

# Page Finder

Use this chart to find pages in SEMA4. Accessing pages using the path indicated requires a security profile that includes access to the page.

Page name	Path in SEMA4
1099 Forms	Payroll > Form 1099 > 1099 Forms
1 <sup>st</sup> Aid	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
1-to-Many Expense Transfer	Payroll > Labor Distribution > 1-to-Many Expense Transfer
Absence Data	Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence
ACA Employee Eligibility	Benefits > Employee/Dependent Information > ACA Employee Eligibility or Workforce Administration > Job Information > Job Data, select Benefits Program Participation, and click the ACA Eligibility Details link
Accomm Request	Workforce Administration > Personal Information > Disability > Disabilities
Action Reason	Set Up HCM > Product Related > Workforce Administration > Action Reasons
Action Taken	Workforce Administration > Labor Administration > Record Disciplinary Actions
Actions	Set Up HCM > Product Related > Workforce Administration > Actions
Activity	Benefits > Track FMLA (Family Medical Lv) > Request/Authorize/Track Leave
Add a POI Relationship(hidden)	Workforce Administration > Personal Information > Add a Person
Add Concurrent Job	Workforce Administration > Job Information > Add Concurrent Job
Additional Employment Info	Workforce Administration > Job Information > Job Data > Employment Data link
Additional Names	Workforce Administration > Personal Information > Biographical > Additional Names
Address	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary
Address	Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee
Address	Administer Training > Define Training Resources > Training Facilities
Address	Administer Training > Define Training Resources > Vendors
Administration	Reporting Tools > Report Manager
Advances	Payroll > Business Expense > Self Service Business Expenses
Agency Cost Parm	Set Up HCM > Payroll Setup > Cost Projections > Agency Cost Parameters
Agency Table	Set Up HCM > Payroll Setup > Labor Distribution > Agency Table
Approve Mass RetroPay Trans	Payroll > Retroactive Pay > Approve Mass RetroPay Trans
Async Messages	Payroll > Time Entry > Async Messages or Payroll > Labor Distribution > Async Messages or Payroll > Business Expense > Async Messages
Badge	Workforce Administration > Personal Information > Badge
Bank Table	Set Up HCM > Payroll Setup > Pay Distribution > Banks
Barg Unit/Cost Projection	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Barg Unit/Job Evaluation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table
Benefit Program Participation	Workforce Administration > Job Information > Job Data > Benefits Program Participation link

<b>Page name</b>	<b>Path in SEMA4</b>
Billing Coverage Change	Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Review
Biographical Details	Workforce Administration > Personal Information > Modify a Person or Workforce Administration > Personal Information > Biographical > Modify a Person
Branch Table	Set Up HCM > Payroll Setup > Pay Distribution > Banks
Budget and Incumbents	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Business Exp Mileage Rates	Payroll > Business Expense > Business Expense Mileage Rates
Business Expense	Payroll > Business Expense > Business Expense
Business Expense Installation	Set Up HCM > Payroll Setup > Other > Business Expense Installation
Business Expense Status	Payroll > Business Expense > Business Expense Status
Calculation	Set Up HCM > Payroll Setup > Earnings > Earnings Table
Calculation Formula	Set Up HCM > Payroll Setup > Garnishments > Rules Table
Change password (for IBU and vendors only)	My Profile > Change password
Changing Access to W2 Online?	Set Up HCM > Payroll Setup > Other > W-2 Access Change
Check Balance Adjustments	Payroll > Balance Reviews > Check Year-to-Date
Check Balances Year-to-Date	Payroll > Balance Reviews > Check Year-to-Date
Citizenship/Passport	Workforce Administration > Personal Information > Citizenship > Identification Data
Comm.Acctg. and EG	Set Up HCM > Foundation Tables > Organization > Departments
Comments	Workforce Administration > Job Information > Employee Review
Comments	Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence
Comments	Payroll > Time Entry > Self Service Time and Labor
Company Property	Workforce Administration > Job Information > Company Property
Company Property (set up)	Set Up HCM > Product Related > Workforce Administration > Company Property
Compensation	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide
Compensation	Workforce Administration > Job Information > Pay Rate Change
Contact Address/Phone	Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
Contact Information	Workforce Administration > Personal Information > Modify a Person or Workforce Administration > Personal Information > Biographical > Modify a Person
Contacts and Equipment	Administer Training > Define Training Resources > Training Facilities
Contacts by Business Unit	Payroll > Contacts or Workforce Administration > Job Information or Benefits > Contacts
Contacts by Department	Payroll > Contacts or Workforce Administration > Job Information or Benefits > Contacts

