr	nissioner's Office			
	Establishment ID	G0200 Q Com	nissioner's Office	Date Created	08/13/2012	
	Expected Job End Date	Ē				
	Job Data	Employment Data		Benefits Pr	ogram Participation	
	Save Return to Search	Previous in List Next in List	Notify Refresh	Update/Display	Include History	Correct History
	work cocation Job mormation J	o cabor i mayron i Satary nan i Compe	isauon (Leave nvoc			

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	Н
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

Ac	tion	Result
1.	 Select OK. If a warning displays, read the message and select OK. If an error message displays, fix the data. 	<i>Saved</i> 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."

lanage Hi			last a Transportion by Name to start the sur-			
ne tollowing Hi	re mansactions	are ready to be processed. Se	lect a Transaction by Name to start the proc	ess.		
Manage Hires						
s	elect Transacti	ons Where Source				
		Equals Recruiting Solution	Refresh			
Hire Transact	ions					
Start Date	Status	Name	Person ID Type of Hire	Source	Submitted By	
02/05/2016	Requested	Doe,John Q	Hire	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 an appointment, visit <u>https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp</u> 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.

Ac	tion	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.