

# **Viewing General Employee Data**

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## **Learning Guide**

**State of Minnesota**

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Minnesota Management & Budget (MMB)

HR Business Systems

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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

This document is available in alternative formats to individuals with disabilities. Call Statewide Administrative Systems Help Line at (651) 201-8100. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Welcome to the *Viewing General Employee Data* learning guide, part of the SEMA4 curriculum.

### **Who should complete this guide?**

Users who need to look up general information about employees pertaining to their background, such as skills, education and licenses. Other employee information related to an individual's employment is also accessible, such as absences and reviews.

### **What skills will I learn?**

You will develop skills, using SEMA4, to access and view general employee data. After you complete this guide, you will be able to perform the following tasks in SEMA4:

- Obtain the most current information regarding an employee's education and background
- Locate contact information to be used in the event of an employee emergency
- View information regarding an employee's reviews and absence history

### **What do I need to know before starting?**

You must have completed *SEMA4 Overview*.

### **How much time will this take me?**

Actual time will vary, but plan on approximately 45 minutes and make sure you have enough time to complete this guide in one day.

### **What do I need to proceed?**

1. Access to SEMA4
2. Training user ID and password to sign in to the User Training database

### **How do I obtain a User ID and Password for the User Training Database?**

First you must register for the course. After you do so, you will receive an E-mail message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

### **Directions**

Read the introduction and work through each topic, completing the exercises.

### **Follow-Up**

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

## Overview

General employee data is found on the **Workforce Administration** and **Workforce Development** menus in SEMA4. Information is entered on these components during the hiring process, or as the information becomes available. Each agency should determine which information is optional, and which is required. Using this guide, you will view data in the User Training database.

The following general employee data components are on the **Workforce Administration** menu.

Component	Path
Company Property	Workforce Administration > Job Information > Company Property
Create/Update Absence	Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence
Credit Card	Workforce Administration > Job Information > Maintain Employee Credit Card
Driver's License Data	Workforce Administration > Personal Information > Biographical > Driver's License Data
Emergency Contact	Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
Employee Review	Workforce Administration > Job Information > Employee Review
General Comments	Workforce Administration > Personal Information > Biographical > General Comments
Seniority Roster Data	Workforce Administration > Job Information > Seniority Roster Data

The following general employee data components are on the **Workforce Development** menu.

<b>Component</b>	<b>Path</b>
Areas of Study	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Competencies	Workforce Development > Profile Management > Profiles > Person Profiles > Competencies link
Degrees	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Honors and Awards	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Language Skills	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Licenses & Certifications	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
Memberships	Workforce Development > Profile Management > Profiles > Person Profiles > Qualifications link
School Education	Workforce Development > Profile Management > Profiles > Person Profiles > Education link
Special Projects	Workforce Development > Profile Management > Profiles > Person Profiles > Projects link
Training	Workforce Development > Profile Management > Profiles > Training

## Viewing Workforce Administration Data

Before starting to view the various pages that include general employee data, you should view the information in SEMA4 Help that describes these pages in detail. Always consult SEMA4 Help as a first resource for answering questions that arise as you work in the system.

### VIEW SEMA4 HELP

Complete the following steps to locate a list of the general employee information pages, as well as field definitions for each page.

ACTION	RESULT
1. Access SEMA4 Help. You can access help without signing in to SEMA4, by clicking the Help button on the Database Selection page.	SEMA4 Help Contents appears
2. From the SEMA4 Help Contents page, click <b>HR/Payroll Functions</b> .	HR/Payroll Functions page displays
3. In the Human Resources column, select <b>Employee Maintenance</b> .	Employee Maintenance – Contents page appears
4. Select <b>Pages and Fields</b> .	Employee Maintenance – Pages and Fields page displays
5. Click <b>Workforce pages</b> and view the page titles.	A listing of Workforce pages appears
6. Select <b>Absence Data</b> .	Absence Data - Page Overview page appears
7. Click  <b>Steps</b> Step 1 shows the menu path for the <b>Create/Update Absence</b> component.	Add Absence Information – Steps appears
8. Click the Back button on your browser.	Absence Data – Page Overview reappears
9. Click  <b>Fields</b> Review the definitions for several of the fields on the page by clicking the field names.	Absence Data – Field Definitions page appears
10. Click the <b>Back</b> button on your browser twice.	Workforce pages listing reappears
11. Select <b>Company Property</b> and read the page overview.	Company Property - Page Overview appears
12. Exit SEMA4 Help.	

