



Manage Hires

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Using Manage Hires - Overview

How does the candidate information from Recruiting Solutions link to Manage Hires?

When Recruiting staff are notified that a candidate has verbally accepted a job offer, they post the Job Offer Letter to the candidate's Careers account. The candidate receives an email with instructions to review and accept the offer online. (This includes providing the personal information needed to enter the transaction in SEMA4 if this is a New Hire or Rehire.) The information provided by the candidate is temporarily stored by Recruiting Solutions, ready to move to SEMA4 via Manage Hires. After the candidate accepts the online offer, Recruiting staff will complete the "Prepare to Hire" step which adds the candidate's name to the Manage Hires list in SEMA4.

Important! Before you access Manage Hires, check the position record in SEMA4 and make updates if needed.

What does Manage Hires do?

Manage Hires will bring the selected candidate's data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer. This guide provides comprehensive, step-by-step instructions for each of these. (In Manage Hires the term "transfer" refers to all appointment types for current employees who move from one job to another.) Although starting each of these SEMA4 transactions with Manage Hires is new, you will notice that the SEMA4 pages that follow Manage Hires are the same pages as you know them now!

Manage Hires will bring the following information into SEMA4:

Data	New Hire	Rehire	Transfer and Add Concurrent Job
Name	X	X	
Home Address*	X		
Personal email (using type "other")	X	X	
Social Security Number*	X		
Marital Status	X	X	
Birth Date*	X		
Position Information	X	X	X
Start Date	X	X	X

*For Rehires, these fields will already be in SEMA4. The Rehire will have the opportunity to update home address, if necessary, in the Activity Guide in Self Service.

Using Manage Hires - Hire

Hire Step 1: Find the new hire in Manage Hires.

When the new hire's information is ready in Manage Hires your recruiter will notify you. As soon as possible, use Manage Hires to enter the hire in SEMA4. Do not wait until the employee's first day at work. (The candidate will need time to complete the Activity Guide in Self Service prior to the first day of work.)

Sign in to SEMA4 and navigate to the Manage Hires component:

Main Menu > Workforce Administration > Personal Information > Manage Hires

You will see *only* the candidates for the positions in the departments in your security access.

The screenshot shows the 'Manage Hires' page in SEMA4. At the top, it says 'Manage Hires' and 'The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.' Below this is a filter section with 'Select Transactions Where' and 'Source' set to 'Recruiting Solutions'. There is a 'Refresh' button. The main part of the page is a table of 'Hire Transactions' with columns for 'Select', 'Start Date', 'Status', 'Name', 'Person ID', 'Type of Hire', 'Source', and 'Submitted By'. Two transactions are listed: one for 'McFly, Marty' on 10/07/2015 and one for 'Zotz, Zelda' on 11/02/2015, both with a status of 'Requested'. At the bottom, there are buttons for 'Select All', 'Deselect All', and 'Cancel Selected Transactions'.

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	10/07/2015	Requested	McFly, Marty		Hire	Recruiting Solutions	[REDACTED]
<input type="checkbox"/>	11/02/2015	Requested	Zotz, Zelda		Hire	Recruiting Solutions	

Click the name of the person you are hiring. The Manage Hires Detail page will appear.

Manage Hires

Manage Hires Detail

Zotz,Zelda

The Start Date entered on this page will be used as the Effective Date for Job.

Job	
Recruiter Name	
Job Opening ID	1285
Job Opening	Human Resources Specialist 1
Position	Human Resources Specialist 1
Job Code	Human Resources Specialist 1
Business Unit	MnSCU-IWT Unrep Empl
Department	MnSCU Community Colleges
Applicant Type	External - New
*Type of Hire	<input type="text" value="Hire"/>
*Desired Start Date	<input type="text" value="11/02/2015"/> <input type="button" value="BY"/>
Empl ID	<input type="text"/>
Employee ID Not Verified	
Org Instance	
<input checked="" type="radio"/> Create new Org Instance	0
<input type="radio"/> Use existing Org Instance	
Employment Record	
<input checked="" type="radio"/> Create New Assignment	0
<input type="radio"/> Use Existing Assignment	
Hire Information	
View Job Offer Letter	
Hire Comments	Example Only
Add Person	
Select this button in order to pull the person's personal data information from Recruiting Solutions.	
<input type="button" value="Add Person"/>	

[Return to Manage Hires](#)

Hire

Verify the new hire’s job title, business unit and department, type of hire, and start date. Please note that we are not using the “Employee ID Verified/Employee ID Not Verified” at this time.

Click the “View Job Offer Letter” link to see a copy of the job offer. Notify your recruiting staff if there are any discrepancies.

When you are ready to continue, click the **Add Person** button.

Hire Step 2: Biographical Details Page

The **Biographical Details** page of Personal Information will display. You will see the information collected from the new hire at the time he/she accepted the position. (Legal name, date of birth, marital status, Social Security number, home address, and personal email)

The screenshot shows the 'Biographical Details' page for a new hire named Zeld H. The page is divided into several sections:

- Name:** Zeld H, Person ID NEW. Effective Date: 10/15/2015. Format Type: English. Display Name: Zeld H.
- Biographic Information:** Date of Birth: 10/08/1975. Birth Country: USA. Birth State: (empty). Birth Location: (empty). Leave Accrual Date: 10/15/2015.
- Biographical History:** Effective Date: 10/15/2015. Gender: Unknown. Highest Education Level: A-Not Indicated. Marital Status: Single. Language Code: (empty). Alternate ID: (empty). Full-Time Student: (unchecked).
- National ID:** Country: USA. National ID Type: Social Security Number. National ID: 888-77-4444. Primary ID: (checked).

Buttons at the bottom include OK, Cancel, Apply, and Refresh.

Effective Date: Accept the default or enter a date *before* today's date. When you add a person, the Effective Date on this page *cannot* be a future date, although future dates can be entered in the Leave Accrual Date and in the Job Data Effective Date (which is the start date) fields.

Date of Birth: Verify that it displays here.

Leave Accrual Date: Enter the appropriate date.

Gender: Leave as the default, Unknown. The new hire will provide this information in the Activity Guide in Self Service.

Marital Status: Verify that it displays here.

National ID: Verify that it displays here.

Do **not** save. Click the **Contact Information** tab to continue.

Hire Step 3: Contact Information Page

Zolt, Zelda H Empl ID NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	10/15/2015	A	4567 McGonagel Street Elk River, MN 55347 141 Sherburne	Edit/View Address Detail + -

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Business	651-555-1212		<input type="checkbox"/>	+ -

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	Email Address	Preferred	
Other	managehires+zzolt@gmail.com	<input checked="" type="checkbox"/>	+ -

OK Cancel Apply

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Verify that the employee's home address, home phone, and personal email display on this page. **Note:** The email address provided by the new hire in Recruiting Solutions will display as the type "Other" on this page. **Do not** change the email type. After the new hire's job information is saved, SEMA4 will auto-send an email to the email address where the email type equals Other. The email will include instructions for signing in to Self Service and completing the New Hire/Rehire Activity Guide.

Add the business address, phone and email if available or return to this page later and add business address, email and phone. The Enterprise Learning Management (ELM) system uses the business email address entered on this page for communication with learners.

Do **not** save. Click the **Regional** tab to continue.

Hire Step 4: Regional Page

The screenshot shows the 'Regional' tab for a new hire named Zolt, Zelda H. The page is divided into several sections:

- Ethnic Group:** Regulatory Region is set to 'USA' (United States). The Ethnic Group field is blank.
- History:** Effective Date, Date Entitled to Medicare, Citizenship (Proof 1), and Citizenship (Proof 2) are all blank. The 'Eligible to Work in U.S.' checkbox is checked.
- Veteran:** Military Status is set to 'Not indicated'. Military Discharge Date is blank.
- Smoker History:** *Smoker is set to '1' and *As of is blank.

At the bottom, there are buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'. The navigation bar at the top includes 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'.