<b>Page name</b>	<b>Path in SEMA4</b>
Contacts by Employee	Payroll > Contacts or Workforce Administration > Job Information or Benefits > Contacts
Corrective	Workforce Monitoring > Health and Safety > Obtain Incident Information > Identify Corr/Prevent Actions
County Interface	Set Up HCM > Foundation Tables > Organization > Two Digit County Interface
Course Profile	Administer Training > Define Course/Cost Details > Courses
Course Session Auto Enrollment	Administer Training > Student Enrollment > Course Session Auto Enrollment
Course Session Profile	Administer Training > Define Course/Cost Details > Course Sessions
Course Student Enrollment	Administer Training > Student Enrollment > Enroll in Course
Create/Update Course Wait List	Administer Training > Student Enrollment > Create/Update Course Wait List
Create W-2c Prior 2001	Payroll > W-2c > Create W-2c Prior 2001
Create W-2c US/Territories	Payroll > W-2c > Create W-2c US/Territories
Current Period Earnings Adjs	Payroll > Time Entry > Current Period Earnings Adjs
Deduction Balance Adjustments	Payroll > Balance Reviews > Deductions
Deduction Balances	Payroll > Balance Reviews > Deductions
Default Compensation	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table
Deferred Comp Conv/Mtch Option	Payroll > Leave > Deferred Comp Conv/Mtch Option
Department ID Change	Workforce Administration > Job Information > Department ID Change
Department Payroll Controls	Set Up HCM > Payroll Setup > Org Structure > Department Payroll Controls
Department Profile	Set Up HCM > Foundation Tables > Organization > Departments
Department RetroPay Status	Payroll > Retroactive Pay > Department RetroPay Status
Dependent/Beneficiary Riders	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary > Personal Profile page > Riders/Orders link
Dept Status	Payroll > Time Entry > Self Service Time and Labor
Description	Administer Training > Define Course/Cost Details > Courses
Description	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Description	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Description	Set Up HCM > Payroll Setup > Garnishments > Rules Table
Description	Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details
Details	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Diagnoses	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Directions	Administer Training > Define Training Resources > Training Facilities
Disability	Workforce Administration > Personal Information > Disability > Disabilities
Disciplinary Action	Workforce Administration > Labor Administration > Record Disciplinary Actions
Disciplinary Resolution	Workforce Administration > Labor Administration > Record Disciplinary Actions
Disposable Earnings Definition	Set Up HCM > Payroll Setup > Garnishments > Disposable Earnings Defn

