

# Section I Contents

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

## Section I

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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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## Introduction

Use the Separation action to cease employment for one or more employment record numbers. Examples of separations include:

- End Record Number Only
- Termination Without Rights as a Classified Employee
- Resignation
- Dismissal
- Death

## Things to Consider Before You Enter Data

### Separation

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

- Determine the effective date of the separation. The effective date is the first day the employee is gone, not the last day on the job.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Check the contract or plan to find out if the employee is eligible for severance pay or vacation payoffs.
- If you are using reason code ERN (End Record Number Only), and the employment record to be separated is in *leave* or *layoff* status, first access the Seniority Roster Data page, display the employment record in leave or layoff status, and print all rows. Refer to the printouts to add these seniority roster rows on the Seniority Roster Data page of the *active* employment record. You must do this *before* you enter the Separation/End Record Number Only.
- As a general rule, when an employee's status changes – for example from Active to Separated – you should leave the Special Eligibility code *unchanged*. Although the employee status has changed, the employee continues the same eligibility to participate in the State Insurance program; participation may be through COBRA. The Special Eligibility code serves to ensure that the employee will receive the proper information about eligibility to continue participation in the insurance program.

## Access SEMA4 Help

Refer to SEMA4 Help to find Separation check lists.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Separation</b> . <ul style="list-style-type: none"> <li>Notice the reason codes for separation.</li> </ul>	Separation – Reason Codes page displays
4. Select the lightning bolt button next to Termination Without Rights (TRM). Read the hint.	A pop-up box displays a hint
5. Select again.	The hint disappears
6. Select <b>Termination Without Rights (TRM)</b> . <ul style="list-style-type: none"> <li>Read the check list. Notice the reason code, TRM.</li> </ul>	Separation – Termination Without Rights – Check List displays
7. Scroll down and select <b>WHOA! Better Check Those Critical Fields Before Saving This Transaction</b> , to review fields required for this transaction.	Field requirements display
8. Scroll down and read the Benefits Consequences.	
9. Select Back.	Separation – Reason Codes page displays
10. Select the lightning bolt button next to End Record Number Only (ERN). Read the hint. <ul style="list-style-type: none"> <li>Notice the conditions for using this reason code.</li> </ul>	A pop-up box displays a hint
11. Select <b>End Record Number Only (ERN)</b> . <ul style="list-style-type: none"> <li>Read the check list. Notice the reason code, ERN.</li> <li>Notice what you need to do if the employment record to be separated with reason ERN is in leave or layoff status.</li> </ul>	Separation – End Record Number Only – Check List displays
12. Exit SEMA4 Help.	

## Process a Separation – Walk-through

In this walk-through, you will process a separation using reason code End Record Number Only (ERN).

Use action Separation with the ERN reason code when separating an employee from a concurrent job. The job that is ending is usually unclassified, a trainee position, a mobility assignment, or a 700-hour program demonstration.

Examples of situations when the ERN reason code is appropriate:

- To end an unclassified job when the employee returns to their permanent job (return from leave).
- To end a permanent job (leave status) when an unclassified conversion occurs.
- To end a trainee job when the employee returns to their permanent job (return from leave, and then appoint to a new job code).
- To end a permanent job (leave status) when the employee is promoted to a new job code from a trainee job record.
- To end a mobility assignment.

Margaret Hunter was working in a temporary unclassified appointment on employment record number 1. Now, she is returning to her permanent position at another department, on employment record number 0. That department will process the return from unclassified leave of absence and set the Job Indicator to Primary Job on employment record number 0.

You need to process a separation for the temporary unclassified appointment, on employment record number 1. You will use reason code End Record Number Only, because the employee has a concurrent job and is not leaving state service.

Action	Result
1. Sign into the <b>User Training</b> 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 <b>EmplID</b> field, enter 003922__ __ (substituting your two-digit code for the blanks). Select <b>Save</b> .	A list of records displays
4. From the list, select <b>Empl Record 1</b> .	<b>Work Location</b> page displays for Empl Record 1

Begin on the **Work Location** page.