Ethnic Group: Leave this field blank. The new hire will provide this information in the Activity Guide in Self Service.

Eligible to Work in U.S.: Select the check box if the employee is eligible to work in the United States. Clear the check box if the employee is *not* eligible to work in the United States.

Military Status: Accept the default (Not Indicated). The new hire will provide this information in the Activity Guide in Self Service.

Do *not* save. Click the **Organizational Relationships** tab to continue.

Hire Step 5: Organizational Relationships Page

Biographical Details | Contact Information | Regional | **Organizational Relationships**

Zolt, Zelda H Person ID NEW

Choose Org Relationship to Add

Employee

Person of Interest

Add Relationship

OK Cancel Apply

Biographical Details | Contact Information | Regional | Organizational Relationships

Accept the default checkbox value, Employee.

Click  .

Note: Be sure to click the Add Relationship button. Do *not* click **OK**. If you click **OK**, a Person of Interest will be created instead of an employee. Completing the Organizational Relationship will bring you to the Job Data component for the new hire.

The Job Data, Work Location page will open.

Hire Step 6: Work Location Page

The **Work Location** page is the first in Job Data.

The screenshot displays the 'Work Location' page for employee Zolt, Zaida H (Empl ID 01173793). The page is divided into several sections:

- Employee Information:** Zolt, Zaida H, Empl ID 01173793, Empl Record 0.
- Work Location Summary:** *Effective Date: 11/02/2015, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, *Action: Hire, Reason: COM (Competitive Open Appt), *Job Indicator: Primary Job.
- Position Information:** Position Number: 01114504 (Human Resources Specialist 1), Position Entry Date: 11/02/2015, Position Management Record: .
- Organizational Details:** Regulatory Region: USA (United States), Company: SMN (State of Minnesota), Business Unit: E26IT (MnSCU-IWT Unrep Empl), Department: E26C000 (MnSCU Community Colleges), Location: E2661 (MnSCU), Establishment ID: EI122 (MnSCU System Office), Date Created: 10/15/2015.
- Additional Fields:** Expected Job End Date:

Navigation tabs at the bottom include: Job Data, Employment Data, Benefits Program Participation, OK, Cancel, Apply.

Effective Date: Accept the default or change it to reflect the actual start date.

Action: Accept the default, Hire.

Reason: Select the appropriate reason.

Job Indicator: Select Primary Job.

Position Number: This defaults to the position number assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do **not** save. Click the **Job Information** tab to continue.

Hire Step 7: Job Information Page

Zolt, Zelda H
Employee

Empl ID 01173793
Empl Record 0

Job Information ? Find First 1 of 1 Last
Go To Row

Effective Date 11/02/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Hire
Reason Competitive Open Appt
Job Indicator Primary Job

Future

Job Code 000498
Entry Date 11/02/2015

Human Resources Specialist 1

Supervisor ID
Reports To
Regular/Temporary Unlimited
Empl Class **Permanent**
Regular Shift 1
Classified Ind Classified

Full/Part Full-Time
*Officer Code **Non-Manager**
Shift Rate
Shift Factor

Standard Hours ?
Standard Hours 40.00
FTE 1.000000
Work Period SMN MN Weekly

Contract Number ?
Contract Number
Contract Type
Next Contract Number

USA

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Hire

Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do **not** save. Click the **Job Labor** tab to continue.

Hire Step 8: Job Labor Page

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

Zoltz, Zelda H
Employee

Empl ID 01173793
Empl Record 0

Labor Information ? Find First 1 of 1 Last

Effective Date 11/02/2015 Go To Row
Effective Sequence 0 Action Hire
HR Status Active Reason Competitive Open Appt
Payroll Status Active Job Indicator Primary Job Future

Bargaining Unit **218** Insufficient Work Time
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
 Position Management Record

Union Code **UNR** Unrepresented
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason

Assigned Seniority Dates ? Personalize Find View All First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

Recalculate Seniority Dates

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Hire

Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do **not** save. Click the **Payroll** tab to continue.

Hire Step 9: Payroll Page

The screenshot shows the 'Payroll' tab for employee Zolt, Zelda H (Empl ID 01173793). The 'Payroll Information' section displays the following details:

Effective Date	11/02/2015	Action	Hire
Effective Sequence	0	Reason	Competitive Open Appt
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Additional options include 'Go To Row', 'Future', and 'Find' (First 1 of 1 Last).

The 'Payroll for North America' section contains the following fields:

Pay Group	P08	Higher Education - Admin
Employee Type	H	Hourly
Tax Location Code	MN	Minnesota
GL Pay Type		
Combination Code		
Holiday Schedule	HOL	Std. Hol
FICA Status	Subject	

Buttons for 'OK', 'Cancel', and 'Apply' are visible at the bottom. The navigation bar includes 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Leave / WOC'.

Hire

Pay Group: Click  and select the pay group for the new employee. Verify that the Employee Type, Holiday Schedule and Tax Location Code display.

Do **not** save. Click the **Salary Plan** tab to continue.

Hire Step 10: Salary Plan Page

The screenshot shows the 'Salary Plan' tab for employee Zolt, Zelda H (Empl ID 01173793). The page displays various fields for configuring the salary plan, including effective date, sequence, status, and entry dates. The 'Step' field is highlighted with a yellow background and contains the value '3'. The 'Grade Entry Date' and 'Step Entry Date' are both set to 11/02/2015. The 'Action' is 'Hire' and the 'Reason' is 'Competitive Open Appt'. The 'Job Indicator' is 'Primary Job'. There are also fields for 'Salary Admin Plan' (14G), 'Grade' (05), and 'Step' (3). A checkbox for 'Includes Wage Progression Rule' is present and unchecked. The page includes navigation tabs at the top and bottom, and buttons for 'OK', 'Cancel', and 'Apply'.

Effective Date	11/02/2015	Action	Hire
Effective Sequence	0	Reason	Competitive Open Appt
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		
Salary Admin Plan	14G	Grade Entry Date	11/02/2015
Grade	05	Step Entry Date	11/02/2015
Step	3		
<input type="checkbox"/> Includes Wage Progression Rule			

Step: Enter the correct step for the new hire. If the new hire is receiving off-step compensation, leave this field blank. Verify that the Grade Entry Date and Step Entry Date display, if applicable.

Do **not** save. Click the **Compensation** tab to continue.

Hire Step 11: Compensation Page

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

Zolt, Zelda H Empl ID 01173793
Employee Empl Record 0

Compensation Find First 1 of 1 Last
Go To Row

Effective Date 11/02/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Hire
Reason Competitive Open Appt
Job Indicator Primary Job
Future

Compensation Rate 19.000000 Frequency H Hourly Annual Rate 39,672.000

Pay Components Personalize Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion				
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 ONSTEP	0	19.000000	USD	H			

Calculate Compensation

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Hire

Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click . Verify that the Compensation Rate above the Pay Components is correct.

Do **not** save. Click the **Leave/WOC** tab to continue.

Hire Step 12: Leave/WOC Page

The screenshot shows a web application interface for hiring. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and Leave / WOC. The main header displays the employee's name, 'Zolt, Zelda H', and their ID, '01173793'. Below this, there are several fields for job details: Effective Date (11/02/2015), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Hire), Reason Code (Competitive Open Appt), and Job Indicator (Primary Job). There are also dropdown menus for Option Code (None) and Special Program. Salary Authority is set to 'NUE' (N-M Unrep) and Leave Authority is set to 'NM1' (Non-Mgr Unrep - FT/PT Lv Elig). A warning message states 'Work Out of Class - Requires WOC Rate Code on Compensation'. Below this, there are fields for WOC Job Code SetID, Jobcode, Appointment End Date, Salary Admin Plan, Grade, and Step. At the bottom, there are buttons for OK, Cancel, and Apply, and a navigation bar with links for Job Data, Employment Data, and Benefits Program Participation.

Special Program: Leave this field blank or select the correct value.

Salary Authority: Click  and select the code for the contract or plan that covers the terms and conditions of employment for the job.