<b>Page name</b>	<b>Path in SEMA4</b>
Drivers Authorization	Workforce Administration > Personal Information > Biographical > Driver's License Data
Drivers License	Workforce Administration > Personal Information > Biographical > Driver's License Data
Earnings Adjustment Status	Payroll > Time Entry > Earnings Adjustment Status
Earnings Balance Adjustments	Payroll > Balance Reviews > Earnings
Earnings Balances	Payroll > Balance Reviews > Earnings
Earnings Inclusions/Exclusions	Set Up HCM > Payroll Setup > Garnishments > Rules Table
Eligibility	Benefits > Track FMLA (Family Medical Lv) > Request/Authorize/Track Leave
Employee Profile	Workforce Administration > Job Information > Pay Rate Change
Employee RetroPay Status	Payroll > Retroactive Pay > Employee RetroPay Status
Employee Review	Workforce Administration > Job Information > Employee Review
Employer Billing Inquiry	Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Inquiry
Employer Billing Review	Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Review
Employment Information	Workforce Administration > Job Information > Job Data > Employment Data link or Workforce Administration > Job Information > Current Job > Employment Data link
Enroll Individually	Administer Training > Student Enrollment > Enroll Individually
Equipment	Administer Training > Define Course/Cost Details > Course Sessions
Equipment and Materials Table	Administer Training > Define Training Resources > Equipment and Materials
ER Billing Payment Data	Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Review > Extract all Billing Review data link or Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Inquiry > Extract all Billing Review data link
Establishment Address	Set Up HCM > Foundation Tables > Organization > Establishment or Workforce Monitoring > Meet Regulatory Rqmts > Define Regulatory Rqmts Data > Establishments
Estate Data	Payroll > Pay Distribution > Estate Data or Workforce Administration > Personal Information > Personal Relationships > Estate Data
Exam Details	Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam
Exemption Variables	Set Up HCM > Payroll Setup > Garnishments > Rules Table
Expense	Administer Training > Define Course/Cost Details > Course Session Costs
Expense	Administer Training > Define Course/Cost Details > Course Sessions
Expense Transfer Status	Payroll > Labor Distribution > Expense Transfer Status
Extra Details	Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee
Federal Tax Data	Payroll > Tax Data > Update Employee Tax Data
Financials Budget Year	Set Up HCM > Payroll Setup > Cost Projections > Fiscal Year Pay Periods
Fiscal Year Pay Periods	Set Up HCM > Payroll Setup > Cost Projections > Fiscal Year Pay Periods
Follow-up Action	Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence
FRI/OSHA/Wage	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details

Page name	Path in SEMA4
Garn Balance Adjustment	Payroll > Balance Reviews > Garnishments
Garnishment Balances	Payroll > Balance Reviews > Garnishments
Garnishment History (Employee)	Payroll > Garnishments > Garnishment History - Employee
Garnishment History (Vendor)	Payroll > Garnishments > Garnishment History - Vendor
Garnishment Spec Data 1	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 2	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 3	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 4	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 5	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 6	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 7	Payroll > Garnishments > Create Garnishments
Garnishment Spec Data 8	Payroll > Garnishments > Create Garnishments
General	Set Up HCM > Payroll Setup > Earnings > Earnings Table
General Bargaining Unit Data	Set Up HCM > Product Related > Workforce Administration > Labor Administration > Unions > Bargaining Unit
General Comments	Workforce Administration > Personal Information > Biographical > General Comments
General Deduction Data	Payroll > Deductions > Create General Deductions
General Deduction Table	Set Up HCM > Payroll Setup > Deduction > General Deduction Table
General Profile Information	My Profile
Goals	Workforce Administration > Job Information > Employee Review
Grade Advance Criteria	Set Up HCM > Product Related > Compensation > Base Compensation > Salary Grades
Grievance	Workforce Administration > Labor Administration > Record Grievances
Grievance Resolution	Workforce Administration > Labor Administration > Record Grievances
Grievance Steps	Workforce Administration > Labor Administration > Record Grievances
HCSP Waivers	Payroll > Deductions > HCSP Waivers
Health Benefits	Benefits > Enroll in Benefits > Health Benefits
History	Benefits > Track FMLA (Family Medical Lv) > Request/Authorize/Track Leave
HR Processing Unit	Set Up HCM > Foundation Tables > Organization > HR Processing Unit Table
I-9 Form	Workforce Administration > Personal Information > I-9 Forms > Complete/Reverify EE I-9 Form
Incident	Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details
Individual RetroPay Build	Payroll > Retroactive Pay > Individual RetroPay Build
Individual RetroPay Trans	Payroll > Retroactive Pay > Individual RetroPay Trans
Injury	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Instructor Profile	Administer Training > Define Training Resources > Instructors
Item Details	Set Up HCM > Product Related > Profile Management > Content Catalog > Content Items
Job Data Notepad	Workforce Administration > Job Information > Job Data >  Maintain/View Notes button or Workforce Administration > Job Information > Job Data Statewide >  Maintain/View Notes button
Job Family Table	Set Up HCM > Foundation Tables > Job Attributes > Job Family Table
Job Function	Set Up HCM > Foundation Tables > Job Attributes > Job Function
Job Information	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide

