Section J
Contents

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

Section J

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

When employees change their name or marital status, this information needs to be updated in SEMA4. Use the Modify a Person component to enter these changes.

Employees can enter other personal data changes in Self Service, such as home address, personal phone numbers and personal email addresses.

Things to Consider Before You Enter Data

Changing Employee Personal Information

To save time and improve accuracy, consider these items *before* changing employee personal information in SEMA4.

- Before changing the employee's name, check the Social Security card.
- Before changing the employee's address, look up the correct format of the street address, including 9-digit zip code, on the U.S. Postal Service website https://www.usps.com/
- Find out the effective date of the change.

Access SEMA4 Help

Refer to SEMA4 Help.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **HR/Payroll Functions**.	HR/Payroll Functions display
3. Select **Employee Maintenance**.	Employee Maintenance – Contents displays
4. Select **Processes, Tasks, & Steps**.	Employee Maintenance – Processes displays
5. Select **Updating an Employee Record**.	Updating an Employee Record – Tasks displays
6. Select **Access Modify a Person or Job Data**. • These step-by-step instructions tell you how to find the Personal Data and Job Data Pages in SEMA4.	Access Modify a Person or Job Data – Steps displays
7. Select Back.	Updating an Employee Record – Tasks displays
8. Select **Biographical Details**. • Scroll down and view the steps for changing an employee's name.	Add/Update Name Information, Leave Accrual Date and Marital Status (Biographical Details) – Steps displays
9. Select Back.	Person component pages are listed
10. Select **Contact Information**. • Scroll down and view the steps for changing an employee's address. Notice the links to the U.S. Postal Service directional abbreviations, common abbreviations and street abbreviations.	Add/Update Address, Phone and Email Information (Contact Information) – Steps displays
11. Select Back. • Scroll down to see a list of person-related SEMA4 pages.	Updating an Employee Record – Tasks displays
12. Exit SEMA4 Help.	

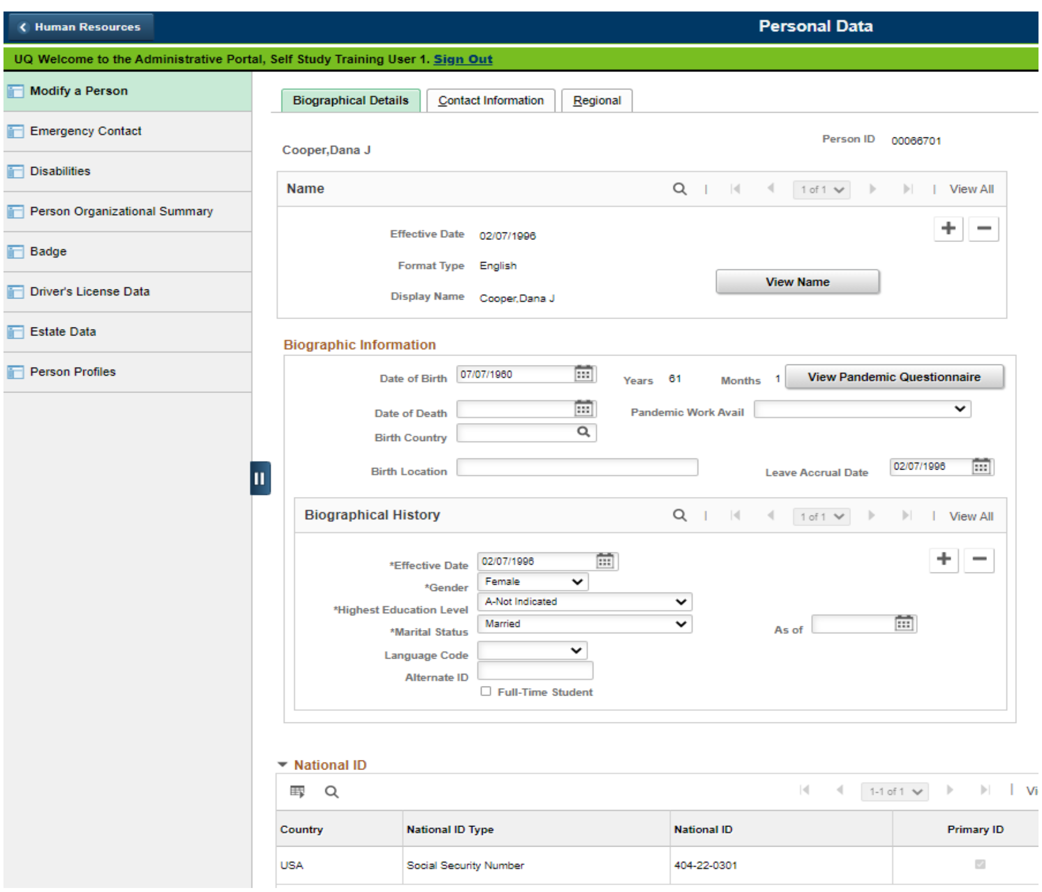
Change Personal Information – Walk-through

In this walk-through, you will change an employee's home address and home phone number.

Dana Cooper has given you her new home address and home phone number. Because of cubicle construction and moving, Dana cannot enter the changes in Self Service. Review SEMA4 Help, and then change the personal information.

Action	Result
1. Sign into the **User Training** database, using your training user ID and password.	Main Menu displays
2. Select SEMA4 > Human Resources > Personal Data > Modify a Person.	A search page displays
3. In the **EmplID** field, enter 000667__ __ (substituting your two-digit code for the blanks). Select **Search**.	**Biographical Details** page displays
4. Select the **Contact Information** page.	**Contact Information** page displays

Continue on the **Contact Information** page.