Leave Authority: Click  and select the appropriate value.

Do **not** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Hire Step 13: Employment Data Page

Employment Information | Additional Employment Info

Zolt, Zelda H Empl ID 01173793
Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0	Original Start Date 11/02/2015	<input type="checkbox"/> Override
Last Start Date	First Start Date	
Termination Date		

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	11/02/2015 <input type="checkbox"/> Override	0	0	0
Service Date	11/02/2015 <input type="checkbox"/> Override	0	0	0
Probation Date	<input type="text"/> [BY]			
Anniversaries/Progression Date	<input type="text"/> [BY]	Last Verification Date	<input type="text"/> [BY]	
Business Title	Human Resources Specialist 1	Position Phone		

USA

Owns 5% (or More) of Company
Appointment End Date [BY]

Accrue Tenure Services
Service Calculation Group [M]

Contract Length [v]
FTE for Tenure Accrual [R]
FTE for Flex Service Accrual [R]

Job Data | Employment Data | Benefits Program Participation

OK Cancel Apply

Employment Information | Additional Employment Info

Hire

Company Seniority Date: This should default to the start date. The Override box will be checked when you save the record.

Service Date: This should default to the start date. The Override box will be checked when you save the record.

Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

Anniversaries/Progression Date: Enter the Anniversary/Progression date.

Last Verification Date, Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual: Complete these fields if your agency tracks this data.

Do **not** save. Click the **Additional Employment Info** tab to continue.

Hire Step 14: Additional Employment Info Page

The screenshot displays the 'Additional Employment Info' page for employee Zolt, Zelda H. The page is divided into several sections:

- Employee Information:** Employee Name: Zolt, Zelda H; Employee Type: Employee; Empl ID: 01173793; Empl Record: 0.
- Agency Information:** Agency Use Date, Agency Seniority Date, Eligible for Next Increase, Barg Unit Seniority Date, Layoff Expiration Date, Layoff Notice Date, Seniority Tie Breaker, Employee Works at Home?, Security Clearance Type.
- Contact Information:** Email Address: ZZolt@State.mn.us; Work Phones: Phone Type (Main Business), Telephone (651-555-1212), Extension.
- Navigation:** Job Data, Employment Data, Benefits Program Participation.
- Buttons:** OK, Cancel, Apply.

Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number, if available.

Do **not** save or exit. Select the **Benefits Program Participation** component link.

Hire Step 15: Benefits Program Participation Page

The screenshot shows the 'Benefits Program Participation' page for employee Zoltz, Zelda H. (Empl ID: 01173793, Empl Record: 0). The page is divided into several sections:

- Benefit Status:** Shows Benefit Record Number 0, Effective Date 11/02/2015, Effective Sequence 0, Action Hire, Reason Competitive Open Appt, HR Status Active, Payroll Status Active, Job Indicator Primary Job, and Benefits Employee Status Active. A 'Go To Row' button is present.
- Benefits Administration Eligibility:** Includes fields for BAS Group ID, Salary Authority (NUE), Retirement Code (AA), Benefits (STATE), Spec Elig (MF12), Barg Unit, SEGIP, Suppl Ret, and Elig Fid 8.
- Benefit Program Participation:** Shows Effective Date 11/02/2015, Currency Code USD, Benefit Program DFT, and Default Benefit Program.

Navigation buttons at the bottom include OK, Cancel, and Apply.

Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority: Review, and click  to look up and select the correct value if necessary.

Retirement Code: Look up and select the appropriate retirement plan code.

Benefits: Look up and select STATE for most employees.

Spec Elig: Look up and select the appropriate code.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click  and select the correct Benefit Plan. For all other employees, leave it blank.

Click . If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in **red**. Complete or fix the field as needed.

Saved appears briefly in the upper right corner. You will be returned to the Manage Hires list. The new hire's name no longer appears on the list.

Hire Step 16: Activity Guide instruction email is triggered

On the business day after the employee ID number is assigned, the system will auto-send an email to the new hire with instructions for completing the Activity Guide. See the Appendix for an example of the email.

As the employee completes the Activity Guide, any data the new hire enters and saves for phone numbers, gender, I-9, ethnic code, disability, veteran status, tax withholding, direct deposit, address, email and emergency contacts are updated in SEMA4.

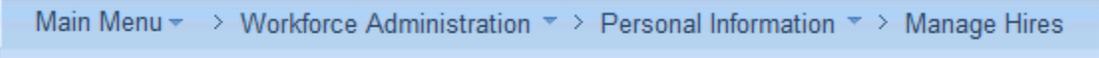
What if the New Hire fails to show up for work?

If the new hire fails to start the job, add a sequenced job row using the same effective date as the hire. Use the Action Separation and Reason code **FTS** (Failure to Start). Enter a 1 in the effective sequence field. Refer to the SEMA4 check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).

Using Manage Hires - Rehire

Rehire Step 1: Find the rehire in Manage Hires.

To enter a rehire, sign in to SEMA4 and navigate to the Manage Hires component:



You will see *only* the candidates for the positions in the departments in your security access.

Manage Hires
The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

Select Transactions Where Source
Equals Recruiting Solutions Refresh

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	10/07/2015	Requested	McFly,Marty		Hire	Recruiting Solutions	[REDACTED]
<input type="checkbox"/>	11/16/2015	Requested	Briggs,Genna	01173789	Rehire	Recruiting Solutions	

Select All Deselect All

Cancel Selected Transactions

Rehire

Click the name of the rehire. The Manage Hires Detail page will display.

Manage Hires
 Manage Hires Detail
 Briggs, Genna

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name

Job Opening ID 1286

Job Opening Human Resources Specialist 1

Position Human Resources Specialist 1

Job Code Human Resources Specialist 1

Business Unit MnSCU-IWT Unrep Empl

Department MnSCU Community Colleges

Applicant Type External - Previous Employee

*Type of Hire Rehire

*Desired Start Date 11/16/2015

Empl ID 01173789 [View Person Org Summary](#)

Employee ID Not Verified

Org Instance

Create new Org Instance

Use existing Org Instance 0

Employment Record

Create New Assignment

Use Existing Assignment 0

Hire Information

[View Job Offer Letter](#)

Hire Comments Hire Example

Add Person

Select this button in order to pull the person's personal data information from Recruiting Solutions.

Add Person

[Return to Manage Hires](#)

Verify the job title, business unit and department, type of hire, and start date for the rehire.

Click the “View Job Offer Letter” link to see a copy of the job offer. Notify your recruiting staff if there are any discrepancies. Use the “View Person Org Summary” link to see a summary of the employee’s previous job(s) *. Click Cancel to return to the Manage Hires Detail page.

Use the drop-down list in the Employment Record box to choose an employment record number.

When you are ready to continue, click the **Add Person** button.

* The employee has provided a release to view this information in the application process.

Rehire Step 2: Biographical Details Page

The **Biographical Details** page of the Personal Information will display. You will see the information from the employee's last record with any updates made by the employee at the time of rehire.

Biographical Details | Contact Information | Regional

Briggs, Genna H Person ID 01173789

Name Find | View All First 1 of 1 Last

Effective Date 10/06/2015 + -

Format Type English

Display Name Briggs, Genna H View Name

Biographic Information

Date of Birth 12/19/1987 Years 27 Months 9 View Pandemic Questionnaire

Date of Death Pandemic Work Avail

Birth Country USA United States

Birth State

Birth Location Leave Accrual Date: 10/06/2015

Biographical History Find | View All First 1 of 1 Last

*Effective Date 10/06/2015 + -

*Gender Female

*Highest Education Level A-Not Indicated

*Marital Status Single As of 10/06/2015

Language Code

Alternate ID

Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	473-17-1777	<input checked="" type="checkbox"/>

OK Cancel Apply Refresh

Biographical Details | Contact Information | Regional

Rehire

Effective Date: Accept the default (today's date), or enter a date *before* today's date. The Effective Date on this page *cannot* be a future date, although future dates can be entered in the Leave Accrual Date and in the Job Data Effective Date.