<b>Page name</b>	<b>Path in SEMA4</b>
Job Labor	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide
Labor Distribution	Payroll > Labor Distribution > Labor Distribution
Leave Activity	Payroll > Leave > Leave Activity
Leave Authority	Set Up HCM > Payroll Setup > Leave > Leave Authority
Leave Donation	Payroll > Leave > Leave Donations
Leave Setup / Update	Payroll > Leave > Leave Setup / Update
Leave/WOC	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide
Life and AD/D Benefits	Benefits > Enroll in Benefits > Life and AD/D Benefits
Location	Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details
Location Address	Set Up HCM > Foundation Tables > Organization > Location
Location Profile	Set Up HCM > Foundation Tables > Organization > Location
Location, Instructor	Administer Training > Define Course/Cost Details > Course Sessions
Main	Payroll > Business Expense > Self Service Business Expenses
Maintain Employee Credit Card	Workforce Administration > Job Information > Maintain Employee Credit Card
Maintain Severance Data	Payroll > Leave > Severance Data
Manage Hires	Workforce Administration > Personal Information > Manage Hires
Manage Hires Detail	Workforce Administration > Personal Information > Manage Hires
MAPS Reconcile	Payroll > Labor Distribution > MAPS Reconciliation
Mass Expense Transfer	Payroll > Labor Distribution > Mass Expense Transfer
Mass RetroPay Transactions	Payroll > Retroactive Pay > Mass RetroPay Transactions
Mass Schedule Entry	Payroll > Schedules > Mass Schedule Update
Mass Time Entry	Payroll > Time Entry > Mass Time Entry
Mass Time/Labor Status	Payroll > Time Entry > Mass Time/Labor Status
Mass Update Employee Selection	Payroll > Schedules > Mass Schedule Update
Mass Update Position Selection	Payroll > Labor Defaults > Mass Position Funding Update
Meals and Lodging	Payroll > Business Expense > Self Service Business Expenses
Messages on Demand	Workforce Administration > Messages on Demand > Messages on Demand
Mileage	Payroll > Business Expense > Self Service Business Expenses
MN Fields	Set Up HCM > Payroll Setup > Earnings > Earnings Table
Multiple Jobs	Workforce Administration > Job Information > Review Job Information > Multiple Jobs Summary
MWR Forms	Payroll > Tax Data > Update Employee Tax Data
Name	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary
Name	Workforce Administration > Personal Information > Modify a Person > View Name or Workforce Administration > Personal Information > Biographical > Modify a Person > View Name
Name	Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee
Notification	Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details
One Time Deductions	Payroll > Deductions > One Time Deductions
Option and Cost	Benefits > Manage Automated Enrollment > Review Processing Results > Employee Event Detail
Optional Information	Payroll > Deductions > Create General Deductions

<b>Page name</b>	<b>Path in SEMA4</b>
Options	Set Up HCM > Foundation Tables > Job Attributes > Option Table
Organizational Relationships	Workforce Administration > Personal Information > Add a Person or Workforce Administration > Personal Information > Biographical > Add a Person
OSHA Non Employee Data	Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > OSHA Non Employee Hours
Other Expenses	Payroll > Business Expense > Self Service Business Expenses
Other Phone Numbers	Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
Outstanding Employee Advances	Payroll > Business Expense > Business Expense > View Advances link or Payroll > Business Expense > Business Expense Review > View Advances link
Participant	Benefits > Manage Automated Enrollment > Review Processing Results > Employee Event Detail
Pay Limit	Set Up HCM > Payroll Setup > Earnings > Earnings Table
Paycheck Deductions	Payroll > Pay Distribution > Review Paycheck or Payroll > Pay Distribution > Review Paycheck – All
Paycheck Earnings	Payroll > Pay Distribution > Review Paycheck or Payroll > Pay Distribution > Review Paycheck – All
Paycheck Taxes	Payroll > Pay Distribution > Review Paycheck or Payroll > Pay Distribution > Review Paycheck – All
Payroll	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide
Payroll Processing Unit	Set Up HCM > Payroll Setup > Org Structure > Payroll Processing Units
Paystub	Payroll > Pay Distribution > Paystub
Person Organizational Summary	Workforce Administration > Personal Information > Person Organizational Summary
Person Profile (Competencies)	Workforce Development > Profile Management > Profiles > Person Profiles > Competencies link
Person Profile (Education)	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Person Profile (Projects)	Workforce Development > Profile Management > Profiles > Person Profiles > Projects link
Person Profile (Qualifications)	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Personal Details	Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee
Personal Profile	Benefits > Employee/Dependent Information > Update Dependent/Beneficiary
Personalizations	My Personalizations
Phone Numbers	Set Up HCM > Foundation Tables > Organization > Establishment or Workforce Monitoring > Meet Regulatory Rqmts > Define Regulatory Rqmts Data > Establishments
Physical Exam Address/Phone	Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam
Plan Type	Benefits > Manage Automated Enrollment > Review Processing Results > Employee Event Detail
Position Summary	Organizational Development > Position Management > Review Position/Budget Info > Position Summary