Field Name	Result
1. An employee *must* have at least a home address (**Address Type** is Home).	Home address is displayed
2. For the Home address, select the **View Address Detail** link.	
3. Select the plus sign button to add a row. • It's important to add a row. Effective-dated address changes are needed for the employee's insurance. Do *not* use Correct History to type over an existing address.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
4. Effective Date • Enter the date this change takes effect.	01/02/____ this year
5. Country • Accept the default or select the country.	USA
6. Status • Accept the default or select a status.	A
7. Select the **Add Address** link.	
8. Address 1 • Highlight the old address and press the **Delete** key. • Enter the new street address. Include the apartment number or suite in Address 1. • Don't enter commas or periods. Example: Enter "St" rather than "St." as an abbreviation. • Use the directional abbreviations, common abbreviations, and street abbreviations found in SEMA4 Help.	5534 Dover Ave
9. Address 2 • Usually this field is left blank. Use this field to record a school residence, hall, department, or c/o.	Leave blank
10. State • Enter or select the state *before* you select the city.	WI
11. City • Select the lookup button. Enter part of the city, **Pre** (it's case-sensitive), and choose **Look Up**. Select **Prescott** from the list. • The city must be entered correctly before you can select a county. Use the Lookup page. Exception: Don't use the Lookup page for Canadian cities.	Prescott

Field Name	Result
12. Postal • Enter the ZIP+4 code. You can enter an international zip code here. To find the format of street addresses, including 9-digit zip code, check https://www.usps.com/.	540217777
13. County • Select the new county. Whenever you change the address, city, state, or zip code, the County field will blank out. You must select the county before saving.	093
14. Select **OK**.	
15. Select **OK** again.	
16. Telephone • Enter the new Home phone number.	7154441111
17. Select **Save**.	*Saved* displays briefly
18. Select **Home**.	Main Menu displays

Business Address and Business Email Address of the primary job

After you enter any transaction on an employee's *primary* job that results in a new or changed work location or work email address, you add or update the Business address and Business email address on the **Contact Information** page in the **Modify a Person** component. This information is used by the state Enterprise Learning Management (ELM) system to communicate with learners.

On the **Contact Information** page, enter a Business address that is similar to the primary job's work location address displayed in the Location table; and enter a Business email address matching the primary job's Email Address on the Additional Employment Info page.

Do *not* enter any private data, such as home address, or home or other email address, when the type is Business.

SEMA4 Tips

Changing Employee Personal Information

When changing personal information, use the following tips to check your work:

- ✓ Add an effective-dated row for name, address, or marital status changes, so that history is maintained. Don't wipe out the old information. Be sure the effective date is accurate.
- ✓ Make sure the name is spelled correctly.
- ✓ Enter the address in the format specified in SEMA4 Help. Don't use punctuation.
- ✓ Verify that the Business address is similar to the address on the Location table for the location code of the employee's primary job.
- ✓ Be sure the Business email address is the same as the Email Address on the Additional Employment Info page of the employee's primary job.

Change Personal Information – Exercise

In this exercise, you will change personal information about an employee.

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

Tracy Campbell has changed her name and marital status and has shown you the Social Security card. Process the changes, using the following information.

In the **User Training** database, use the following data to enter changes on the Biographical Details page.

Field Name	Data
Employee ID	000971__ __ (substituting your two-digit code for the blanks)
plus sign button in the Name group	Select button to add a row
Effective Date	05/20/____ this year
Edit Name	Select link

Field Name	Data
Last Name	Zimmering
Refresh Name	Select button
Name (view-only)	Zimmering,Tracy J
OK	Select button
plus sign button in the Biographical History group	Select button to add a row
Effective Date	05/20/____ this year
Marital Status	Married
As of	Skip this field

Action	Result
1. Check the information for accuracy.	
2. Select **Save**. • If warning messages display, select **OK**.	*Saved* displays briefly in the upper-right corner

Review Questions

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

1. Are the Modify a Person pages effective-dated?

   a. Yes
   b. No

2. Before entering changes to an employee’s name, check the ____________________.

   a. Contract or plan
   b. Birth certificate
   c. Social Security card
   d. Employee badge

3. Enter the apartment number in the Address 2 field.

   a. True
   b. False

4. Refer to SEMA4 Help, Index, street abbreviations. Which address is entered correctly?

   a. 176 Maple Ave.
   b. 176 Maple Avn
   c. 176 Maple Ave
   d. 176 Maple Av.

5. To enter the city accurately, select the _________ and look up the city.

   a. lookup button
   b. drop-down list button
   c. **Search** button
   d. binoculars button

6. For a home address change, is it okay to use Correct History and type over existing data, rather than add an effective-dated row?

   a. Yes
   b. No

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Are the Modify a Person pages effective-dated?

   a. Yes

2. Before entering changes to an employee's name, check the ____________________.

   c. Social Security card

3. Enter the apartment number in the Address 2 field.

   b. False. Include it on the Address 1 field.

4. Refer to SEMA4 Help, Index, street abbreviations. Which address is entered correctly?

   c. 176 Maple Ave

5. To enter the city accurately, select the _________ and look up the city.

   a. lookup button

6. For a home address change, is it okay to use Correct History and type over existing data, rather than add an effective-dated row?

   b. No

Pull out these pieces from the Changing Employee Personal Information 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 change personal information, refer to *Things to Consider Before You Enter Data*. After entering the data, check your work using *SEMA4 Tips*.

Continue to the next topic, *Entering Additional Employee Information*.

Introduction

Additional employee information that can be entered in SEMA4 includes:

- Company Property
- Credit Card Data
- Driver's License
- Education
- Emergency Contact
- Employee Review
- General Comments
- Honors and Awards
- Languages
- Licenses and Certifications
- Memberships
- Seniority Roster Data
- Special Projects

SEMA4 Help contains step-by-step instructions for each of the SEMA4 pages listed above. You can find these page names in the SEMA4 Help Index.

For most of these items, each agency decides what they will enter and maintain.

In this topic, you will enter an emergency contact, a license/certification, information about an employee's performance and/or salary review, and professional education information.

Things to Consider Before You Enter Data

Entering Additional Employee Information

To save time and improve accuracy, consider these items *before* entering additional employee information in SEMA4.

- ➢ Find out which additional information your agency enters and maintains in SEMA4.
- ➢ Look up step-by-step instructions in the SEMA4 Help Index.

Emergency Contacts and Licenses and Certifications

In the Emergency Contact component, you can enter the names, addresses, relationship and telephone numbers of the people to contact in the event of an employee emergency. Enter as many contacts as needed.

Use the Licenses and Certifications page to record information about the licenses and certificates held by the employee. You can also indicate if the license has been verified or if a license renewal is in progress.