Verify that **Date of Birth, Leave Accrual Date, Gender, Marital Status, and Social Security Number** display. You may need to adjust the Leave Accrual Date. Check the applicable contract or plan.

Do **not** save. Click the **Contact Information** tab to continue.

Rehire Step 3: Contact Information Page

Biographical Details | **Contact Information** | Regional

Briggs, Genna H Empl ID 01173789

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	10/06/2015	A	1660 Lake Ave NE Bemidji, MN 56601 007 Beltrami	View Address Detail + -

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Business	651-555-1212		<input type="checkbox"/>	+ -

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	Email Address	Preferred	
Other	managehires+briggs@gmail.com	<input checked="" type="checkbox"/>	+ -

OK Cancel Apply

Biographical Details | Contact Information | Regional

Verify that the employee's home address, home phone, and personal email, and display on this page. **Note:** The email address provided by the new hire in Recruiting Solutions will display as the type "Other" on this page. **Do not** change the email type. After the new hire's job information is saved, SEMA4 will auto-send an email to the email address where the email type equals Other. The email will include instructions for signing in to Self Service and completing the New Hire/Rehire Activity Guide.

Add the business address, phone and email, if available or return to this page later to add business address, email and phone, if necessary. The Enterprise Learning Management (ELM) system uses the business email address entered on this page for communication with learners.

Click **OK**. The record will save and you will return to the Manage Hires Details page. Click the **Add Job** button to continue.

Rehire Step 4: Work Location Page

The **Work Location** page is the first in Job Data.

The screenshot displays the 'Work Location' page for employee Briggs, Genna H. (Empl ID 01173789). The page is divided into several sections:

- Employee Information:** Briggs, Genna H, Empl ID 01173789, Empl Record 0.
- Work Location Details:**
 - *Effective Date: 11/16/2015
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - *Action: Rehire
 - Reason: COM (Competitive Open Appt)
 - *Job Indicator: Primary Job
- Position Information:**
 - Position Number: D1114504 (Human Resources Specialist 1)
 - Position Entry Date: 11/16/2015
 - Regulatory Region: USA (United States)
 - Company: SMN (State of Minnesota)
 - Business Unit: E26IT (MnSCU-IWT Unrep Empl)
 - Department: E26C000 (MnSCU Community Colleges)
 - Location: E2661 (MnSCU)
 - Establishment ID: EI122 (MnSCU System Office)
 - Date Created: 10/15/2015
- Termination Information:** Expected Job End Date and Termination Date fields.

Navigation tabs at the bottom include Job Data, Employment Data, and Benefits Program Participation. Buttons for OK, Cancel, and Apply are also present.

Effective Date: Accept the default, or change it to reflect the actual start date.

Action: Accept the default, Rehire.

Reason: Select the appropriate reason.

Job Indicator: Select Primary Job.

Position Number: This defaults to the position number assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do **not** save. click the **Job Information** tab to continue.

Rehire Step 5: Job Information Page

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

Briggs, Genna H Empl ID 01173789
Employee Empl Record 0

Job Information ? Find First 1 of 2 Last
Go To Row

Effective Date 11/16/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Rehire
Reason Competitive Open Appt
Job Indicator Primary Job
Future

Job Code 000498 Human Resources Specialist 1
Entry Date 11/16/2015

Supervisor ID
Reports To
Regular/Temporary Unlimited
Full/Part Full-Time
Empl Class **Not Applic**
*Officer Code **Non-Manager**
Regular Shift 1
Classified Ind Classified
Shift Rate
Shift Factor

Standard Hours ?
Standard Hours 40.00
FTE 1.000000
Work Period SMN MN Weekly

Contract Number ?
Contract Number
Contract Type
Next Contract Number

USA

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Rehire

Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do **not** save. Click the **Job Labor** tab to continue.

Rehire Step 6: Job Labor Page

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

Briggs, Genna H Empl ID 01173789
Employee Empl Record 0

Labor Information ? Find First 1 of 2 Last

Effective Date 11/16/2015 Go To Row
Effective Sequence 0 Action Rehire
HR Status Active Reason Competitive Open Appt
Payroll Status Active Job Indicator Primary Job

Bargaining Unit 218 Insufficient Work Time
Labor Agreement []
Labor Agreement Entry Dt []
Employee Category []
Employee Subcategory []
Employee Subcategory 2 []
 Position Management Record

Union Code UNR Unrepresented
Union Seniority Date []

Works Council ID
Labor Facility ID []
Entry Date []
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason []

Assigned Seniority Dates ? Personalize Find View All [] [] First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

Recalculate Seniority Dates

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Rehire

Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do **not** save. Click the **Payroll** tab to continue.

Rehire Step 7: Payroll Page

The screenshot displays the 'Payroll' tab for employee Briggs, Genna H. (Empl ID: 01173789, Empl Record: 0). The 'Payroll Information' section shows: Effective Date: 11/16/2015, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Action: Rehire, Reason: Competitive Open Appt, and Job Indicator: Primary Job. The 'Payroll for North America' section includes: Pay Group: P20, Department Of Transportation, Employee Type: H (Hourly), Tax Location Code: MN (Minnesota), Holiday Schedule: HOL (Std. Hol), and FICA Status: Subject. Navigation buttons at the bottom include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Rehire

Employee Type, Holiday Schedule, Tax Location Code and FICA Status: Review, and select the correct value if necessary.

Do **not** save. Click the **Salary Plan** tab to continue.

Rehire Step 8: Salary Plan Page

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

Briggs, Genna H Empl ID 01173789
Employee Empl Record 0

Salary Plan ? Find | View All First 1 of 2 Last
Go To Row

Effective Date	11/16/2015	Action	Rehire
Effective Sequence	0	Reason	Competitive Open Appt
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Future
Salary Admin Plan	14G	Grade Entry Date	11/16/2015
Grade	05	Step Entry Date	11/16/2015
Step	3		

Includes Wage Progression Rule

Job Data | Employment Data | Benefits Program Participation

OK Cancel Apply

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

Rehire

Step: Enter the correct step for the rehire. If the rehire is receiving off-step compensation, leave this field blank. Verify that the Grade Entry Date and Step Entry Date fill in, if applicable.

Do **not** save. Click the **Compensation** tab to continue.

Rehire Step 9: Compensation Page

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

Briggs, Genna H Empl ID 01173789
Employee Empl Record 0

Compensation ? Find First 1 of 2 Last
Go To Row

Effective Date 11/16/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Rehire
Reason Competitive Open Appt
Job Indicator Primary Job

Future
Compensation Rate 19.000000 Frequency H Hourly Annual Rate 39,672.000

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion					
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent			
1 ONSTEP	0	19.000000	USD	H				

Calculate Compensation

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Rehire

Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click . Verify that the Compensation Rate above the Pay Components is correct.

Do **not** save. Click the **Leave/WOC** tab to continue.

Rehire Step 10: Leave/WOC Page

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

Briggs, Genna H Employee Empl ID 01173789 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

Effective Date 11/16/2015 Action Rehire
Effective Sequence 0 Reason Code Competitive Open Appt
HR Status Active Job Indicator Primary Job
Payroll Status Active

Option Code: Salary Authority: **NUE** N-M Unrep
Special Program: **[Yellow Highlighted]** Leave Authority: **NM1** Non-Mgr Unrep - FT/PT Lv Elig

Work Out of Class – Requires WOC Rate Code on Compensation

WOC Job Code SetID: Salary Admin Plan:
Jobcode: Grade:
Appointment End Date: Step:

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Rehire

Special Program: Leave this field as the default or select another value.

Salary Authority: Click  to look up and select the code for the contract or plan that covers the terms and conditions of employment for this employee.

Leave Authority: Look up and select the appropriate value.