The screenshot displays the 'Work Location' page for Margaret Hunter. The 'Empl Record 1' is highlighted with a purple circle. The 'Work Location Details' section contains the following information:

- \*Effective Date: 07/02/2003
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- \*Action: Movement
- Reason: TUN
- \*Job Indicator: Primary Job
- Position Number: 00090390 (Management Analyst 3)
- Position Entry Date: 07/02/2003
- Regulatory Region: USA (United States)
- Company: SMN (State of Minnesota)
- Business Unit: B42MP (Labor&Industry-MAPE)
- Department: B421200 (Genl Support-Human Resources)
- Department Entry Date: 07/02/2003
- Location: B4211 (DLI St Paul)
- Establishment ID: B4211 (DLI St Paul)
- Date Created: 03/27/1998

Field Name	Data
1. Make sure <b>Empl Record 1</b> is displayed. If not, return to search and select the appropriate record.	
2. Verify the current or future row you want to copy displays.	For this example, it is displayed
3. 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
4. Effective Date <ul style="list-style-type: none"> <li>Enter the <i>first</i> day that the employee is gone. (Do not enter the last day of work.)</li> <li>If a message displays, select <b>OK</b>.</li> </ul>	01/14/____ this year
5. Action <ul style="list-style-type: none"> <li>Select the action.</li> </ul>	Separation
6. Reason <ul style="list-style-type: none"> <li>Select the appropriate reason code. Press <b>Tab</b>.</li> </ul>	ERN, End Record Number Only

Action	Result
1. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
2. Select <b>Calculate Compensation</b> even though the compensation has not changed.	
3. Select <b>Save</b> . <ul style="list-style-type: none"> <li>• If warning messages display, select <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner

## SEMA4 Tips

### Separation

When processing a separation, use the following tips to check your work:

- ✓ Don't select reason ERN (End Record Number Only) unless the employee has another employment record in active, leave, or layoff status.
- ✓ When reason ERN (End Record Number Only) is appropriate, some common mistakes are to select reason RES (Resignation), TRM (Termination Without Rights), or LOF (Expiration of Layoff Rights).
- ✓ If applicable, process leave payoffs.

## Process a Separation – Exercise

In this exercise, you will process a separation using reason code Termination Without Rights (TRM). Use action Separation with the TRM reason code when an unclassified or non-status employee, or a Connect 700 Program appointee is being separated from state service.

### Resources

You may use these resources in completing this exercise:

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

### Scenario

Cynthia West's limited appointment has ended, and she is leaving state service.

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

Field Name	Data
Employee ID	004203__ __ (substituting your two-digit code for the blanks)
Employment Rcd Nbr	0
plus sign button	Select button to add a row
Effective Date	02/21/____ this year
Action	Separation
Reason	TRM, Term Without Rights
<b>Calculate Compensation</b>	Select button

Action	Result
1. Review Job Data and Personal Data pages for accuracy. For this exercise, assume they are accurate.	
2. Select <b>Save</b> . <ul style="list-style-type: none"><li>• If warning messages display, select <b>OK</b>.</li></ul>	<i>Saved</i> displays briefly in the upper-right corner
3. Depending on the reason for the separation, tasks may need to be done in the payroll function of SEMA4, such as leave payoffs. For this exercise, we will skip that.	

## Review Questions

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

1. Refer to SEMA4 Help. Which reason code is entered to process a separation due to resignation?
  - a. SEP
  - b. RET
  - c. RE9
  - d. RES
  
2. Refer to SEMA4 Help. What are the benefits consequences of separation due to gross misconduct?
  - a. Coverage continues for six months.
  - b. The consequences depend on seniority.
  - c. There is no effect.
  - d. Neither the employee nor the employee's dependents are eligible for continued coverage.
  