Access SEMA4 Help

Refer to SEMA4 Help to find out how to enter information about emergency contacts, and licenses and certifications.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **Index**.	Index displays
3. Type: emergency con	A list of Index keywords displays
4. In the Index, select **emergency contact**, and then select **Add Emergency Contact Information – Steps**.	Add Emergency Contact Information – Steps displays
5. Scroll down to view the step-by-step instructions for adding an emergency contact.	
6. In the Index, type: licenses and	A list of Index keywords displays
7. In the Index, select **Licenses and Certifications**, and then select **Add New/Update Licenses and Certifications – Steps**.	Add New/Update Licenses & Certifications – Steps displays
8. Scroll down to view the step-by-step instructions for entering licenses and certifications.	
9. Exit SEMA4 Help.	

Enter Emergency Contact and License and Certification Information – Walk-through

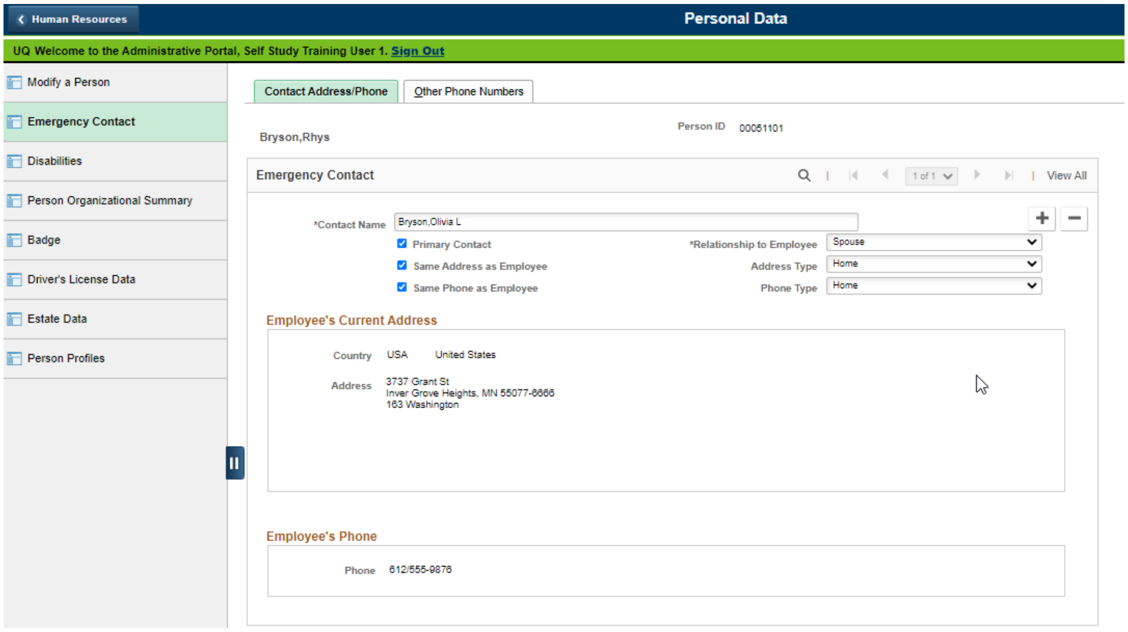
In this walk-through, you will enter emergency contact information, and then enter licenses and certificate information.

Rhys Bryson has given you emergency contact and license/certificate information. Your agency has decided to maintain this information in SEMA4. Due to a recent wrist injury, Rhys cannot access Self Service to enter the emergency contact.

Part 1: Emergency Contact

Action	Result
1. Sign into the **User Training** database, using your training user ID and password.	Main Menu displays
2. Select SEMA4 > Human Resources > Personal Data > Emergency Contact.	A search page displays
3. In the **EmplID** field, enter 000511__ __ (substituting your two-digit code for the blanks) and select **Search**.	**Contact Address/Phone** page displays for Rhys Bryson
4. In this example, there is no previously-entered information, so you will *not* add a row. • If previously-entered information were displaying, you would add a row by selecting the plus sign button.	

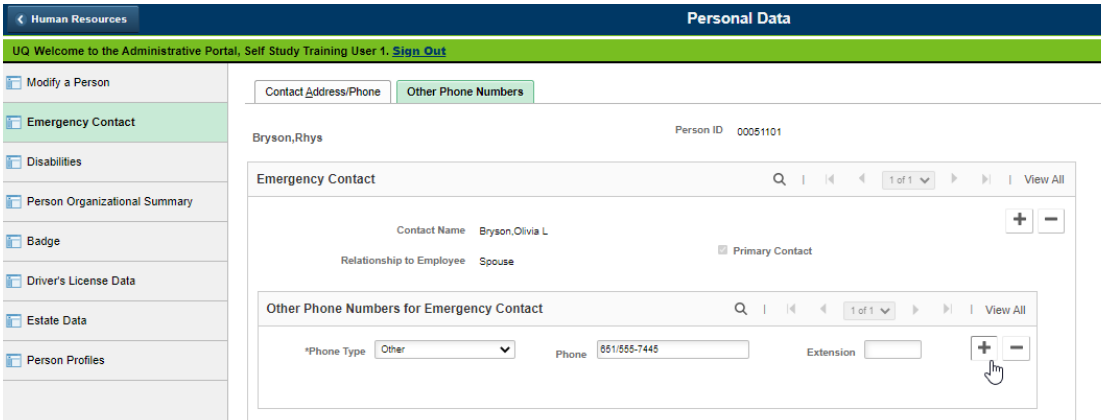
Begin on the **Contact Address/Phone** page.