<b>Page name</b>	<b>Path in SEMA4</b>
Position Funding	Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding or Payroll > Labor Defaults > Position Funding
Position History	Organizational Development > Position Management > Review Position/Budget Info > Position History
Prereqs,Goals	Administer Training > Define Course/Cost Details > Courses
Preventive	Workforce Monitoring > Health and Safety > Obtain Incident Information > Identify Corr/Prevent Actions
Prior Period Earnings Adjs	Payroll > Time Entry > Prior Period Earnings Adjs
Process	Set Up HCM > Payroll Setup > Deduction > Deduction Table
Process Scheduler Request	On Demand Reports > Human Resources > then select any report from the list or On Demand Reports > Payroll > then select any report from the list
Professional Training	Administer Training > Result Tracking > Manage Person Profiles > Professional Training
Property Value	Set Up HCM > Product Related > Workforce Administration > Company Property
Proration Rules Definition	Set Up HCM > Payroll Setup > Garnishments > Proration Rules Definition
Qualification	Administer Training > Define Training Resources > Instructors
Reason Summary	Set Up HCM > Product Related > Workforce Administration > Actions
Regional	Workforce Administration > Personal Information > Modify a Person or Workforce Administration > Personal Information > Biographical > Modify a Person
Reporting	Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details
Reporting	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Reporting	Payroll > Deductions > Vendor Deductions
Request	Benefits > Track FMLA (Family Medical Lv) > Request/Authorize/Track Leave
Request Direct Deposit	Payroll > Pay Distribution > Request Direct Deposit
Required Instr Comps/Accomps	Administer Training > Define Course/Cost Details > Courses
Reschedule Between Sessions	Administer Training > Student Enrollment > Reschedule Between Sessions
Review Employee Injury Summary	Workforce Monitoring > Health and Safety > Obtain Incident Information > Review Employee Injury Summary
Review Session Summary	Administer Training > Result Tracking > Review Session Summary
Review Training Summary	Administer Training > Result Tracking > Review Training Summary
Review/Update Year End Data	Payroll > W-2 > Review/Update Year End Data
Reviewers	Workforce Administration > Job Information > Employee Review
Role/Address	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Sal Auth Anniversary Rules	Set Up HCM > Payroll Setup > Cost Projections > Sal Auth Anniversary Rules
Salary Authority	Set Up HCM > Payroll Setup > Deduction > Salary Authority Table or Set Up HCM > Payroll Setup > Cost Projections > Salary Authority Table
Salary Grade Table	Set Up HCM > Product Related > Compensation > Base Compensation > Salary Grades
Salary Plan	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide
Salary Plan	Workforce Administration > Job Information > Pay Rate Change