3. Refer to SEMA4 Help. For separation due to death, you need to complete the Date of Death field on which page?
  - a. Absence Data
  - b. Biographical Details
  - c. Comment
  - d. Employee Information
  
4. For the reason code End Record Number Only, the employee must have a concurrent job.
  - a. True
  - b. False
  
5. The effective date of separation is \_\_\_\_\_.
  - a. The last day the employee is at work
  - b. The day of the farewell party
  - c. The first day the employee is not at work
  - d. The first day of the pay period

Check your answers on the next page.



## Review Answers

Check your answers to the review questions.

1. Refer to SEMA4 Help. Which reason code is entered to process a separation due to resignation?
  - d. RES
  
2. Refer to SEMA4 Help. What are the benefits consequences of separation due to gross misconduct?
  - d. Neither the employee nor the employee's dependents are eligible for continued coverage.
  
3. Refer to SEMA4 Help. For separation due to death, you need to complete the Date of Death field on which page?
  - b. Biographical Details
  
4. For the reason code End Record Number Only, the employee must have a concurrent job.
  - a. True
  
5. The effective date of separation is \_\_\_\_\_.
  - c. The first day the employee is not at work

Pull out these pieces from the Separation 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 separation, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Retirement*.

## Introduction

Use the Retirement action to cease employment of an eligible employee who is retiring from state service.

## Things to Consider Before You Enter Data

### Retirement

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

- Determine the effective date of the retirement. The effective date is the first day the employee is gone, not the last day on the job.
- Choose the appropriate action and reason code. Refer to the check lists in SEMA4 Help.
- Check the contract or plan to find out if the employee is eligible for severance pay or vacation payoffs.

## Access SEMA4 Help

Refer to SEMA4 Help to find some Retirement check lists.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select <b>Check Lists</b> .	HR & Payroll Check Lists display
3. Select <b>Retirement</b> . <ul style="list-style-type: none"> <li>• Notice the reason codes for retirement.</li> <li>• Some retirement reason codes include employer insurance contributions, and some do not.</li> </ul>	Retirement – Reason Codes page displays

Action	Result
4. Select the lightning bolt button next to Retire without Employer Contribution (WOE). <ul style="list-style-type: none"> <li>• Read the hint.</li> <li>• Notice that for this reason code, the employee is not eligible for employer contributions toward the premiums for the continuation of health insurance.</li> </ul>	A pop-up box displays a hint
5. Select <b>Retire without Employer Contribution (WOE)</b> . <ul style="list-style-type: none"> <li>• Read the check list. Notice the reason code, WOE.</li> <li>• Notice the step for the DDIR (Designated Department Insurance Representative).</li> <li>• Scroll down to see the Benefits Consequences.</li> </ul>	Retirement – Retire without Employer Contribution – Check List displays
6. Select Back.	Retirement – Reason Codes page displays
7. Select the lightning bolt button next to Retire with Employer Contribution (WER). <ul style="list-style-type: none"> <li>• Read the hint.</li> </ul>	A pop-up box displays a hint
8. Select again.	The hint disappears
9. Select <b>Retire with Employer Contribution (WER)</b> . <ul style="list-style-type: none"> <li>• Read the check list. Notice the reason code, WER.</li> <li>• Notice the step for the DDIR.</li> <li>• Scroll down to see the Benefits Consequences.</li> </ul>	Retirement – Retire with Employer Contribution – Check List
10. Exit SEMA4 Help.	

## Process a Retirement – Walk-through

In this walk-through, you will process a retirement. Ernest Glad, a cook for the Department of Transportation, is retiring from state service. Ernest meets the age and service length requirements for retirement from state service.

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.	A search page displays

Action	Result
3. In the <b>EmplID</b> field, enter 000684 __ __ (substituting your two-digit code for the blanks). Select <b>Search</b> .	<b>Work Location</b> page displays information for Ernest Glad

Begin on the **Work Location** page.

