

Section H Contents

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

Section H

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

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

Introduction

Processing a layoff is a procedure that may be needed in times of fiscal constraint. By learning how to enter a layoff on SEMA4, you can help ensure that the layoff is processed correctly.

It is important that a layoff is done accurately and in accordance with the appropriate contract. Otherwise, the layoff procedure could be nullified and would have to be re-done as a result of a grievance. In addition, layoffs affect an employee's eligibility for insurance continuation. Accuracy in selecting the correct Action and Reason combination and Special Eligibility code ensures that the laid off employee will receive any permitted employer contributions toward insurance continuation.

Things to Consider Before You Enter Data

Permanent Layoff

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

- Refer to the specific contract or plan for terms and conditions of the employee's layoff rights, severance and annual leave payments.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help for layoff processing instructions.

Access SEMA4 Help

Refer to SEMA4 Help to find a check list for a permanent layoff.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Layoff . <ul style="list-style-type: none">• There are several reason codes for layoff, such as L06, L09, L12, and LOF. Each has its own check list.	Layoff – Reason Codes page displays

Action	Result
<p>4. Select the lightning bolt button next to Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months (C12).</p> <ul style="list-style-type: none"> • Read the hint. 	<p>A pop-up box displays a hint</p>
<p>5. Select again.</p>	<p>The hint disappears</p>
<p>6. Select Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months (C12).</p> <ul style="list-style-type: none"> • Read the check list. Notice the reason code, <i>L06</i>. 	<p>Layoff – Permanent Layoff with Employer Insurance Contributions – 6 Months - Check List displays</p>
<p>7. Scroll down and select Leave and Other Payoffs - Check List.</p> <ul style="list-style-type: none"> • Use this payroll check list to ensure that vacation, severance, and other leave payoffs are correctly processed. 	<p>Leave and Other Payoffs – Check List displays</p>
<p>8. Select Back.</p>	<p>Layoff – Permanent Layoff with Employer Insurance Contributions – 6 Months – Check List displays</p>
<p>9. Scroll down and select WHOA! Better Check Those Critical Fields Before Saving This Transaction to review fields required for this transaction.</p>	<p>Field requirements display</p>
<p>10. Scroll down and notice that you also need to add a future effective-dated row of action <i>Data Change</i> and reason code <i>C12</i> (Layoff-begin 12mos ee pay ins). The effective date is the first date the employee is no longer eligible for employer contributions. The future-dated row ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued and that the employee is offered COBRA continuation.</p>	
<p>11. Scroll down and read the Benefits Consequences.</p>	
<p>12. Exit SEMA4 Help.</p>	

Process a Permanent Layoff – Walk-through

In this walk-through, you will process a permanent layoff.

There's a major shortage in the General Fund. The governor announces a one percent reduction in budgets. As a result, Ross Haynes, a Customer Services Specialist, is laid off.

This will require two transactions in SEMA4: a row using reason code L06, and a *future* effective-dated row using reason code C12.

In addition, because the position is no longer needed, you will abolish it and delete the Intend to Fill Date to remove the vacant position from cost projection calculation.

Part 1: Process the Layoff

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 > Job > Job Data.	A search page displays
3. In the EmplID field, enter 008065__ __ (substituting your two-digit code for the blanks). Select Search .	Work Location page for Ross Haynes displays

Begin on the **Work Location** page.

Field Name	Data
1. Be sure that the row you want to copy is displayed. For this example, the current row is displayed.	
2. Select the plus sign button to add a row of information.	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> Enter the date that the layoff takes effect. This is the first day the employee is <i>not</i> working. If a message displays, select OK. 	01/01/____ this year
4. Action <ul style="list-style-type: none"> Select the action. 	Layoff
5. Reason <ul style="list-style-type: none"> Select the appropriate reason code. There are several reason codes for layoff, such as L06, L09, L12, and LOF. Each has its own check list in SEMA4 Help. 	L06, Permanent Layoff,6 mo ER Cont

Field Name	Data
6. Expected Return Date <ul style="list-style-type: none"> • Make sure it's blank. 	Blank date
7. Because you are going to inactivate the position record, tab to the Position Number field and press the Delete key. <ul style="list-style-type: none"> • If you are going to inactivate the position record, you need to first delete the position number on the Work Location page. This breaks the link between the position and incumbent. (Layoff is the only action that can have a blank position number.) If you don't delete the position number before inactivating the position, then you won't be able to enter transactions, such as pay rate changes, for that employee. 	Position number is blank; the link between the position and employee is broken

Action	Result
1. Select the Job Information page.	Job Information page displays
2. Make sure the Regular/Temporary value is Unlimited or Seasonal. <ul style="list-style-type: none"> • This data came from the position record. 	
3. Make sure the Classified Ind field value is Classified. Exception: For Minnesota State, it can be Unclassified in certain bargaining units. <ul style="list-style-type: none"> • This data came from the position record. 	
4. Select the Salary Plan page.	Salary Plan page displays
5. Select an arrow button to look at the previous row. Note the Step number.	Write the Step here: _____
6. Select an arrow button to return to the Layoff row.	