Field Name & Definition	Data
1. Contact Name • Enter the name of the employee's emergency contact. Use the SEMA4 name format: • Enter the last name, then the first name with no space between. Example: Smith,John • Use initial capital letters on each name. • Only one comma is allowed in a name. It must follow the last name and precede the first name. • Enter suffixes such as Jr following the last name and before the comma. Do not use a period in the suffix. Example: Jones Jr,Allen • Enter the middle name or initial after the first name and with a space separating the two. Example: Vang,Cassandra Delia • Do not use parentheses or quotation marks.	Bryson,Olivia L
2. Relationship to Employee • Select the contact's relationship to the employee.	Spouse

<table>
<tr><th>Field Name & Definition</th><th>Data</th></tr>
<tr><td>3. Primary Contact
Select the check box if this person is the primary emergency contact for this employee.
The system allows you to list only one contact as the primary contact.</td><td>Select the check box</td></tr>
<tr><td>4. Same Address as Employee
If the contact has the same address as the employee, select the check box; and in the Address Type field, select the type of address.</td><td>Select the check box
Home</td></tr>
<tr><td>5. Same Phone as Employee
If the contact has the same phone number as the employee, select the check box; and in the Phone Type field, select the type of phone.</td><td>Select the check box
Home</td></tr>
<tr><td>6. If a check box is selected above, the system completes the fields on this page with the employee's address and/or phone number in the system, and updates these fields when you enter a new address and/or phone number for the employee. The fields become display-only, and you cannot change the fields unless you clear the check box.</td><td>Address and phone fill in</td></tr>
<tr><td>7. If the contact does not have the same address as the employee: Enter the Country, select the Edit Address button, and complete the address fields.</td><td>Skip this step</td></tr>
<tr><td>8. If the contact does not have the same phone number as the employee, complete the Phone field.</td><td>Skip this step</td></tr>
</table>

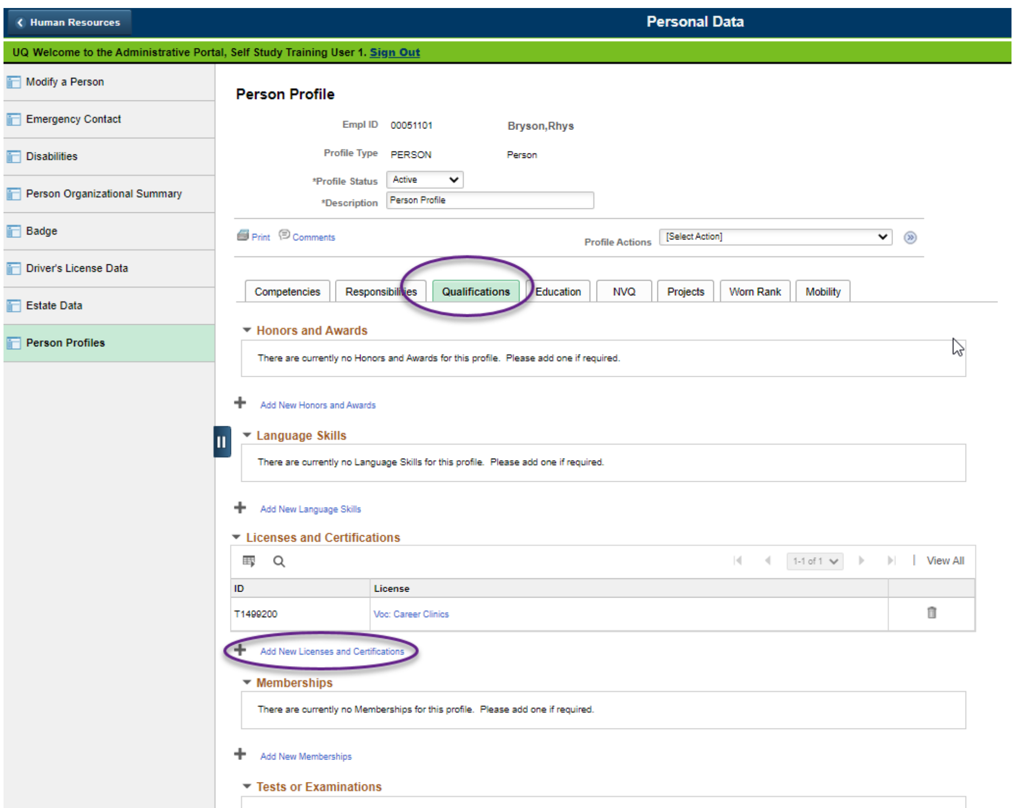
Select the **Other Phone Numbers** page. Use this page to record additional phone numbers of the emergency contact.



Field Name & Definition	Data
1. Phone Type • Select the type of phone.	Other
2. Phone • Enter the emergency contact's additional phone number.	612/555-7445
3. Extension • Enter the extension, if any.	Skip this step
4. If you need to add another phone type: In the Other Phone Numbers for Emergency Contact box, select the plus sign button and complete the **Phone Type**, **Phone** and **Extension** fields.	Skip this step
5. Select **Save**.	*Saved* displays briefly in the upper-right corner