<b>Page name</b>	<b>Path in SEMA4</b>
Salary Plan	Set Up HCM > Product Related > Compensation > Base Compensation > Salary Plan
Salary Step Components	Set Up HCM > Product Related > Compensation > Base Compensation > Salary Grades
Savings Management	Benefits > Enroll In Benefits > Savings Management
Savings Plans	Benefits > Enroll In Benefits > Savings Plans
Schedule	Set Up HCM > Payroll Setup > Deduction > Deduction Table
Schedules	Payroll > Schedules > Schedules
Search by National ID	Workforce Administration > Personal Information > Biographical > Search by National ID or Payroll > Other > Search by National ID
Self-Service Security	Payroll > Other > Self-Service Security
Seniority Roster Data	Workforce Administration > Job Information > Seniority Roster Data
Seniority Units	Set Up HCM > Product Related > Workforce Administration > Labor Administration > Unions > Seniority Unit Table
Setup	Set Up HCM > Payroll Setup > Deduction > Deduction Table
Spcl Accum Balance Adjustment	Payroll > Balance Reviews > Special Accumulators
Special Accumulator Balances	Payroll > Balance Reviews > Special Accumulators
Special Earnings Adjustments	Payroll > Time Entry > Special Earnings Adjustments
Special Process	Set Up HCM > Payroll Setup > Earnings > Earnings Table
Specific Information	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
SpeedChart	Payroll > Labor Defaults > SpeedChart
Spell Check Personal Dictionary	My Dictionary
Spending Accounts	Benefits > Enroll in Benefits > Spending Accounts
Standard Letter Table	Set Up HCM > Common Definitions > Standard Letter Table
State Tax Data	Payroll > Tax Data > Update Employee Tax Data
Statements	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details
Tax Balance Adjustments	Payroll > Balance Reviews > Taxes
Tax Balances	Payroll > Balance Reviews > Taxes
Tax Class	Set Up HCM > Payroll Setup > Deduction > Deduction Table
Tax Effect	Set Up HCM > Payroll Setup > Deduction > Deduction Table
Taxes	Set Up HCM > Payroll Setup > Earnings > Earnings Table
Time and Labor	Payroll > Time Entry > Self Service Time and Labor
Training	Workforce Development > Profile Management > Profiles > Training
Training History – View All	Workforce Development > Profile Management > Profiles > Training Statewide
Training Rooms	Administer Training > Define Training Resources > Training Facilities
Travel	Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details
Tuition Expense Type Table	Administer Training > Define Course/Cost Details > Tuition Expense Type
U.S. County Table	Set Up HCM > Product Related > Workforce Administration > Workforce Data > U.S. County Table
Unemployment Account Numbers	Set Up HCM > Payroll Setup > Other > Unemployment Account Numbers
Update Request	Payroll > Labor Defaults > Mass Position Funding Update
Vacant Position Parameters	Set Up HCM > Payroll Setup > Cost Projections > Vacant Position Parameters

Page name	Path in SEMA4
Vendor Contact Address	Administer Training > Define Training Resources > Vendor Contacts
Vendor Contact Phone	Administer Training > Define Training Resources > Vendor Contacts
Vendor Deductions	Payroll > Deductions > Vendor Deductions
Vendor Profile	Administer Training > Define Training Resources > Vendors
Visa/Permit Data	Workforce Administration > Personal Information > Citizenship > Identification Data
W-2 Forms	Payroll > W-2 > W-2 Forms
W-2 Information Summary	Payroll > W-2 > W-2/W-2PR Summary Prior 2001
Work Location	Workforce Administration > Job Information > Job Data or Workforce Administration > Job Information > Job Data Statewide
Workers' Comp by Business Unit	Payroll > Other > Workers' Comp by Business Unit
Workers' Comp Payment	Payroll > Other > Workers' Comp Payment
Workforce Job Summary	Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
Work-Related	Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details

## Processes

Use the following chart to find the path to a process.

Process	Path in SEMA4
Add a Person (Employee)	Workforce Administration > Personal Information > Add a Person
Add a Person (Person of Interest - External Trainee)	Workforce Administration > Personal Information > Add a Person
Complete an Employee Hire Instance	Workforce Administration > Job Information > Add Employment Instance
Complete a Person of Interest	Workforce Administration > Personal Information > Organizational Relationships > Add POI Relationship