Do **not** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Rehire Step 11: Employment Data Page

Briggs, Genna H Empl ID 01173789
Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 10/06/2015 Override
Last Start Date 10/06/2015 First Start Date 10/06/2015
Termination Date 10/14/2015

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	10/09/2015 <input checked="" type="checkbox"/> Override	0	0	6
Service Date	10/09/2015 <input checked="" type="checkbox"/> Override	0	0	6
Probation Date	<input type="text"/>			
Anniversary/Progression Date	<input type="text"/>	Last Verification Date <input type="text"/>		
Business Title	Office Specialist	Position Phone <input type="text"/>		

USA

Owns 5% (or More) of Company
Appointment End Date 10/02/2017 Contract Length Not Applicable

Accrue Tenure Services
Service Calculation Group FTE for Tenure Accrual
FTE for Flex Service Accrual

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

Employment Information | Additional Employment Info

Company Seniority Date: Enter the starting date of the employee's most recent continuous service at the state. If this is a rehire after a break in service, enter the effective date of the rehire. Keep the override check box selected.

Service Date: Accept the default or enter a date in accordance with your agency's service award policy. Keep the override check box selected.

Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

Anniversary/Progression Date: Verify the Anniversary/Progression date.

Last Verification Date: Complete this field if your agency uses it.

Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual: Complete these fields if your agency tracks this data.

Do *not* save. Click the **Additional Employment Info** tab to continue.

Rehire Step 12: Additional Employment Info Page

Employment Information | **Additional Employment Info**

Briggs, Genna H Employee Empl ID 01173789 Empl Record 0

Agency Use Date: Barg Unit Seniority Date: Seniority Tie Breaker:

Agency Seniority Date: Layoff Expiration Date: Employee Works at Home?:

Eligible for Next Increase: Layoff Notice Date: Security Clearance Type:

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type:

Telephone: Extension:

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

Employment Information | Additional Employment Info

Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number, if available.

Do **not** save or exit. Select the **Benefits Program Participation** link to continue.

Rehire Step 13: Benefit Program Participation Page

The screenshot displays the 'Benefit Program Participation' page for employee Briggs, Genna H. (Empl ID 01173789). The page is divided into several sections:

- Benefit Status:** Shows Benefit Record Number 0, Effective Date 11/16/2015, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Rehire, Reason Competitive Open Appt, and Job Indicator Primary Job.
- Benefits Administration Eligibility:** Includes BAS Group ID, Salary Authority (NUE), Retirement Code (AA), Benefits (STATE), Spec Elig (MF12), Barg Unit (206 Clerical), and Suppl Ret.
- Benefit Program Participation:** Shows Effective Date 10/09/2015, Currency Code USD, and Benefit Program DFT.

At the bottom, there are buttons for OK, Cancel, and Apply.

Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority, Retirement Code, Benefits and Spec Elig: Review, click  and select the correct value if necessary.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click  and select the correct Benefit Plan. For all other employees, leave it blank.

Click . If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in **red**. Complete or fix the field as needed.

Saved appears briefly in the upper right corner.

You will be returned to the Manage Hires list. The employee's name no longer appears on the list.

Rehire Step 14: Activity Guide instruction email is triggered

When the rehire record is saved, the system will automatically send the employee an email with instructions for completing the Activity Guide. See the Appendix for an example of the email. Please note that the Activity Guide access will not be available to the employee in Self Service until the day after the Rehire was entered.

As the Activity Guide is completed, any changes the rehire enters and saves for phone numbers, gender, I-9, ethnic code, disability, veteran status, tax withholding, direct deposit, address, email and emergency contacts are updated in SEMA4.

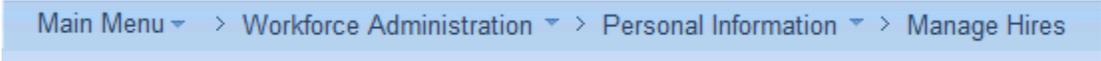
What if the Rehire fails to show up for work?

If the rehire fails to start the job, add a sequenced row for the same effective date as the rehire date. Use the Action Separation and Reason code **FTS** (Failure to Start). Enter a 1 in the effective sequence field. Refer to the SEMA4 check list (on the SEMA4 Help Contents page, select Check Lists > Separation > Failure to Start).

Using Manage Hires – Add Concurrent Job

Add Concurrent Job Step 1: Find the employee in Manage Hires.

To add a concurrent job, sign in to SEMA4 and navigate to the Manage Hires component:



You will see *only* the candidates for the positions in the departments in your security access.

Click the name of the employee for whom you are adding a concurrent job.

Manage Hires
The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

Select Transactions Where Source
Equals Recruiting Solutions Refresh

Hire Transactions							
Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	10/07/2015	Requested	McFly,Marty		Hire	Recruiting Solutions	[REDACTED]
<input type="checkbox"/>	11/02/2015	Requested	Noble,Laurel Diane	01173766	Add Concurrent Job	Recruiting Solutions	

Select All Deselect All
Cancel Selected Transactions

Add Concurrent Job

The Manage Hires Detail page will display.

Manage Hires
 Manage Hires Detail
 Noble,Laurel Diane

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name
 Job Opening ID 1286
 Job Opening Human Resources Specialist 1
 Position Human Resources Specialist 1
 Job Code Human Resources Specialist 1
 Business Unit MnSCU-IWT Unrep Empl
 Department MnSCU Community Colleges
 Applicant Type Internal - Employee
 *Type of Hire **Add Concurrent Job** ▼
 *Desired Start Date 11/02/2015 [B] [C]
 Empl ID 01173766 [View Person Org Summary](#)
 Employee ID Not Verified

Org Instance

Create new Org Instance
 Use existing Org Instance 0

Employment Record

Create New Assignment 1
 Use Existing Assignment

Hire Information

Hire Comments Add Concurrent Job Example

View / Edit Person

Select the View/Edit Person hyperlink to view or manually updated Personal Information. [View / Edit Person](#)

Add Job

Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data. [Add Job](#)

Verify the job title, business unit and department, type of hire, and start date for the added job. Notify your recruiting staff if there are any discrepancies.

Use the “View Person Org Summary” link to see a summary of the employee’s job(s)[†]. (Click Cancel to return to the Manage Hires Detail page.) The View/Edit Person link is not used for adding a concurrent job because the employee has a current job record in SEMA4, so there is no need to view or change the Personal Data pages.

When you are ready to continue, click the **Add Job** button.

[†] The employee has provided a release to view this information in the application process.

Add Concurrent Job Step 2: Work Location Page

The screenshot displays the 'Work Location' page for employee Noble, Laurel Diane (Empl ID 01173766, Empl Record 1). The page is divided into several sections:

- Work Location Summary:** Includes fields for *Effective Date (11/02/2015), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Action (Movement), Reason (COM - Competitive Open Appt), and *Job Indicator (Primary Job). A 'Go To Row' button is also present.
- Position Information:** Shows Position Number (D1114504) for Human Resources Specialist 1, Position Entry Date (11/02/2015), and an 'Override Position Data' button. A 'Position Management Record' checkbox is also visible.
- Organizational Details:** Lists Regulatory Region (USA), Company (SMN), Business Unit (E26IT), Department (E26C000), Location (E2661), and Establishment ID (EI122).
- Additional Fields:** Includes 'Expected Job End Date' and 'Date Created' (10/15/2015).

Navigation tabs at the top include Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and Leave / WQC. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons, and a breadcrumb trail: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave / WQC.

Effective Date: Verify the start date, which has been brought over from Manage Hires. In Job Data, this field *can* be future-dated.

Action: The default is Movement. Select the appropriate action.

Reason: Select the appropriate reason.

Job Indicator: Select Primary or Secondary Job.

Position Number: This defaults to the position number is assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do **not** save. Click the **Job Information** tab to continue.

Add Concurrent Job Step 3: Job Information Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 1

Job Information Find First 1 of 1 Last Go To Row

Effective Date 11/02/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Movement
Reason Competitive Open Appt
Job Indicator Primary Job

Future

Job Code 000498 Human Resources Specialist 1
Entry Date 11/02/2015

Supervisor ID
Reports To

Regular/Temporary Unlimited
Empl Class

Full/Part Full-Time
*Officer Code

Regular Shift 1
Classified Ind Classified
Shift Rate
Shift Factor

Standard Hours ?

