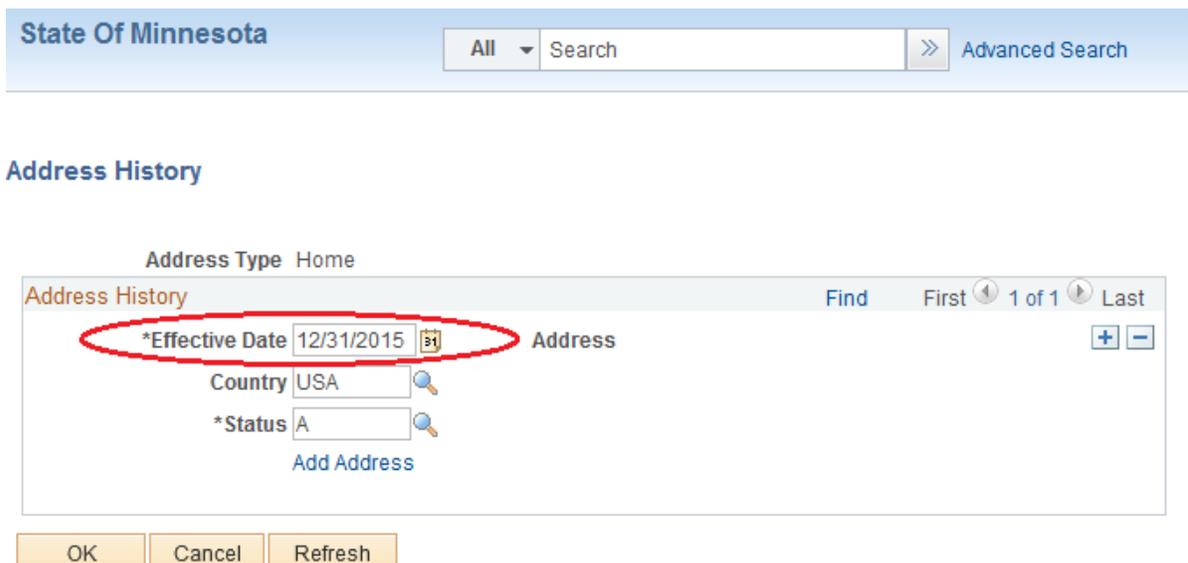


Date: December 31, 2015
To: SEMA4 HR Users
From: Nancy Erickson, Enterprise Human Resources, MMB
Subject: Entering a Home Address for a New Employee

When you enter a home address for a new employee in SEMA4, please make sure the Effective Date on the Address History page is *not* a future date (see the illustration, below). Insurance processing requires a current home address.



State Of Minnesota

All Search >> Advanced Search

Address History

Address Type Home

Address History Find First 1 of 1 Last

*Effective Date 12/31/2015 Address + -

Country USA

*Status A

Add Address

OK Cancel Refresh

If you have questions, please contact your SEMA4 HR Specialist:

- Judi Kaper at 651/259-3649 or Judi.Kaper@state.mn.us
- Mary O'Connor at 651/259-3633 or Mary.OConnor@state.mn.us
- William Ziegler at 651/259-3761 or William.K.Ziegler@state.mn.us

Thank you.