Field Name	Data
1. Step <ul style="list-style-type: none"> • Enter the step number from the previous row, and press Tab. 	11
2. Step Entry Date <ul style="list-style-type: none"> • The date from the previous row should display. 	Verify that the step entry date equals the previous row's step entry date

Action	Result
1. Select the Compensation page.	Compensation page displays
2. Select Calculate Compensation . <ul style="list-style-type: none"> Select this button even though the compensation has not changed. 	
3. Select the Employment Data component link, and then select the Additional Employment Info page.	Additional Employment Info page displays

Continue on the **Additional Employment Info** page.

Field Name	Data
1. Layoff Expiration Date <ul style="list-style-type: none"> Enter the date on which the employee's seniority unit layoff list rights expire. Refer to the contract or plan. 	01/01/____ four years beyond this year
2. Layoff Notice Date <ul style="list-style-type: none"> Enter the date the employee received a layoff notice. 	11/30/____ last year

Action	Result
1. Review all Job Data and Personal Data pages and make any changes necessitated by this action. For this example, there are no more changes.	
2. Select Save . <ul style="list-style-type: none"> If warning messages display, select OK. 	<i>Saved</i> displays briefly in the upper-right corner

Part 2: Add a future-dated row

Next, you will complete the future-dated Data Change row to indicate when the employee is no longer eligible for employer contributions for insurance. Usually, you enter this row at the same time as you enter the Layoff row.

This future effective-dated information permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

If you are unsure of when an employee will need to begin paying the whole cost of their insurance, you may postpone entering the second row until a later date. Note: if you do not enter the second row, your agency will continue to be charged the employer share of the cost, and the employee will not be notified that they must begin paying the entire premium.

Action	Result
1. Select the Job Data component link.	Work Location page displays
2. Select the plus sign button to insert another effective-dated row. <ul style="list-style-type: none"> This is the future-dated row, to record when employer contributions are no longer made. 	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field

Human Resources Job

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

Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

Haynes, Ross J Empl ID 00806501
Employee Empl Record 0

Work Location Details

*Effective Date: 12/15/2021 Go To Row + -

Effective Sequence: 0 *Action: Data Change

HR Status: Active Reason: C12 Layoff-begin 12 mos ee pay ins

Payroll Status: Layoff *Job Indicator: Primary Job

Position Number: Future

Position Entry Date:

Position Management Record

Regulatory Region: USA United States

Company: SMN State of Minnesota

Business Unit: B04AF Agriculture-AFSCME

Department: B041510 Dairy Services
10/15/1995

Department Entry Date:

Location: B0415 Dairy & Livestock

Establishment ID: E1109 Agriculture - St Paul Office Date Created 08/19/2021

Expected Job End Date:

Expected Return Date:

Override Last Date Worked

Last Date Worked: 02/24/2008

Job Data | Employment Data | Benefits Program Participation

Field	Data
<p>1. Effective Date</p> <ul style="list-style-type: none"> This is the first day the employer contributions are no longer made. If a date out of range warning displays, select OK. 	07/01/___ this year
<p>2. Action</p>	Data Change
<p>3. Reason</p> <ul style="list-style-type: none"> Select the reason code and press Tab. The bottom of the check list tells which reason code to choose, for the future-dated row. The number in the reason code for the layoff <i>with</i> employer contributions plus the number in the reason code for the layoff <i>without</i> employer contributions must equal 18. <p>Example: For reason codes L06 and C12, 6 + 12 = 18.</p>	C12, Layoff-begin 12mos ee pay ins

Action	Result
1. Select the Compensation page.	Compensation page displays
2. Select Calculate Compensation . <ul style="list-style-type: none"> Select this button even though the compensation has not changed. 	
3. Select Save .	<i>Saved</i> displays briefly in the upper-right corner

You may need to enter severance information for the employee. Severance and leave balance payouts can be system-calculated or manually calculated, and are entered through the payroll process of mass time entry. Mass time entry is covered in another learning guide. For this walk-through, you will not enter payouts.

Generally, when an employee's status changes—for example from Active to Layoff—you should leave the Spec Elig code *unchanged*. Eligibility for an employer contribution while on Benefits Billing is based on a combination of fields, including Action, Reason, *and* the Spec Elig code the employee had when they first went on layoff. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive information about eligibility to continue participation in the insurance program.

Part 3: Inactivate the Position

After processing a layoff, you might inactivate the position. Or, you might put the position on hold if it is not going to be filled for a while. For this walk-through, since the position is vacant and you do not intend to fill it in the future, you will inactivate it.