Standard Hours	40.00	Work Period	SMN	MN Weekly
FTE	1.000000	As of Date	11/02/2015	
Combined Standard Hours	60.00	FTE	1.500000	

Contract Number ?

Contract Number

Contract Type

USA

Job Data | Employment Data | Benefits Program Participation

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

Add Concurrent Job

Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee’s eligibility for Manager’s Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do **not** save. Click the **Job Labor** tab to continue.

Add Concurrent Job Step 4: Job Labor Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 1

Labor Information ? Find First 1 of 1 Last

Effective Date 11/02/2015 Go To Row
Effective Sequence 0 Action Movement
HR Status Active Reason Competitive Open Appt
Payroll Status Active Job Indicator Primary Job Future

Bargaining Unit 218 Insufficient Work Time
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
 Position Management Record
Union Code UNR Unrepresented
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason

Assigned Seniority Dates ? Personalize Find View All First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

Recalculate Seniority Dates

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Add Concurrent Job

Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do **not** save. Click the **Payroll** tab to continue.

Add Concurrent Job Step 5: Payroll Page

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | Leave WOC

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 0

Payroll Information ? Find First 1 of 2 Last

Effective Date 11/09/2015 Go To Row
Effective Sequence 0 Action Transfer
HR Status Active Reason Competitive Open Appt
Payroll Status Active Job Indicator Primary Job

Future

Payroll for North America ?

Pay Group P08 Higher Education - Admin
Employee Type H Hourly
Tax Location Code MN Minnesota
GL Pay Type
Combination Code
Holiday Schedule HOL Std. Hol
FICA Status Subject
[Edit ChartFields](#)

Job Data Employment Data Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave WOC

Add Concurrent Job

Employee Type, Holiday Schedule, Tax Location Code and FICA Status: Review, and select the correct value if necessary.

Do **not** save. Click the **Salary Plan** tab to continue.

Add Concurrent Job Step 6: Salary Plan Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 1

Salary Plan ? Find | View All First 1 of 1 Last
Go To Row

Effective Date 11/02/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Movement
Reason Competitive Open Appt
Job Indicator Primary Job
Future

Salary Admin Plan 14G
Grade 05
Step 3
 Includes Wage Progression Rule

Grade Entry Date 11/02/2015
Step Entry Date 11/02/2015

Job Data | Employment Data | Benefits Program Participation

OK Cancel Apply

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

Step: Enter the correct step for the rehire. If the employee is receiving off-step compensation for this job, leave this field blank.

Do **not** save. Click the **Compensation** tab to continue.

Add Concurrent Job Step 7: Compensation Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 1

Compensation ? Find First 1 of 1 Last
Go To Row

Effective Date 11/02/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Movement
Reason Competitive Open Appt
Job Indicator Primary Job
Future

Compensation Rate 19.000000 Frequency H Hourly Annual Rate 39,672.000

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 ONSTEP	0	19.000000	USD	H		

Calculate Compensation

Job Data | Employment Data | Benefits Program Participation

OK | Cancel | Apply

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

Add Concurrent Job

Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click . Verify that the Compensation Rate above the Pay Components is correct.

Do **not** save. Click the **Leave/WOC** tab to continue.

Add Concurrent Job Step 8: Leave/WOC Page

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

Noble, Laurel Diane Employee Empl ID 01173766 Empl Record 1

Job Option / Leave / WOC Find First 1 of 1 Last

Effective Date 11/02/2015 Go To Row

Effective Sequence 0 Action Movement

HR Status Active Reason Code Competitive Open Appt

Payroll Status Active Job Indicator

Option Code: Salary Authority: **NUE** N-M Unrep

Special Program: Leave Authority: **NMT** Non-Mgr Unrep - FT/PT Lv Elig

Work Out of Class -- Requires WOC Rate Code on Compensation

WOC Job Code SetID: Salary Admin Plan:

Jobcode: Grade:

Appointment End Date: Step:

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

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

Special Program: Leave this field as the default or select another value.

Salary Authority: Click  to look up and select the code for the contract or plan that covers the terms and conditions of employment for this job.

Leave Authority: Look up and select the appropriate value.

Do **not** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Add Concurrent Job Step 9: Employment Data Page

Employment Information | Additional Employment Info

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 1

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 07/15/2015 Override
Last Start Date First Start Date
Termination Date

Organizational Assignment Data ?

Additional Assignment Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	11/02/2015 <input type="checkbox"/> Override	0	0	0
Service Date	11/02/2015 <input type="checkbox"/> Override	0	0	0
Probation Date	<input type="text"/>			
Anniversary/Progression Date	<input type="text"/>	Last Verification Date	<input type="text"/>	<input type="text"/>
Business Title	Human Resources Specialist 1	Position Phone		

USA

Owns 5% (or More) of Company
Appointment End Date

Accrue Tenure Services
Service Calculation Group

Contract Length Not Applicable
FTE for Tenure Accrual
FTE for Flex Service Accrual

Job Data | **Employment Data** | **Benefits Program Participation**

OK Cancel Apply

Employment Information | Additional Employment Info

Company Seniority Date: Click the Override check box next to the Company Seniority Date and enter the employee's state seniority date, which is the last date of hire.

Service Date: Click the Override check box next to the Service Date and enter a date if applicable, according to your agency's award policy.

Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

Anniversary/Progression Date: Verify the Anniversary/Progression date.

Last Verification Date: Complete this field if your agency uses it.

Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual: Complete the fields if your agency tracks this data.

Do **not** save. Click the **Additional Employment Info** tab to continue.

Add Concurrent Job Step 10: Additional Employment Info Page

The screenshot displays the 'Additional Employment Info' page for employee Noble, Laurel Diane. The page is divided into several sections:

- Employee Information:** Employee Name: Noble, Laurel Diane; Employee ID: 01173766; Empl Record: 1.
- Agency Use Date:** A date field with a calendar icon.
- Agency Seniority Date:** A date field with a calendar icon.
- Eligible for Next Increase:** A date field with a calendar icon.
- Barg Unit Seniority Date:** A date field with a calendar icon.
- Layoff Expiration Date:** A date field with a calendar icon.
- Layoff Notice Date:** A date field with a calendar icon.
- Seniority Tie Breaker:** A numeric input field with the value 0.
- Employee Works at Home?:** A checkbox.
- Security Clearance Type:** A dropdown menu with the value 0 and a search icon.
- Email Address:** A text field containing 'Laurel.Noble@State.mn.us'.
- Work Phones:** A section with a 'Find | View All' link and a pagination indicator 'First 1 of 1 Last'. It includes a 'Phone Type' dropdown menu set to 'Main Business' and a 'Telephone' field containing '651-555-1212' with an 'Extension' field.
- Navigation:** Links for 'Job Data', 'Employment Data', and 'Benefits Program Participation' are located at the bottom of the form.
- Buttons:** 'OK', 'Cancel', and 'Apply' buttons are located at the bottom left.

Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number.

Do **not** save or exit. Select the **Benefits Program Participation** link to continue.

Add Concurrent Job Step 11: Benefit Program Participation Page

Benefit Program Participation

Noble, Laurel Diane
Employee

Empl ID 01173766
Empl Record 1

Benefit Status ? Find First 1 of 1 Last
Go To Row

Benefit Record Number 0
Effective Date 11/02/2015
Effective Sequence 0 Action Movement
HR Status Active Reason Competitive Open Appt
Payroll Status Active Job Indicator Primary Job

Benefits System Benefits Administration Benefits Employee Status Active
Annual Benefits Base Rate USD

Benefits Administration Eligibility ?

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contribtn
Salary Authority NUE Non-Managerial Unrep Empl Barg Unit Elig Fld 8
Retirement Code AA MSRS Genl Employee Rmtm Plan SEGIP
Benefits STATE STATE Suppl Ret

Benefit Program Participation ? Find View All First 1 of 1 Last
Effective Date 07/15/2015 Currency Code USD
Benefit Program MNP State of MN < Full ER Contrib

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

Salary Authority, Retirement Code, Benefits and Spec Elig: Review, click  to look up, and select the correct value if necessary.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click  and select the correct Benefit Plan. For all other employees, leave it blank.