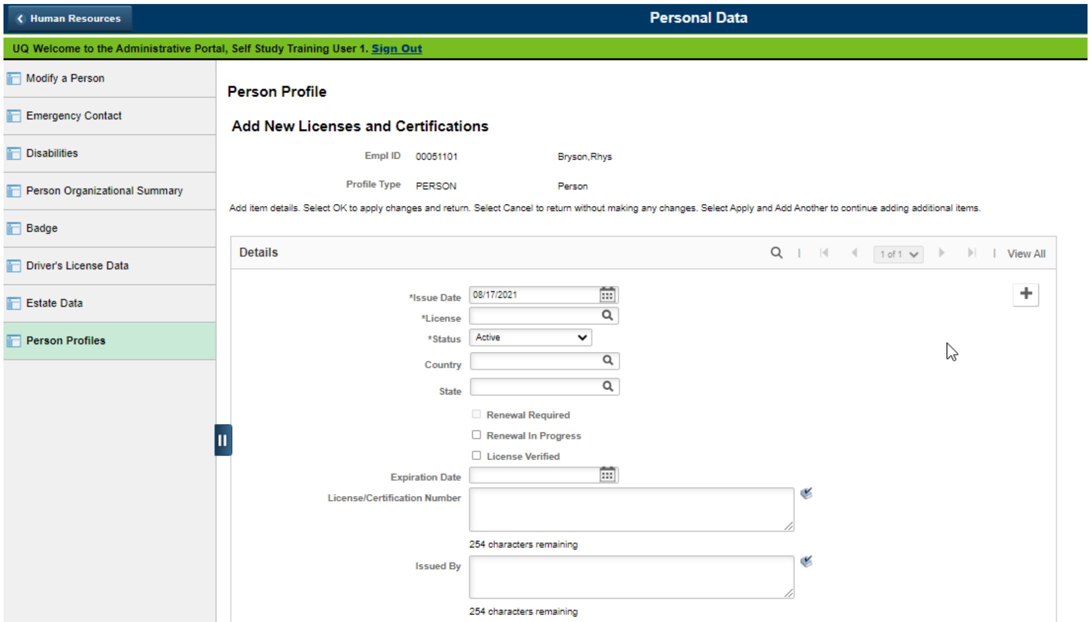
Part 2: Licenses and Certifications

Action	Result
1. On the Main Menu, select SEMA4 > Human Resources > Personal Data > Person Profiles.	A search page displays, or the **Person Profile** page displays
2. Choose one of the following: • *If* a search page displays: Accept the displayed Empl ID 000511 __ __ (substituting your two-digit code for the blanks) and select **Search**. • *If* the message "No matching values were found" displays: Select the **Add a New Value** tab, and then choose the **Add** button. Enter the Empl ID 000511 __ __ (substituting your two-digit code for the blanks), select Profile Type PERSON, and select **Save**.	**Person Profile** page displays



Action	Result
1. Select the **Qualifications** tab.	
2. Scroll down and select the **Add New Licenses and Certifications** link.	**Add New Licenses and Certifications** page displays

Continue on the **Add New Licenses and Certifications** page.



Field Name & Definition	Data
1. Issue Date • Enter the date the license or certificate was takes effect.	06/26/____ this year
2. License • Select the lookup button to access the Lookup page. • On the Lookup page, tab to the **Description** field, type Voc and choose **Look Up**. (This is case-sensitive.) • Scroll down and select **Voc: Career Clinics**.	T1499200, Voc: Career Clinics
3. Status	Active
4. Country • Select the appropriate country code.	USA
5. State • Select the state in which the license or certificate was issued.	MN
6. Renewal Required • Skip this check box. It is not used.	Leave blank

Field Name & Definition	Data
7. Renewal in Progress • Select the check box if the person's license has expired, but the employee is in the progress of renewing the license.	Leave blank
8. License Verified • Select the check box if the agency has received an official copy of the license.	Select the check box
9. Expiration Date • Enter the date the license or certificate expires.	5/13/____ next year
10. License/Certification Number • Enter the number of the license or certificate.	0006789
11. Issued By • Enter the name of the organization that issued the license or certificate.	Minn Career Develop Assoc
12. Select **OK**.	**Person Profile** page displays
13. Select **Save**. • If a warning message displays, select **OK**.	*Saved* displays briefly in the upper-right corner

Employee Review

Use the Employee Review component to track a completed review and the next review date on one row, and the review type of the next review on the next row. This facilitates reporting specific types of reviews which are done, and those due and not done.

The current row of Employee Review information includes the due date of the next review, and is followed by a *placeholder* row containing the review type of the next review, with a blank From/To review period to indicate the review is not yet done.

When the review occurs, you:

1. Correct the Effective Date on the placeholder row to reflect the actual review date, and enter the From/To review period and the next review date.
2. Add a placeholder row for the next review, effective-dated the due date, with the review type selected and a blank From/To review period to indicate the review is not yet done.

By recording information about the next review before it occurs, you will enable the reporting of reviews that were due but not done.

Access SEMA4 Help

Refer to SEMA4 Help to find out how to enter employee review information.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **Index**.	Index display
3. In the Index, type: employee review	A list of Index keywords displays
4. In the Index, select **Employee Review**, and then select **Add Employee Review Information – Steps**. • Select the Performance Review Flowchart, for an overview. • Select the SEMA4 Help tab and scroll down to read the steps.	Add Employee Review Information – Steps displays
5. Scroll down to “To complete a review on a placeholder row.” Select **Review Types**.	Review Types – Reference displays
6. Exit SEMA4 Help.	

Enter Employee Review Information – Walk-through

In this walk-through, you will enter information about Kenji Austin's performance review and indicate the date of the next review. Then, you will add a *placeholder* row for the next review.

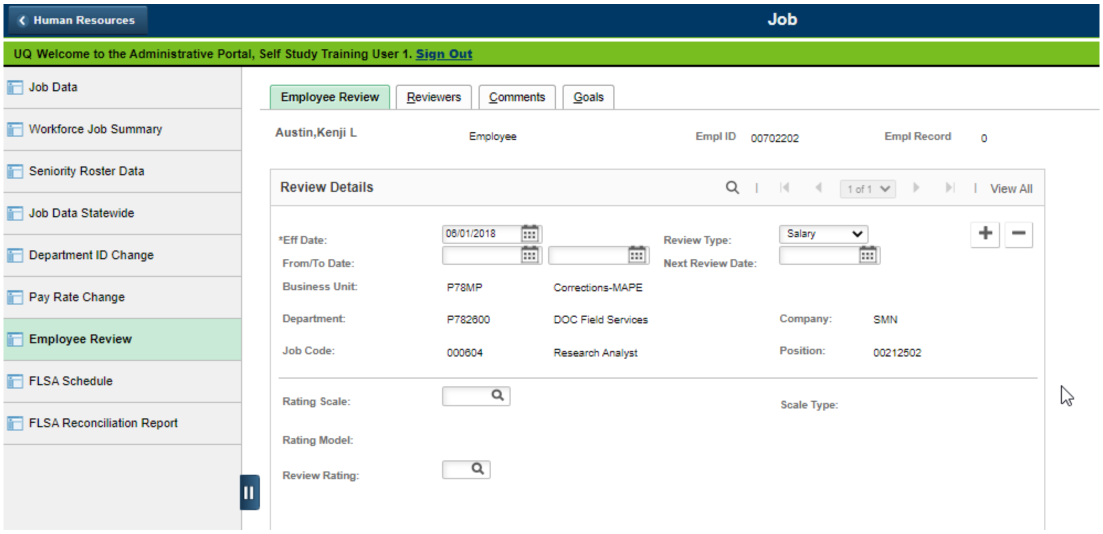
In this example, a *placeholder* row exists for the next review. The placeholder row is effective-dated, the appropriate review type is selected, and the From/To review period is blank to indicate the review is not done.