Action	Result
1. Select SEMA4 > Human Resources > Position > Add/Update Position Info.	A search page displays
2. In the Position Number field, enter 002043__ __ (substituting your two-digit code for the blanks). This is the position formerly held by Ross Haynes.	Description page displays

Human Resources **Position**

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

Add/Update Position Info

Position Funding

Position History

Position Summary

Description | **Specific Information** | Budget and Incumbents | Barg Unit/Cost Projection

Position Information

Position Number: 00204301

Headcount Status: Open

Current Head Count: 0 out of 1

*Effective Date: 02/25/2008

Reason: ABL

*Status: Inactive

Action Date: 08/24/2012

*Position Status: Abolished

Status Date: 02/25/2008

Key Position:

Job Information

*Business Unit: B04AF Agriculture-AFSCME

Job Code: 003835 Customer Svcs Specialist

Manager Level: None

*Reg/Temp: Unlimited

*Full/Part Time: Full-Time

*Regular Shift: Day

Union Code: AFS AFSCME Minnesota Council 5

Title: Customer Svcs Specialist

Short Title: CustSvcsSpe

Work Location

*Reg Region: USA United States

Department: B041510 Dairy Services

*Company: SMN State of Minnesota

Location: B0415 Dairy & Livestock

Reports To: 00305451 Business Manager 2

Supervisor Lvl:

Salary Plan Information

Salary Admin Plan: 5

Grade: 58

Standard Hours: 40.00

Work Period: SMN MN Weekly

Field	Data
1. Select the plus sign button to add a new row.	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field
2. Effective Date <ul style="list-style-type: none"> Enter the first day the position is inactive. 	01/01/____ this year
3. Action Reason <ul style="list-style-type: none"> Select the reason code. 	ABL
4. Position Status <ul style="list-style-type: none"> Select the new status. 	Abolished

Select the **Barg Unit/Cost Projection** page.

Field	Data
<p>1. Intend to Fill Date</p> <ul style="list-style-type: none">• Delete the date, if any.• Deleting the Intend to Fill Date removes the vacant position from cost projection calculation.	Blank date
<p>2. Select Save.</p> <ul style="list-style-type: none">• On the Description page, notice that the Status has changed to Inactive. <p>3. If an error message indicates the position has an active incumbent(s), it may be because you didn't delete the position number on Job Data earlier in this walk-through.</p>	<i>Saved</i> displays briefly in the upper-right corner

SEMA4 Tips

Permanent Layoff

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

- ✓ Make sure the Effective Date is the first day of the permanent layoff.
- ✓ Select the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- ✓ Enter the Layoff Expiration Date and Layoff Notice Date.
- ✓ If the layoff will continue past the date employer contributions are scheduled to end, add a future effective-dated row. Refer to the check list.

Process a Permanent Layoff – Exercise

In this exercise you will process a permanent layoff, requiring two transactions.

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

Renee Hsu, a Food Service Worker, is laid off. For six months, the employee is eligible for continued employer contributions toward insurance premiums. To process this layoff, you will enter two transactions in SEMA4. The position will not be abolished.

In the **User Training** database, use the following data to process the layoff.

Part 1: Permanent Layoff with 6 Months Employer Contributions

In the first transaction, the employee is on permanent layoff and is *eligible* for continued employer contributions toward health insurance premiums for six months. The reason is L06.

Field Name	Data
Employee ID	009011__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	05/21/____ this year
Action	Layoff
Reason	L06, Permanent Layoff,6 mo ER Cont
Expected Return Date	Blank date
Calculate Compensation	Select button
Layoff Expiration Date	05/21/____ four years beyond this year
Layoff Notice Date	04/20/____ this year
Spec Elig	Leave unchanged

Action	Result
1. Select Save . <ul style="list-style-type: none"> If warning messages display, select OK. 	<i>Saved</i> displays briefly in the upper-right corner
2. Select the Job Data component link.	Work Location page displays
3. Select the plus sign button to insert an effective-dated row. <ul style="list-style-type: none"> This is the future-dated row to record when employer contributions are no longer made. 	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field

Part 2: Layoff – Employee Pays Insurance – 12 months

In the future effective-dated transaction, the employee is on layoff and is *not* eligible for continued employer contributions toward health insurance premiums. The reason code is C12.

This future effective-dated transaction permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

Field Name	Data
Effective Date	11/21/____ this year
Action	Data Change
Reason	C12, Layoff-Begin 12mos ee pay ins
Calculate Compensation	Select button

Action	Result
1. Select Save . <ul style="list-style-type: none"> If warning messages display, select OK. 	<i>Saved</i> displays briefly in the upper-right corner
2. You may need to enter severance information for the employee. For this exercise, you will not enter severance and leave balance payouts.	
3. For this exercise, you will not abolish the position.	

Employee is Laid Off and Continues Working

Sometimes an employee is laid off, but continues to work. This may occur for a variety of reasons, such as demotion in lieu of layoff, reallocation-demotion, bump, or claim. When a classified employee is laid off, and will continue to work, select the Layoff action with reason code OTH (Layoff - Other), *and* add a concurrent job. Check lists are found in SEMA4 Help. For further assistance, contact your SEMA4 HR Services specialist.