Click . If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in **red**. Complete or fix the field as needed.

Saved appears briefly in the upper right corner.

You will be returned to the Manage Hires list. The employee's name no longer appears on the list.

Using Manage Hires - Transfer

Transfer Job Step 1: Find the employee in Manage Hires.

Note: In Recruiting Solutions, the term Transfer is used for any job change for a current employee.

To enter a transfer, sign in to SEMA4 and navigate to the Manage Hires component:



You will see *only* the candidates for positions in the departments in your security access.

Click the name of the employee you are transferring.

Manage Hires
The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

Select Transactions Where Source
Equals Recruiting Solutions Refresh

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	10/07/2015	Requested	McFly,Marty		Hire	Recruiting Solutions	[REDACTED]
<input type="checkbox"/>	11/02/2015	Requested	Noble,Laurel Diane	01173766	Add Concurrent Job	Recruiting Solutions	
<input type="checkbox"/>	11/09/2015	Requested	Noble,Laurel Diane	01173766	Transfer	Recruiting Solutions	

Select All Deselect All
Cancel Selected Transactions

Transfer

The Manage Hires Detail page will display.

Manage Hires
Manage Hires Detail
Noble, Laurel Diane

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name
Job Opening ID 1287
Job Opening Human Resources Specialist 1
Position Human Resources Specialist 1
Job Code Human Resources Specialist 1
Business Unit MnSCU-IWT Unrep Empl
Department MnSCU Community Colleges
Applicant Type Internal - Employee
*Type of Hire **Transfer** ▼
*Desired Start Date 11/09/2015
Empl ID 01173766 [View Person Org Summary](#)
Employee ID Not Verified

Org Instance

Create new Org Instance
 Use existing Org Instance 0

Employment Record

Create New Assignment
 Use Existing Assignment 0 ▼

Hire Information

Hire Comments Transfer Example

View / Edit Person

Select the View/Edit Person hyperlink to view or manually updated Personal Information. [View / Edit Person](#)

Add Job

Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.

Verify the employee’s job title, business unit and department, type of hire, and start date. Notify your recruiting staff if there are any discrepancies.

View the Person Org Summary[‡] if you need to determine which employment record to use. Use the drop-down list in the Employment Record box to choose an employment record number. Because this employee already has an active record in SEMA4 there is no need to view or change the Personal Data pages.

When you are ready to continue, click the **Add Job** button.

[‡] The employee has provided a release to view this information in the application process.

Transfer Step 2: Work Location Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 0

Work Location Find First 1 of 2 Last
Go To Row + -

*Effective Date 11/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

*Action **Movement**
Reason **COM** Competitive Open Appt
*Job Indicator **Primary Job** Future

Position Number 01114504 Human Resources Specialist 1
Override Position Data

Position Entry Date 11/09/2015
 Position Management Record

Regulatory Region USA United States
Company SMN State of Minnesota
Business Unit E26IT MnSCU-IWT Unrep Empl
Department E26C000 MnSCU Community Colleges
Department Entry Date 11/09/2015
Location E2661 MnSCU
Establishment ID E1122 MnSCU System Office Date Created 10/15/2015

Expected Job End Date

Job Data Employment Data Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

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

Transfer

Effective Date: Accept the default or change it to reflect the start date.

Action: This will default to Transfer. Select the appropriate action, for example, Promotion, Demotion, Movement, or Transfer.

Reason: Select the appropriate reason.

Job Indicator: Select Primary or Secondary Job.

Position Number: This defaults to the position number assigned to the candidate in Recruiting Solutions. Verify that the correct value appears.

Do **not** save. Click the **Job Information** tab to continue.

Transfer Step 3: Job Information Page

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 0

Job Information Find First 1 of 2 Last

Effective Date 11/09/2015 Action Movement
Effective Sequence 0 Reason
HR Status Active Job Indicator Primary Job
Payroll Status Active Future

Job Code 000498 Human Resources Specialist 1
Entry Date 11/09/2015

Supervisor ID
Reports To
Regular/Temporary Unlimited Full/Part Full-Time
Empl Class **Permanent** *Officer Code **Non-Manager**
Regular Shift 1 Shift Rate
Classified Ind Classified Shift Factor

Standard Hours 40.00 Work Period SMN MN Weekly
FTE 1.000000

Contract Number Next Contract Number
Contract Type

USA

Job Data Employment Data Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

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

Transfer

Empl Class: Select the appropriate value.

Officer Code: Select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.

Do **not** save. Click the **Job Labor** tab to continue.

Transfer Step 4: Job Labor Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 0

Labor Information ? Find First 1 of 2 Last

Effective Date 11/09/2015 [Go To Row](#)
Effective Sequence 0 Action Movement
HR Status Active Reason
Payroll Status Active Job Indicator Primary Job Future

Bargaining Unit **218** Insufficient Work Time
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
 Position Management Record

Union Code **UNR** Unrepresented
Union Seniority Date

Works Council ID
Labor Facility ID
Entry Date
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason

Assigned Seniority Dates ? Personalize | Find | View All | | First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

[Recalculate Seniority Dates](#)

Job Data **Employment Data** Benefits Program Participation

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

Transfer

Bargaining Unit: Review to ensure that it is correct.

Union Code: Review to ensure that it is correct.

Skip the enterable fields on this page.

Do **not** save. Click the **Payroll** tab to continue.

Transfer Step 5: Payroll Page

The screenshot displays the 'Payroll' tab for employee Noble, Laurel Diane (Empl ID: 01173766). The 'Payroll Information' section shows an effective date of 11/09/2015, active HR status, and primary job indicator. The 'Payroll for North America' section includes fields for Employee Type (H), Holiday Schedule (HOL), Tax Location Code (MN), and FICA Status (Subject). Navigation tabs at the bottom include Job Data, Employment Data, and Benefits Program Participation. Action buttons at the bottom include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Transfer

Employee Type, Holiday Schedule, Tax Location Code and FICA Status: Review, and select the correct value if necessary.

Do **not** save. Click the **Salary Plan** tab to continue.

Transfer Step 6: Salary Plan Page

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

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 0

Salary Plan ? Find | View All First 1 of 2 Last

Effective Date 11/09/2015 Go To Row
Effective Sequence 0
HR Status Active Action Movement
Payroll Status Active Reason
Job Indicator Primary Job
Future

Salary Admin Plan 14G
Grade 05
Step 3
 Includes Wage Progression Rule

Grade Entry Date 07/15/2015
Step Entry Date 11/09/2015

Job Data Employment Data Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

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

Transfer

Step: Enter the correct step for the employee. If the employee is receiving off-step compensation for this job, leave this field blank.

Do **not** save. Click the **Compensation** tab to continue.

Transfer Step 7: Compensation Page

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

Noble, Laurel Diane
Employee
Empl ID 01173766
Empl Record 0

Compensation ? Find First 1 of 2 Last
Go To Row

Effective Date 11/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Movement
Reason
Job Indicator Primary Job
Future

Compensation Rate 19.000000 Frequency H Hourly Annual Rate 39,672.000

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion				
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 ONSTEP	0	19.000000	USD	H			

Calculate Compensation

Job Data | Employment Data | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

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

Transfer

Rate Code: If you entered a step on the **Salary Plan** page, you'll see rate code ONSTEP. Verify that the amount is correct. If you did not enter a step on the **Salary Plan** page, select the appropriate Rate Code and enter the Comp Rate. Click **Calculate Compensation**. Verify that the Compensation Rate above the Pay Components is correct.

Do **not** save. Click the **Leave/WOC** tab to continue.