In this walk-through, to record that the placeholder row's review is completed, you will:

1. *Correct* the effective date to reflect the actual date of the review, **06/05/this year**, enter the From/To review period, and enter the next review date, 06/01/next year.
2. *Add* another row as a placeholder, effective-dated **06/01/next year**, select the review type, and leave the From/To review period blank to indicate the review is not done.

Action	Result
1. Sign into the **User Training** database, using your training user ID and password.	Main Menu displays
2. On the menu, select SEMA4 > Human Resources > Job > Employee Review.	A search page displays
3. In the **Empl ID** field, enter 007022 __ __ (substituting your two-digit code for the blanks) and select **Search**. • In this example, a placeholder row exists, so you will correct that row for the review just completed, and then add a placeholder row for the next review.	**Employee Review** page displays
4. Verify that the record of Austin,Kenji L displays.	Austin,Kenji L is the name on the page

Begin on the **Employee Review** page.



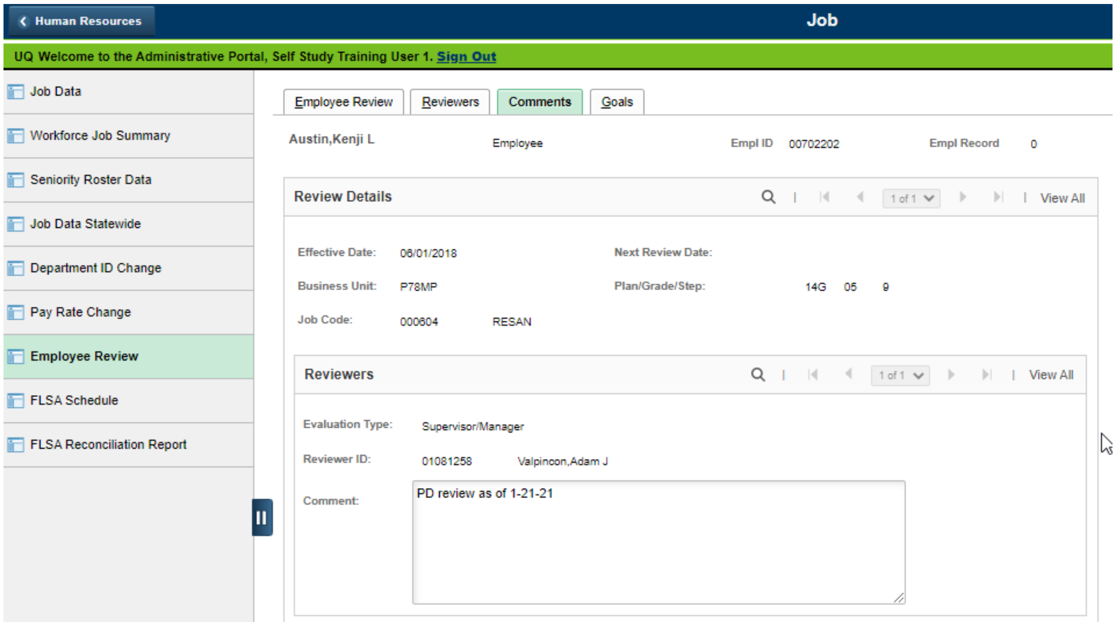
Field Name & Definition	**Data**
1. Select **Correct History**.	
2. Eff Date • Correct the existing date to reflect the actual date *this* performance review was signed/completed.	06/05/____ this year
3. Review Type • Verify the type of review. You found the definitions in the *Review Type – Reference* in SEMA4 Help. • If this is an *annual* review, verify that one of these is selected: Annual Prf, Both, Performnce, Perf/Salry, or Salary.	Salary
4. From Date • Enter the From date of the review period.	06/01/____ *last* year
5. To Date • Enter the To date of the review period.	05/31/____ this year
6. Next Review Date • Enter the date the employee's *next* review will be due.	06/01/____ *next* year

Field Name & Definition	Data
7. Rating Scale • Optionally, enter PAS (Performance Appraisal System).	
8. Review Rating • Optionally, select the lookup button and choose an overall rating.	

Select the **Reviewers** page.

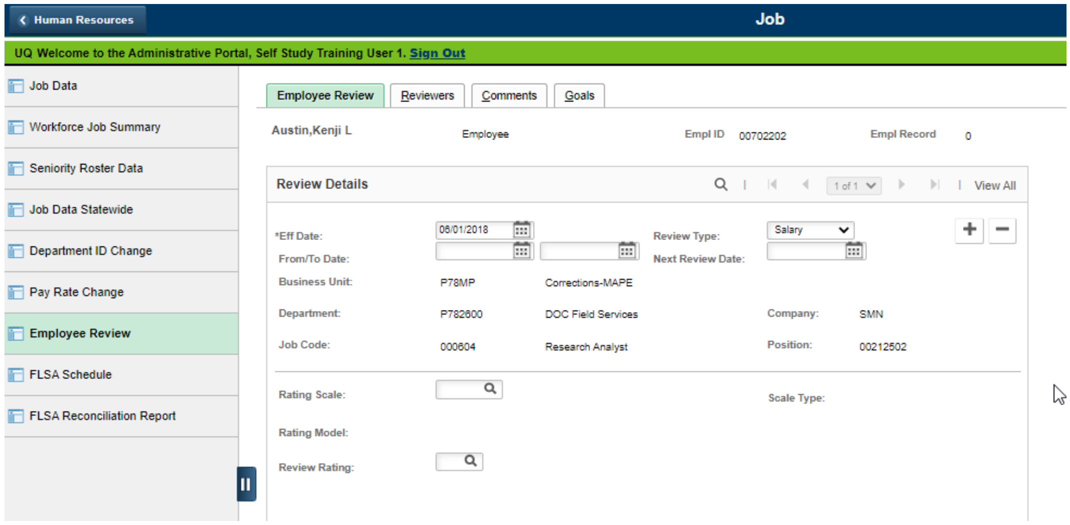
This page is already completed. If the displayed information were no longer accurate, you would select the correct values and then select the Calculate Review Result button.

Select the **Comments** page.