Access SEMA4 Help

Refer to SEMA4 Help to find a check list for processing the layoff for an employee who will work in a different position.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Layoff .	Layoff – Reason Codes page displays
4. Select the lightning bolt button next to Other – Layoff (OTH). <ul style="list-style-type: none"> Read the hint. 	A pop-up box displays a hint
5. Select Other – Layoff (OTH) . <ul style="list-style-type: none"> Read the check list. 	Layoff - Other - Check List displays
6. Scroll to the bottom of the check list and notice the list of situations where you need to use action Layoff, reason code Other and also add a concurrent job: <p>Demotion - Bump Demotion - Claim Demotion - In Lieu of Layoff Transfer - Bump Transfer - In Lieu of Layoff Position Change - Reallocation Demotion Position Change - Reduction in Work Hours in Lieu of Layoff</p>	

Process a Demotion in Lieu of Layoff – Exercise

In this exercise you will process a demotion in lieu of layoff. Process a demotion in lieu of layoff when a classified permanent or probationary employee is laid off and is demoted to a vacant position in a lower-level job class within the same seniority unit.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions and screen prints in the walk-through
- SEMA4 Help
- Concurrent Job topic in the Employee Maintenance learning guide

Directions

Ev Wright, an Office & Administration Specialist Intermediate, has received a layoff notice, and is eligible for a demotion in lieu of layoff to an Office & Administration Specialist position. To process this in SEMA4, you will enter action Layoff and reason code OTH (Other), and then add a concurrent job with action Demotion and reason code ILL (In Lieu of Layoff). The employee continues working and continues eligibility for employer contribution to insurance premiums. When you use reason Other, be sure to enter a comment.

In the **User Training** database, use the following data to enter the transactions.

Part 1: Layoff/Other

First, the employee is placed on permanent layoff with reason code Other.

Field Name	Data
Employee ID	008009__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	06/21/____ this year
Action	Layoff
Reason	OTH, Layoff-Other
Calculate Compensation	Select button
Layoff Expiration Date	06/21/____ four years beyond this year
Layoff Notice Date	05/20/____ this year
Spec Elig	Leave unchanged

Action	Result
1. Select Save . • If warning messages display, select OK .	<i>Saved</i> displays briefly in the upper-right corner
2. Select the Job Data link.	Work Location page displays
3. Select the tiny button that looks like a notebook, and add a new note. Enter a comment about the transaction.	Subject: Demotion Note Text: Demotion to OAS in lieu of layoff
4. Select Save to save the comment.	<i>Saved</i> displays briefly in the upper-right corner
5. Select the Job Data link.	Work Location page displays
6. Select Home .	Main Menu displays
7. For this exercise, you will not abolish the original position.	

Part 2: Add a Concurrent Job for the Demotion in Lieu of Layoff

Next, you will add a concurrent job to process the demotion in lieu of layoff. Employment record number 0 contains the layoff, and employment record number 1 will contain the active appointment.

The concurrent job will be the primary job. An employee must have only *one* primary job. The primary job determines insurance eligibility and level of employer contribution. Be sure to designate the correct job as primary. If the wrong job is designated as primary, eligibility and level of employer contribution can be affected. Contact the other agency(s) to determine the employee's benefit eligibility and primary job.

More detailed information about adding a concurrent job is in the *Concurrent Jobs* topic of the Employee Maintenance learning guide.

Action	Result
1. Before processing the appointment, check the position record to make sure the data is accurate, and the Reg/Temp field value is Unlimited or Seasonal, and the Classified Ind field value is Classified. For this exercise, assume we have completed that task.	

Action	Result
2. In the menu, select SEMA4 > Human Resources > Job > Add Concurrent Job.	Add Concurrent Job search page displays
3. In the EmplID field, enter 008009__ (substituting your two-digit code for the blanks) and select Search .	Add Concurrent Job page displays
4. Select the Add Concurrent Job button.	A warning displays, telling you that adding a concurrent job may affect an employee's eligibility for benefits
5. Read the warning messages and select OK on each one.	Work Location page displays

Field Name	Data
Effective Date	06/21/____ this year
Job Indicator	Primary Job
Action	Demotion
Reason	ILL, In Lieu of Layoff
Position Number	01080004, Office & Admin Specialist
Establishment ID	Accept the displayed value
Entry Date	Accept the displayed date
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probationary
Officer Code	Non-Manager
Classified Ind (view-only)	Classified
Standard Hours (view-only)	40.00
FTE (view-only)	1.0

Field Name	Data
Bargaining Unit (view-only)	206
Union Code (view-only)	AFS
Holiday Schedule	HOL, Standard Holiday Schedule
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept the displayed date
Step	11 and press Tab
Step Entry Date	Accept the displayed date
Rate Code	ONSTEP
Comp Rate (view-only)	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	AF1
Probation Date	12/20/____ this year
Appointment End Date	Blank date
Barg Unit Seniority Date	Leave blank
Agency Seniority Date	12/18/2001
Security Clearance Type	0
Eligible for Next Increase	06/21/____ next year
Email address	ev.wright@state.mn.us

Field Name	Data
Phone Type	Main Business
Telephone	651/555-9898
Annual Benefits Base Rate	Leave unchanged
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Spec Elig	MF12 Refer to the <i>Special Eligibility Codes – Reference</i>

Action	Result
1. Select OK . If warning messages display, select OK on each one.	<i>Saved</i> displays briefly in the upper-right corner
2. Set up a work schedule for the employee. For this exercise, we will skip that task.	

Review Questions

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

1. As a general rule, when an employee's status changes from Active to Layoff, what should you do with the Spec Elig code on the Benefit Program Participation page?
 - a. Change the code.
 - b. Leave the code unchanged.
 - c. Delete the code.
 - d. Add another code.