Transfer Step 8: Leave/WOC Page

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

Noble, Laurel Diane Employee Empl ID 01173766 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

Effective Date 11/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Movement
Reason Code Competitive Open Appt
Job Indicator Primary Job

Future

Option Code:
Special Program:

Salary Authority: **NUE** N-M Unrep
Leave Authority: **NM1** Non-Mgr Unrep - FT/PT Lv Elig

Work Out of Class -- Requires WOC Rate Code on Compensation

WOC Job Code SetID: Salary Admin Plan:
Jobcode: Grade:
Appointment End Date: Step:

Job Data Employment Data Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

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

Transfer

Special Program: Leave this field as the default or select another value.

Salary Authority: Click  to look up and select the code for the contract or plan that covers the terms and conditions of employment for this job.

Leave Authority: Look up and select the appropriate value.

Do **not** save or exit. Select the **Employment Data** link at the bottom of the page to continue.

Transfer Step 9: Employment Data Page

Employment Information | Additional Employment Info

Noble, Laurel Diane Empl ID 01173766
Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 07/15/2015 Override
Last Start Date 07/15/2015 First Start Date 07/15/2015
Termination Date

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	07/15/2015 <input type="text"/> <input checked="" type="checkbox"/> Override	0	3	0
Service Date	07/15/2015 <input type="text"/> <input checked="" type="checkbox"/> Override	0	3	0
Probation Date	<input type="text"/>			
Anniversary/Progression Date	<input type="text"/>	Last Verification Date <input type="text"/>		<input type="text"/>
Business Title	Engineering Specialist	Position Phone <input type="text"/>		

USA

Owns 5% (or More) of Company
Appointment End Date

Accrue Tenure Services
Service Calculation Group

Contract Length Not Applicable

FTE for Tenure Accrual

FTE for Flex Service Accrual

Job Data | **Employment Data** | Benefits Program Participation

OK Cancel Apply

Employment Information | Additional Employment Info

Company Seniority Date: Verify that this displays the employee’s state seniority date (the starting date of the employee’s most recent continuous service with the state).

Service Date: Accept the default date or enter a date in accordance with your agency’s service award policy.

Probation Date: If the Empl Class is Probationary, enter the date the probation period ends.

Anniversary/Progression Date: Enter the Anniversary/Progression date.

Last Verification Date, Accrue Tenure Services, FTE for Tenure Accrual, Service Calculation Group, FTE for Flex Service Accrual: Complete the fields if your agency tracks this data.

Do *not* save. Click the **Additional Employment Info** tab to continue.

Transfer Step 10: Additional Employment Info Page

The screenshot displays the 'Additional Employment Info' page for employee Noble, Laurel Diane. The page is divided into several sections:

- Employee Information:** Employee Name: Noble, Laurel Diane; Employee Type: Employee; Empl ID: 01173766; Empl Record: 0.
- Agency Use Date:** A date field with a calendar icon.
- Barg Unit Seniority Date:** A date field with a calendar icon.
- Seniority Tie Breaker:** A numeric field with the value 0.
- Agency Seniority Date:** A date field with a calendar icon.
- Layoff Expiration Date:** A date field with a calendar icon.
- Employee Works at Home?:** A checkbox.
- Eligible for Next Increase:** A date field with a calendar icon.
- Layoff Notice Date:** A date field with a calendar icon.
- Security Clearance Type:** A dropdown menu with the value 0 and a search icon.
- Email Address:** A text field containing 'Laurel@state.mn.us'.
- Work Phones:** A section with a 'Find | View All' link and a pagination control 'First 1 of 1 Last'. It contains a 'Phone Type' dropdown menu set to 'Main Business' and a 'Telephone' field containing '651/555-1212' with an 'Extension' field.
- Navigation:** Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom. A breadcrumb trail shows 'Employment Information | Additional Employment Info'.

Agency Use Date: Enter a date if it applies to the specific purpose set forth by your agency's policy.

Barg Unit Seniority Date: Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.

Seniority Tie Breaker: Enter the tie-breaking number for employees who have the same Job Code Seniority Date.

Agency Seniority Date: Enter the agency seniority date.

Security Clearance Type: For most employees, select 0. Select the value 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view.

Email Address: Enter the employee's email address at work, if known.

Phone Type: Select Main Business.

Telephone: Enter the employee's work telephone number, if available.

Do **not** save or exit. Click the **Benefits Program Participation** link to continue.

Transfer Step 11: Benefit Program Participation Page

Benefit Program Participation

Noble, Laurel Diane
Employee

Empl ID 01173766
Empl Record 0

Benefit Status Find First 1 of 2 Last
Go To Row

Benefit Record Number 0
Effective Date 11/09/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Transfer
Reason Competitive Open Appt
Job Indicator Primary Job

Benefits System Benefits Administration
Annual Benefits Base Rate 75000.000 USD
Benefits Employee Status Active

Benefits Administration Eligibility

BAS Group ID
Salary Authority NUE Non-Managerial Unrep Empl
Retirement Code AA MSRS Genl Employee Rtmnt Plan
Benefits STATE

Spec Elig MP12 State 12/12-Part ER Contrbtn
Barg Unit 212 MN Govt Engineers Council
SEGIP
Suppl Ret

Benefit Program Participation Find View All First 1 of 1 Last

Effective Date 07/15/2015
Benefit Program MNP
Currency Code USD
State of MN < Full ER Contrib

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

Annual Benefits Base Rate: Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users review the field, and change the value in SCUPPS if it is incorrect.

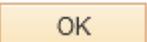
Salary Authority: Review, click  to look up and select the correct value if necessary.

Retirement Code: Select the appropriate retirement plan code.

Benefits: Select STATE for most employees.

Spec Elig: Select the appropriate code.

Suppl Ret: If this is a MnSCU employee eligible for supplemental retirement, click  and select the correct Benefit Plan. For all other employees, leave it blank.

Click . If a warning displays, read the message and click **OK**. If a system-required field has been left empty or entered incorrectly, the system will display an error message and the field display in **red**. Complete or fix the field as needed.

Saved appears briefly in the upper right corner. You will be returned to the Manage Hires list. The employee's name no longer appears.

Appendix – Activity Guide Email Template

Email Subject line: Complete the State of Minnesota New Hire/Rehire Activity Guide before your start date

Dear <FirstName>,

Welcome to your new job with the State of Minnesota!

Your State of Minnesota employee ID number is: **XXXXXXXX**. This number is important because it is your permanent employee ID, which you will use for a variety of activities.

The first thing you need to do is complete the New Hire/Rehire Activity Guide. Please follow the steps below as soon as possible *before* your start date. We need this information to establish your employment record.

Note: If you use a screen reader (for example, JAWS) go to the [State of Minnesota New Hire Portal](#) for instructions to complete the Activity Guide using a screen reader. This is a temporary process until we receive the next software update.

Steps to complete the New Hire/Rehire Activity Guide

1. Go to the State of Minnesota Self Service website at www.state.mn.us/employee.
2. In the User ID field, enter your employee ID number.
3. **New Hire:** Your temporary password is last four digits of your Social Security number followed by **MN!!**

Example: 1234MN!!

Click the Sign In button. You will be prompted to change your password. Note your new password for future access to Self Service to view your paystub, enroll in benefits, and update your personal information.

Rehire: You will be able to access the Activity Guide one day after the date of this email. If you do not remember your Self Service password, use the “Forgot Your Password” link and change your password.

4. Once you have changed your password, you will be directed to Self Service. Select the **New Hire/Rehire Activity Guide** and follow the steps in the guide to complete the information and forms listed below. Be sure to click the “Save” button on any page where you have added or changed information. If the information is already correct, you do not need to click “Save.”
 - Phone Numbers
 - Gender (required for insurance eligible positions)

- Complete and Submit I-9 Form
- Tax Withholding
- Direct Deposit
- Emergency Contacts
- Ethnic Groups
- Disability
- Veteran Status
- Home and Mailing Address
- Email Addresses

5. Email the contact person on your job offer letter to report that you have completed the Activity Guide.

Questions? Contact the person on your job offer letter.

Thank you and welcome to the State of Minnesota!