The screenshot shows the 'Work Location' page for Ernest Glad. 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 'Work Location Details' for Empl ID 0008401. Key fields include:
 

- \*Effective Date: 08/02/2008
- Effective Sequence: 0
- HR Status: inactive
- Payroll Status: Retired
- \*Action: Retirement
- Reason: WCE
- \*Job Indicator: Primary Job
- Position Number: 00870422 (Cook)
- Position Entry Date: 08/15/1985
- Regulatory Region: USA (United States)
- Company: SMN (State of Minnesota)
- Business Unit: T794F (Transportation-AFSCME)
- Department: T797302 (Field Support Services)
- Location: T795F (Roseville)
- Establishment ID: T795F (Roseville)
- Termination Date: 08/01/2008
- Last Date Worked: 08/01/2008

Field Name	Data
1. Make sure the current or future row you want to copy displays.	For this example, it is displayed
2. 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
3. Effective Date <ul style="list-style-type: none"> <li>Enter the <i>first</i> day that the employee is gone. (Do not enter the last day of work.)</li> </ul>	03/05/____ this year

Field Name	Data
4. Action <ul style="list-style-type: none"> <li>Select the action.</li> </ul>	Retirement
5. Reason <ul style="list-style-type: none"> <li>Select the appropriate reason code. There are several reason codes for retirement. Press Tab.</li> </ul>	WOE, Retirement without ER Contribution
6. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
7. Select <b>Calculate Compensation</b> . <ul style="list-style-type: none"> <li>Select this button even though the compensation has not changed.</li> </ul>	

Action	Result
1. Review Job Data and Personal Data pages for accuracy. For this example, assume these pages are accurate.	
2. Select <b>Save</b> . <ul style="list-style-type: none"> <li>If warning messages display, select <b>OK</b> on each one.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
3. Access SEMA4 Help, and navigate to <b>Check Lists</b> . Under the Payroll column, select <b>Leave and Other Payoffs</b> .	
4. Review the Leave and Other Payoffs – Check List. <ul style="list-style-type: none"> <li>Severance and leave balance payouts are entered through the payroll process of Mass Time Entry. For this example, we will skip this task.</li> </ul>	

## SEMA4 Tips

### Retirement

When processing a retirement, use the following tips to check your work:

- ✓ Be sure the effective date is accurate.
- ✓ If applicable, process leave payoffs.

## Process a Retirement – Exercise

In this exercise, you will process a retirement for Mary Gardner.

### 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

Mary Gardner is retiring with no employer insurance contribution.

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

Field Name	Data
Employee ID	006311__ __ (substituting your two-digit code for the blanks)
plus sign button	Select button to add a row
Effective Date	04/30/____ this year
Action	Retirement
Reason	WOE, Retire without ER Contribution
<b>Calculate Compensation</b>	Select button

Action	Result
1. Review other Job Data and Personal Data pages for accuracy. For this exercise, assume they are accurate.	
2. Select <b>Save</b> . <ul style="list-style-type: none"><li>• If warning messages display, select <b>OK</b> on each one.</li></ul>	<i>Saved</i> displays briefly in the upper-right corner
3. Process severance and leave balance payoffs. For this exercise, we will skip that step.	

## Review Questions

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

1. The effective date of retirement is \_\_\_\_\_.
  - a. The last day the employee is at work
  - b. The first day the employee is not at work
  - c. The employee's 65<sup>th</sup> birthday
  - d. The end of a pay period
  
2. Processing severance and leave balance payoffs is a payroll function in SEMA4.
  - a. True
  - b. False
  
3. Refer to SEMA4 Help. Which reason code is used for Retire with Employer Contribution?
  - a. WOE
  - b. ER6
  - c. WER
  - d. RET

Check your answers on the next page.

## Review Answers

Check your answers to the review questions.

1. The effective date of retirement is \_\_\_\_\_.
  - b. The first day the employee is not at work
2. Processing severance and leave balance payoffs is a payroll function in SEMA4.
  - a. True
3. Refer to SEMA4 Help. Which reason code is used for Retire with Employer Contribution?
  - c. WER

Pull out these pieces from the Retirement 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 retirement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

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