2. If you are going to abolish the position after processing a layoff, you need to first _____.
 - a. delete the Position Number on the Work Location page in Job Data
 - b. change the Position Number on the Work Location page in Job Data
 - c. put the position record on hold
 - d. add a future effective-dated row on the position record

3. For a permanent layoff, why is it important to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums?
 - a. The layoff takes effect in the future.
 - b. The future-dated transaction records the layoff expiration date.
 - c. The future-dated transaction records the date the position will be filled.
 - d. Entering the future effective-dated row permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

4. The numbers in the reason codes of the permanent layoff transaction and the future effective-dated layoff transaction must total _____.
 - a. 6
 - b. 9
 - c. 12
 - d. 18

5. If the employee is being laid off, but will continue to work, you process a Layoff with reason code OTH, and then _____ to process the appointment.
 - a. add a future effective-dated row for insurance purposes
 - b. add an employment instance
 - c. add a concurrent job
 - d. enter a recall from layoff

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. As a general rule, when an employee's status changes from Active to Layoff, what should you do with the Spec Elig code on the Benefit Program Participation page?
 - b. Leave the code unchanged. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.

2. If you are going to abolish the position after processing a layoff, you need to first _____.
 - a. delete the Position Number on the Work Location page in Job Data

3. For a permanent layoff, why is it important to enter a future effective-dated row indicating when the employee is no longer eligible for employer contributions toward insurance premiums?
 - d. Entering the future effective-dated row permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

4. The numbers in the reason codes of the permanent layoff transaction and the future effective-dated layoff transaction must total _____.
 - d. 18 (Example: L06 and C12)

5. If the employee is being laid off, but will continue to work, you process a Layoff with reason code OTH, and then _____ to process the appointment.
 - c. add a concurrent job

Pull out these pieces from the Permanent Layoff topic:

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

Whenever you need to process a permanent layoff, refer to *Things to Consider Before You Enter Data*. After entering the transaction(s), check your work using *SEMA4 Tips*.

Continue to the next topic, *Seasonal Layoff*.

Introduction

For a seasonal layoff, you temporarily lay off an employee at the end of a season, with the expectation that the employee will return the next year when that employment season begins. Seasonal employees are not placed on layoff lists. The Seasonal Layoff/Recall report indicates when the employee is scheduled to return to work. You can view this report, HP6260, in DocumentDirect.

You may recall from the Position Management course that there are two fields on the position record indicating the season start date and season end date. These fields are used for cost projections.

Things to Consider Before You Enter Data

Seasonal Layoff

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

- Refer to the proper contract or plan.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Seasonal layoff is only for seasonal employees. Check the Job Information page to make sure the Regular/Temporary field value is Seasonal.
- When the season is over, put the employee on seasonal layoff.
- When the season begins, return the employee from seasonal layoff.
- Employees may opt to have vacation paid off when they go on seasonal layoff.
- Seasonal employees who are eligible for insurance are eligible for Seasonal Layoff with Employer Contributions (reason code SE9).

Access SEMA4 Help

Refer to SEMA4 Help to find a check list for a seasonal layoff.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists .	HR & Payroll Check Lists display
3. Select Seasonal Layoff . <ul style="list-style-type: none"> There are several reason codes for seasonal layoff. Some examples are SEA, SE9, and STS. Each has its own check list. 	Seasonal Layoff – Reason Codes page displays
4. Select the lightning bolt button next to Seasonal Layoff With Employer Insurance Contributions (SE9). <ul style="list-style-type: none"> Read the hint. 	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select Seasonal Layoff with Employer Insurance Contributions (SE9) . <ul style="list-style-type: none"> Read the check list. Notice the reason code, <i>SE9</i>. 	Layoff – Seasonal Layoff with Employer Insurance Contributions – Check List displays
7. Select the first WHOA! Better Check Those Critical Fields Before Saving This Transaction , to review fields required for this transaction.	Field requirements display
8. Scroll down and notice that you also need to add a future effective-dated row of action Seasonal Layoff and reason code <i>C12</i> (Seas LO, begin 12mo ee pay ins). The effective date is the first date the employee is no longer eligible for employer contributions. The future-dated row ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.	
9. Scroll down and read the Benefits Consequences.	
10. Exit SEMA4 Help.	

Process a Seasonal Layoff – Walk-through

In this walk-through, you will learn how to process a seasonal layoff.

Danielle Myer, a groundskeeper, will be placed on seasonal layoff for the winter. Danielle is expected to return the following May. You will record the seasonal layoff in SEMA4.

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 > Job > Job Data.	A search page displays
3. In the EmplID field, enter 009033__ __ (substituting your two-digit code for the blanks).	Work Location page for Danielle Myer displays

Begin on the **Work Location** page.

