

Agency SEMA4 HR Transaction Processing Guide

Objective: Use a best practices approach to help state agencies enter and process SEMA4 HR transactions accurately.

Overview: It is important for all state agencies to minimize risks associated with entering HR transactions into SEMA4. This best practices guide outlines a four-step process to help each agency accomplish this:

Step 1: Assign transaction processing responsibilities

Step 2: Ensure that transaction staff have access to needed resources

Step 3: Create and communicate a process for documenting internal transactions

Step 4: Create and implement an internal audit process

Step 1: Assign transaction processing responsibilities

Identify the individual(s) in the organization who will be responsible for entering HR transactions in SEMA4. To be effective, the individual(s) given this responsibility must:

- have the correct security access to enter transactions in SEMA4;
- understand relevant statewide and agency HR policies and practices;
- be sufficiently knowledgeable of the HR function to accurately select and enter the appropriate transaction processing steps;
- understand the interactions among HR, payroll and benefits sufficient to know how HR transactions affect payroll and benefits;
- understand how HR transactions relate to other job records, employee rights and benefits, etc.;
- understand the authorization workflow within the agency well enough to ensure that each transaction was appropriately approved;
- understand the implications of HR transaction errors for potential agency risks; and
- have access to the IA Data Warehouse to run reports to verify the accuracy of the transactions entered (*in other words, perform a self-audit*).

Step 2: Ensure that transaction staff have access to needed resources

Each individual responsible for processing HR transactions should:

- complete the online SEMA4 training courses for Human Resources tasks; and

- become familiar with the new MMB Human Resources SEMA4 Extranet site, SEMA4 online Help, and the resources provided there.

Step 3: Create and communicate a process for documenting internal transactions

The next step is for each state agency to develop and communicate their internal transaction processing process within the agency. The goal is to ensure that all needed transaction documentation is created and maintained, including any approvals, processing notes or follow-up action(s) related to the transaction. This documentation is stored within the agency so it is accessible if questions are asked about how or why the transaction occurred.

Step 4: Create and implement an internal audit process

To reduce the risk of overpayments, underpayments and adverse outcomes related to payroll or benefits processing, each state agency may choose to develop an internal audit process that meets their particular business needs. The audit process must be sufficient to audit transactions that the agency has identified as high-risk, although it may not be necessary to audit all transactions. See the **SEMA4 Auditing Catalog** and the **SEMA4 HR Transaction Audit Guide** on the MMB Extranet for more information.