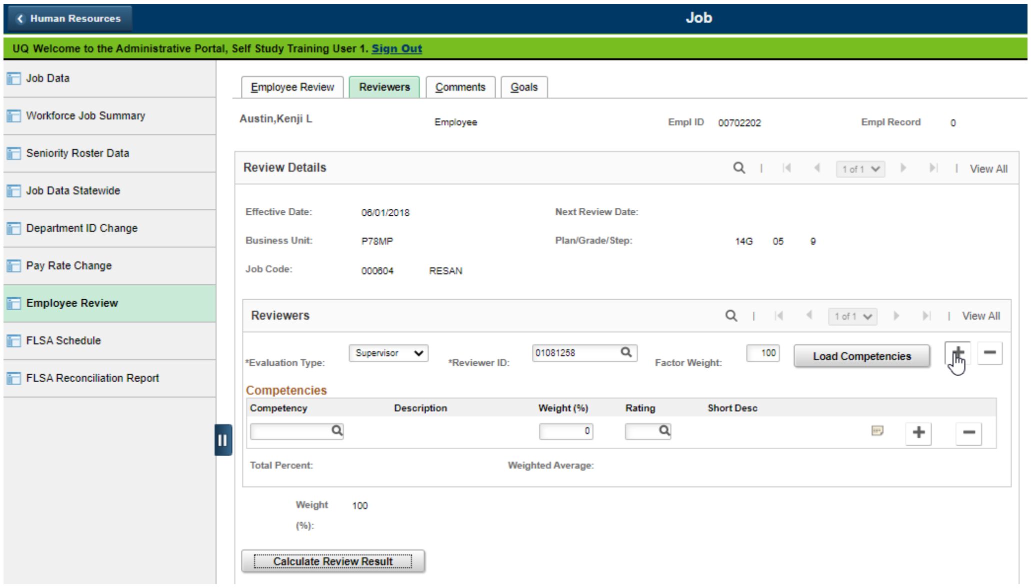
Field Name & Definition	Data
1. Comment • If you wish to record the date the position description was last completed or reviewed, enter it here. • Limit the comment to 40 characters, because only the first 40 characters will display on the Performance Appraisal Notification Report (HP6280) and the Delinquent Performance Appraisal Notification Report (HP6290).	PD reviewed on 1/31/____ this year.
2. Skip the Goals page.	
3. Select **Save**.	*Saved* displays briefly in the upper-right corner
4. Select the **Employee Review** page again.	**Employee Review** page displays
5. Select **Update/Display**.	
6. Make sure the current row contains a Next Review Date, which is the due date of the next review.	The Next Review Date of 06/01/____ *next* year is accurate

Employee Review page, placeholder row:



Field Name & Definition	Data
1. Select the plus sign button to add a *placeholder row* for the next review. This will maintain history, so the data in previous rows is kept. • The placeholder row will enable reporting the review type of the next review due.	
2. Eff Date • Enter the date the *next* review is due. This is the same date as the Next Review Date field of the *previous* row.	06/01/____ *next* year
3. Review Type • Select the type of the *next* review. If it's an annual review, select Annual Prf, Both, Performnce, Perf/Salry, or Salary.	Salary
4. From/To • Leave the From/To Date fields *blank*, because this is a placeholder row, not a completed review. These fields will be entered later, when the review is completed.	Leave blank
5. Next Review Date • Leave this field *blank*. This field will be entered later, when the review is completed.	Leave blank

Select the **Reviewers** page.



Field Name & Definition	Data
1. Evaluation Type • Select Supervisor.	Supervisor
2. Reviewer ID • The employee ID of the person currently assigned as position supervisor will automatically display. This field is used to identify the reviewer on the Performance Appraisal Notification Report, HP6280, and the reviewer and reviewer's supervisor on the Delinquent Performance Appraisal Notification Report, HP6290. • If you do not know the reviewer's employee ID, or the Evaluation Type is something other than Supervisor, select the lookup button and find the reviewer by last name.	01081258
3. Factor Weight • Enter 100.	100
4. Skip the following fields: Competency, Weight(%), and Rating.	
5. Select the **Calculate Review Result** button.	
6. On the Comments page, you may enter comments. For this example, there are no comments.	Leave blank

Field Name & Definition	Data
7. Skip the Goals page.	
8. Select **Save**.	
9. Select **Sign out**.	

SEMA4 Tips

Entering Additional Employee Information

When entering additional employee information, use the following tips to check your work:

- ✓ Check emergency contact information for accuracy.
- ✓ For employee reviews, be sure to enter the Reviewer ID, to identify who completed the review. Make sure the Comment does not exceed 40 characters. These fields are used on the Performance Appraisal Notification Report (HP6280) and the Delinquent Performance Appraisal Notification Report (HP6290).
- ✓ After completing an employee review, add a *placeholder* row for the next review. The placeholder row will enable reporting the review type of the next review due.

Enter Professional Education Information – Exercise

In this exercise, you will enter professional education information.

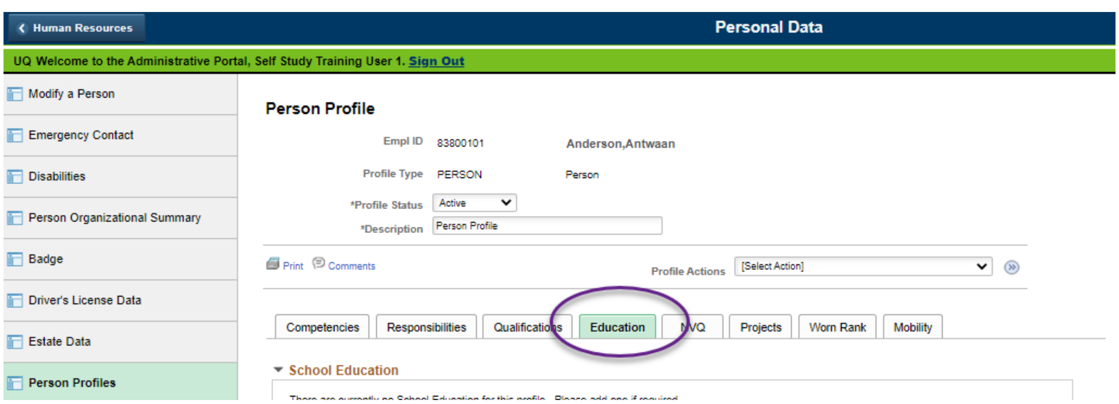
Resources

You may use SEMA4 Help in completing this exercise.