The screenshot displays the 'Work Location Details' page for employee Danielle Myer (Empl ID 00903301). The page is divided into several sections:

- Employee Information:** Myer, Danielle H, Employee, Empl ID 00903301, Empl Record 0.
- Work Location Details:**
 - *Effective Date: 08/16/2021
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Seasonal Layoff
 - *Action: Seasonal Layoff
 - Reason: SE9
 - *Job Indicator: Primary Job
 - Buttons: Calculate Status and Dates, Go To Row (+/-)
- Position Information:**
 - Position Number: 00307080 (Groundskeeper)
 - Position Entry Date: 05/15/1998
 - Regulatory Region: USA (United States)
 - Company: SMN (State of Minnesota)
 - Business Unit: R29AF (DNR-AFSCME)
 - Department: R294100 (Parks-Reg 1)
 - Department Entry Date: 05/15/1998
 - Location: R29AA (DNR Bemidji - Region 1)
 - Establishment ID: E1002 (DNR Bemidji Headquarters)
 - Date Created: 08/16/2021
- Termination Information:**
 - Expected Job End Date: [Field]
 - Expected Return Date: 05/18/2009
 - Last Date Worked: 10/05/2008
 - Options: End Job Automatically, Override Last Date Worked

Field Name	Data
1. Be sure that the current or future row you want to copy is displayed. For this example, the current row is displayed.	
2. Select the plus sign button to add a row.	SEMA4 copies the row that you were viewing and inserts today's date in the Effective Date field
3. Effective Date <ul style="list-style-type: none"> Enter the date that the layoff takes effect. This is the first day of the layoff. If a message displays, select OK. 	10/07/____ this year
4. Action <ul style="list-style-type: none"> Select the action. 	Seasonal Layoff
5. Reason <ul style="list-style-type: none"> Select the reason code and press Tab. There are several reason codes for seasonal layoff. Each has its own check list. 	SE9, Seasonal Layoff ER Cont
6. Expected Return Date <ul style="list-style-type: none"> Enter the date on which the employee is expected to return to work. This date is used when generating the Seasonal Layoff/Recall report. 	05/18/____ next year

Action	Result
1. Select the Job Information page.	Job Information page displays
2. Make sure the Regular/Temporary field value is Seasonal. <ul style="list-style-type: none"> This field is view-only; the data came from the position record. 	
3. Select the Compensation page.	Compensation page displays
4. Select Calculate Compensation even though the compensation has not changed.	
5. Select the Employment Data component link.	Employment Information page displays

Continue on the **Employment Information** page.

Field Name	Data
<ul style="list-style-type: none"> Appointment End Date <p>If there is a date in this field, delete it.</p>	Blank date

Action	Result
1. Review all Job Data and Personal Data pages and make any changes necessitated by this action. For this example, there are no more changes.	
2. Select Save . <ul style="list-style-type: none"> If warning messages display, select OK. 	<i>Saved</i> displays briefly in the upper-right corner
3. If the seasonal layoff will continue past the date employer contributions are scheduled to end, select the Job Data component link.	Work Location page displays
4. Select the plus sign button to insert another effective-dated row. <ul style="list-style-type: none"> This is the future-dated row, to record when employer contributions are no longer made. 	SEMA4 copies the row that you were viewing and enters today's date in the Effective Date field

If the seasonal layoff will continue past the date employer contributions are scheduled to end, complete the future-dated row to indicate the first day the employee is no longer eligible for employer contributions for insurance.

This future effective-dated information permits the timely mailing of forms to the employee, and ensures that charges to your agency for contributions toward insurance premiums for the employee are discontinued.

If you are unsure of when an employee will need to begin paying the whole cost of their insurance, you may postpone entering the second row until a later date. Note: if you do not enter the second row, your agency will continue to be charged the employer share of the cost, and the employee will not be notified that they must begin paying the entire premium.

Continue on the **Work Location** page.

Action	Result
<p>1. Effective Date</p> <ul style="list-style-type: none"> This is the first day the employer contributions are no longer made. If a date out of range warning displays, select OK. 	04/07/____ next year
2. Action	Data Change
<p>3. Reason</p> <ul style="list-style-type: none"> Select the reason code and press Tab. 	D12, Season LOF-Begin 12Mo EE Pay
4. Select the Compensation page.	Compensation page displays
5. Select Calculate Compensation .	
<p>6. Select Save.</p> <ul style="list-style-type: none"> If warning messages display, select OK. 	<i>Saved</i> displays briefly in the upper-right corner

Generally, when an employee's status changes—for example from Active to Seasonal Layoff—you should leave the Spec Elig code *unchanged*. Eligibility for an employer contribution while on Benefits Billing is based on a combination of fields, including Action, Reason, *and* the Spec Elig code the employee had when they first went on layoff. Leaving the Spec Elig code unchanged when an employee is no longer active, serves to ensure that the employee will receive information about eligibility to continue participation in the insurance program.

SEMA4 Tips

Seasonal Layoff

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

- ✓ Make sure the Effective Date is the first day of the seasonal layoff.
- ✓ Select the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- ✓ If the seasonal layoff will continue past the date employer contributions are scheduled to end, add a future effective-dated row. Refer to the appropriate check list.

Process a Seasonal Layoff – Exercise

In this exercise you will process a seasonal layoff.

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

Winter is approaching, and Jerome Davis, a highway maintenance worker, will be placed on seasonal layoff. Jerome is expected to return to work in April. To process this leave, you will enter a seasonal layoff transaction in SEMA4.

The employee is on seasonal layoff and is *eligible* for continued employer contributions toward health insurance premiums for six months. The reason code is SE9.

The seasonal layoff will *not* continue past the date employer contributions are scheduled to end; therefore you do not need to add a future effective-dated row.

In the **User Training** database, use the following data to process the seasonal layoff.

Field Name	Data
Employee ID	009222__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button
Effective Date	12/02/____ this year
Action	Seasonal Layoff
Reason	SE9, Seasonal Layoff ER Cont
Expected Return Date	04/06/____ next year
Regular/Temporary (view-only)	Seasonal
Calculate Compensation	Select button
Appointment End Date	Blank date

Action	Result
1. Select Save . <ul style="list-style-type: none"> If warning messages display, select OK. 	<i>Saved</i> displays briefly in the upper-right corner
2. If the seasonal layoff will continue past the date employer contributions are scheduled to end, select the Job Data component link. For this exercise, the seasonal layoff ends <i>before</i> employer contributions will end, so that step isn't needed.	

Review Questions

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

- On a seasonal layoff, why is it important to enter the Expected Return Date?
 - This date is needed for the future-dated row.
 - This date is used on the Seasonal Layoff/Recall report.
 - This date indicates what season it is.
 - This date tells you when insurance eligibility will expire.
- Where would you find terms and conditions of the employee's seasonal layoff rights?
 - Step-by-step instructions
 - Check list
 - The contract or plan
 - Memos
- In addition to entering a seasonal layoff transaction, you complete a future effective-dated seasonal layoff row if _____.
 - the employee never had any insurance eligibility
 - insurance election forms have not been mailed
 - the seasonal layoff is less than one full pay period
 - the seasonal layoff will continue past the date employer contributions are scheduled to end
- When does the Seasonal Layoff/Recall report run?
 - Anytime—the user runs the on-demand report
 - Annually
 - Bimonthly
 - Semi-quarterly

Check your answers on the next page

Review Answers

Check your answers to the review questions.

1. On a seasonal layoff, why is it important to enter the Expected Return Date?
 - b. This date is used on the Seasonal Layoff/Recall report.

2. Where would you find terms and conditions of the employee's seasonal layoff rights?
 - c. The contract or plan

3. In addition to entering a seasonal layoff transaction, you complete a future effective-dated seasonal layoff row if _____.
 - d. the seasonal layoff will continue past the date employer contributions are scheduled to end

4. When does the Seasonal Layoff/Recall report run?
 - a. Anytime—the user runs the on-demand report

Pull out these pieces from the Seasonal Layoff topic:

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

Whenever you need to process a seasonal layoff, refer to *Things to Consider Before You Enter Data*. After entering the transaction(s), check your work using *SEMA4 Tips*.

Continue to the next topic, *Recall from Layoff*.

Introduction

The action Recall from Layoff is used to recall an employee to work who was on seasonal or permanent layoff. Before processing a recall from layoff, you should verify that the position record accurately reflects the specific job requirements you are filling, and the class is appropriate. If the position record does not exist yet, you need to create the position record.

Things to Consider Before You Enter Data

Recall from Layoff

Consider these items *before* processing a recall from layoff.

- Choose the appropriate action and reason code. Refer to check lists in SEMA4 Help.
- Make sure the position record is accurate before you appoint an employee to it.

Process an Appointment from a Layoff List – Walk-through

In this walk-through, you will recall an employee from layoff.

Ming Tan, a Management Analyst 3, was permanently laid off and is on the seniority unit layoff list for a Management Analyst 3. The employee is being recalled because the agency received funding for the position.

It’s important to make sure that the information in the position record is accurate before you process the recall from layoff. Let’s assume that you have reviewed the position record and it does not require any changes.

In this walk-through, you will use action Recall from Layoff and reason LAS, Appointment from Layoff List. For this reason code, the incumbent must be on an active layoff list. The position or job code of the appointment from layoff list may be different from that of the layoff row.

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 > Job > Job Data.	A search page displays
3. In the EmplID field, enter 008008__ __ (substituting your two-digit code for the blanks).	Work Location page displays Ming Tan's information

Begin on the **Work Location** page.

Field	Data
1. Select the plus sign button to add a row of information.	The system copies the row that you were viewing and inserts today's date in the Effective Date field
2. In the Effective Date field, enter the date on which the employee is being recalled from layoff. <ul style="list-style-type: none"> This is the day the employee returns. If a message displays, select OK. 	08/09/____ this year
3. Action <ul style="list-style-type: none"> Select an action. 	Recall from Layoff
4. Reason <ul style="list-style-type: none"> Select a reason code. 	LAS, Appointment from Layoff List

Field	Data
5. Position Number <ul style="list-style-type: none"> Enter the position number of the position to which Ming Tan will be recalled, and press Tab. 	00222888 The position data fills in to the job record
6. Establishment ID	Accept the displayed value

Action	Result
1. Select the Job Information page.	Job Information page displays
2. Make sure the Empl Class field value is Probationary or Permanent.	
3. Make sure the Classified Ind field value is Classified. <ul style="list-style-type: none"> This view-only data came from the position record. 	
4. Select the Salary Plan page.	Salary Plan page displays

Continue on the **Salary Plan** page.