Directions

Antwaan Anderson has started working for your agency. As a part of your agency's hiring process, you enter education information for all new hires. In the **User Training** database, use the Professional Education page to enter an employee's educational background.

Action	Result
1. Sign into the **User Training** database, using your training user ID and password.	Main Menu displays
2. On the Main Menu, select SEMA4 > Human Resources > Personal Data > Person Profiles. *If* the Person Profile page displays for a different employee, select the **Return to Search** button.	A search page displays
3. Enter **Empl ID** 838001 __ __ (substituting your two-digit code for the blanks) and select **Search**. *If* the message “No matching values were found” displays: Select the **Add a New Value** tab, and then choose the **Add** button. Enter the Empl ID 838001 __ __ (substituting your two-digit code for the blanks), select Profile Type **PERSON**, and select **Save**.	**Person Profile** page displays for Anderson,Antwaan



Action	Result
1. Select the **Education** tab.	
2. Select the **Add New Degrees** link.	**Person Profile Add New Degrees** page displays

Field Name	Data
Date Acquired	5/30/____ this year
Degree (earned or expected)	BACHELOR
Major Code	AGRICULTUR
Status	Active
Country	USA
State	MN
School Code	Select the lookup button, tab to Description and type: University of Minn Choose **Look Up** Select University of Minnesota-Morris
GPA	3.3
Graduated	Select check box
Terminal Degree for Discipline (indicates the highest degree the employee has earned)	Select check box

Action	Result
1. Select **OK**.	**Person Profile** page displays
2. Select **Save**. • If a warning message displays, select **OK**.	*Saved* displays briefly in the upper-right corner
3. Sign out of SEMA4.	

Review Questions

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

1. On the Licenses and Certifications page, when would you turn on the License Verified check box?

    a. When you discover that a license is needed
    b. When the agency has received a copy of the license
    c. When it is verified that a license needs to be renewed
    d. When the license expires

2. To access the Emergency Contact component, select ______________________.

    a. Workforce Administration > Job Information > Emergency Contact
    b. Workforce Development > Profile Management > Emergency Contact
    c. Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
    d. Monitor Workplace > Administer Emergencies > Use > Emergency Contact

3. To find the Employee Review component, select Workforce Administration > _________________________________ > Employee Review.

    a. Personal Information
    b. Manage Labor Relations
    c. Monitor Absence
    d. Job Information

4. When entering employee reviews, be sure to enter the Reviewer ID. This field is used on the __________________________.

    a. Performance Appraisal Notification Report (HP6280)
    b. Mismatch Attributes Report (HP8015)
    c. New Managers and Supervisors Report (HP6110)
    d. Seniority Roster (HP6370)

5. Agencies are required to enter all additional employee information included in this topic.

    a. True
    b. False

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. On the Licenses and Certifications page, when would you turn on the License Verified check box?

    b. When the agency has received a copy of the license

2. To access the Emergency Contact component, select ______________________.

    c. Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

3. To find the Employee Review component, select Workforce Administration > _________________________________ > Employee Review.

    d. Job Information

4. When entering employee reviews, be sure to enter the Reviewer ID. This field is used on the __________________________.

    a. Performance Appraisal Notification Report (HP6280)

5. Agencies are required to enter all additional employee information included in this topic.

    b. False.

Pull out these pieces from the Entering Additional Employee Information topic: • *Things to Consider Before You Enter Data*, at the beginning of this topic • *SEMA4 Tips*, located before the Exercise in this topic When you need to enter additional employee information, refer to *Things to Consider Before You Enter Data.* After entering data, check your work using *SEMA4 Tips*.

Please continue to the *Conclusion* and then complete the *Evaluation*.
You have completed Section J of Employee Maintenance!
This is the final section of the learning guide.

Conclusion

Summary

In this guide, you learned how to use SEMA4 to process employee maintenance transactions using position information and employee personal, employment, and job information.

Topics

This learning guide included the following topics:

- Introduction
- Accessing Employee Maintenance Resources
- Processing Transactions
- Hire
- Manage Hires
- Viewing Statewide Data and Processing an Employee Department ID Change
- Concurrent Jobs
- Rehire
- Promotion, Demotion, Transfer, Movement
- Fill-Behind
- Progression Increase and Increase Based on Performance
- Sequencing Transactions
- Work out of Class
- Changes to a Filled Position
- Reallocation
- Unclassified Conversion
- Leave of Absence
- Return from Leave
- Permanent Layoff
- Seasonal Layoff
- Recall from Layoff
- Separation
- Retirement
- Changing Employee Personal Information
- Entering Additional Employee Information

Evaluation Form

Please complete the Evaluation form on the next page and return it to SEMA4 HR Services.

Employee Maintenance

Your Name (Optional)___________________________________ Date____________________

Agency____

For the topics you completed, check the box which best describes what you learned.

Vocabulary	**I fully understand**	**I am slightly confused**	**I do not understand**	**Was not addressed**
Action				
Reason code				
Employment record number (Empl Rcd#)				
Movement action				
Concepts				
Effective Date				
Process any changes to the position record before processing an appointment				
Processes				
Find the check lists in SEMA4 Help				
Find employee maintenance resources				
Process a hire				
View statewide data, and process an employee department ID change				
Add a concurrent job				
Process a rehire				
Process a promotion, demotion, transfer, and movement				
Process a fill-behind				
Process pay rate changes				
Sequence transactions that occur on the same effective date				
Process a work out of class				

Vocabulary	I fully understand	I am slightly confused	I do not understand	Was not addressed
Process changes to a filled position				
Process a reallocation and unclassified conversion				
Process leaves of absence and return from leave				
Process layoffs and recall from layoff				
Process separations				
Process retirements				
Change personal information				
Enter additional information about an employee				

In what three ways will you apply what you have learned in this guide?

1.

2.

3.

Comments:

Thank you!