Field	Data
1. Step <ul style="list-style-type: none"> Enter the step, and press Tab. If the employee is receiving off-step compensation for reasons other than a salary differential, enter no information in this field (use the Compensation page instead). 	9
2. Step Entry Date <ul style="list-style-type: none"> Accept the default, or enter the date the employee entered this step. 	For this example, accept the displayed date

Select the **Compensation** page.

Field Name	Data
<p>1. Rate Code</p> <ul style="list-style-type: none"> If you entered a step on the Salary Plan page, you should see rate code ONSTEP. 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>. 	ONSTEP
<p>2. Comp Rate</p> <ul style="list-style-type: none"> Verify the amount is correct. Rate code and comp rate filled in based on the Step on the Salary Plan page. 	For this example, accept the displayed rate
<p>3. Select Calculate Compensation.</p>	
<p>4. Compensation Rate</p> <ul style="list-style-type: none"> Verify the amount is correct. 	For this example, accept the displayed rate

Select the **Employment Data** component link.

Field	Data
<ul style="list-style-type: none"> Appointment End Date <p>Make sure this field is blank.</p>	Blank date

Select the **Additional Employment Info** page.

The screenshot shows the 'Additional Employment Info' tab selected. The employee name is Tan, Ming L. The Empl ID is 00800801. The Empl Record is 0. The Agency Use Date is blank. The Agency Seniority Date is 10/01/2002. The Layoff Expiration Date is 01/14/2008. The Layoff Notice Date is 12/14/2003. The Telephone number is 651/555-3333. The Security Clearance Type is 0. The Work Phones section shows one phone with type 'Main Business' and number '651/555-3333'.

Field	Data
<p>1. Eligible for Next Increase</p> <ul style="list-style-type: none"> Enter the date the employee is next eligible for a pay rate increase, if any. 	08/09/____ next year
<p>2. Layoff Expiration Date</p> <ul style="list-style-type: none"> Tab to the field and press the Delete key. 	Blank date
<p>3. Layoff Notice Date</p> <ul style="list-style-type: none"> Tab to the field and press the Delete key. 	Blank date
<p>4. Telephone</p> <ul style="list-style-type: none"> Enter the telephone number, if it has changed. 	651/555-3333

Select the **Benefits Program Participation** component link.

Field	Data
<ul style="list-style-type: none"> Spec Elig <p>Select the appropriate code. Refer to the <i>Special Eligibility Code – Reference</i>.</p>	MF12

Action	Result
1. Enter any other changes to the employee's personal or job information. For this example, there are no changes.	
2. Select Save .	<i>Saved</i> displays briefly in the upper-right corner
3. Set up a work schedule for the employee. For this walk-through, we will skip that task.	

Review Questions

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

1. When processing an appointment from layoff list, delete the following dates:
 - a. Layoff Expiration Date
 - b. Layoff Notice Date
 - c. Appointment End Date
 - d. Effective Date
 - e. a, b, and c

2. When processing an appointment from layoff list, make sure the Classified Ind field value is _____.
 - a. Unclassified
 - b. Non-Status
 - c. Classified
 - d. Unlimited
 - e. Permanent

3. When processing an appointment from layoff list, make sure the Empl Class field value is _____.
 - a. Probatory or Permanent
 - b. Temporary
 - c. Limited
 - d. Classified
 - e. Status

Check your answers on the next page.

Review Answers

Check your answer to the review questions.

1. When processing a recall from layoff, delete the following dates:
e. a, b, and c
2. When processing a recall from layoff, make sure the Classified Ind field value is _____.
c. Classified
3. When processing a recall from layoff, make sure the Empl Class field value is _____.
a. Probatory or Permanent

Recall from Seasonal Layoff – Exercise

In this exercise, view SEMA4 Help to find out how to process a recall from seasonal layoff.

Resources

You may use these resources in completing this exercise:

- SEMA4 Help
- Walk-throughs in this topic

Directions

Assume you're planning to process a recall from seasonal layoff, and you need to look up the tasks. Access SEMA4 Help. Find the **Recall from Layoff** check lists, and answer the following questions.

1. Which report indicates when the employee is scheduled to return to work?

2. When processing a recall from seasonal layoff, check the Job Information page and make sure the Regular/Temporary field value is _____.
3. When processing a recall from seasonal layoff, enter a date in the _____ field.

Solution

Check your answers to the questions in the exercise.

1. Which report indicates when the employee is scheduled to return to work?

Seasonal Layoff/Recall report

2. When processing a recall from seasonal layoff, check the Job Information page and make sure the Regular/Temporary field value is Seasonal.
3. When processing a recall from seasonal layoff, enter a date in the Appointment End Date field.

SEMA4 Tips

Recall from Layoff

When processing an appointment from layoff list, use the following tip:

- ✓ Delete the Layoff Expiration Date, Layoff Notice Date, and Appointment End Date.

When processing a recall from seasonal layoff, use the following tip:

- ✓ Enter an Appointment End Date.

Pull out these pieces from the Recall from Layoff topic:

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

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

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