In the walk-through that follows, you will use the menu path shown in Help to access the general employee information in the Create/Update Absence component.

## USE WORKFORCE ADMINISTRATION MENU TO ACCESS GENERAL EMPLOYEE DATA

You will view Zelda Livingston’s general employee data in the **Workforce Administration** menu.

### General Absence

ACTION	RESULT
1. Sign in to SEMA4 using the User Training Database and the user ID and password you were assigned.	
2. Select <b>Workforce Administration &gt; Absence and Vacation &gt; Track Absence History &gt; Create/Update Absence.</b>	Create/Update Absence search page displays
3. In the <b>Name</b> field, enter Livingston and click 	Absence Data page displays

The **Absence Data** page keeps track of an employee’s absences; for example: disability, jury duty, personal, disciplinary, sick and vacation. View the information on the **Absence Data** page, paying particular attention to the **Absence Type** field.

The screenshot displays the 'Absence Data' form for employee **Livingston, Zelda L.** (Empl ID: 00110215). The form includes the following fields and values:

- \* Start Date:** 02/05/2008
- Return Date:** 02/07/2008
- Duration (Days):** [Empty]
- \* Absence Type:** UNP (Unpaid)
- Absence Code:** OTH (Other)
- Reason:** Family business
- Start Time:** 8:00AM
- Return Time:** 8:00AM
- Duration (Hours):** [Empty]
- Regulatory Region:** United States
- Date Approved:** 01/03/2008
- Approved:**
- Paid or Unpaid Absence:**  Paid,  Unpaid
- Notification Date:** 01/03/2008
- Time First Notified:** 10:00AM
- By Whom:** [Empty]

ACTION	RESULT
4. Click the <b>Follow-up Action</b> and <b>Comments</b> page tabs to see additional information pertaining to Zelda's absences	Additional absence data displays
5. Click <b>Home</b> .	Main Menu displays

## Employee Review

Complete the following steps to access the Employee Review component.

ACTION	RESULT
1. Select <b>Workforce Administration &gt; Job Information &gt; Employee Review</b> .	Employee Review search page displays
2. In the <b>EmplID</b> field, enter Zelda's ID, 00110215 and click 	Employee Review page displays

State Of Minnesota

[Employee Review](#) | [Reviewers](#) | [Comments](#) | [Goals](#)

**Livingston, Zelda L** Employee Empl ID 00110215 Empl Record 0

**Review Details** Find | View All First 1 of 1 Last

*Eff Date:	<input type="text" value="04/24/2008"/>	Review Type:	<input type="text" value="Annual Prf"/>
From/To Date:	<input type="text" value="03/23/2007"/> <input type="text" value="03/22/2008"/>	Next Review Date:	<input type="text" value="03/22/2009"/>
Business Unit:	R29MG DNR-Managers	Company:	SMN
Department:	R29J710 Engineering-Central Office-Adm	Position:	00000140
Job Code:	008746 Project Manager		
Rating Scale:	<input type="text" value="PAS"/> Performance Appraisal System	Scale Type:	
Rating Model:	<input type="text" value="PAS"/>		
Review Rating:	<input type="text" value="3"/> Fully Successful		

ACTION	RESULT
3. View the information for Zelda.	
4. Click the <b>Reviewers</b> and <b>Comments</b> page tabs to see additional information pertaining to the employee's review.	Selected page displays

## Company Property

Complete the following steps to find Company Property information.

ACTION	RESULT
1. On the <b>Job Information</b> menu, select <b>Company Property</b> .	Company Property search page displays
2. In the <b>Name</b> field, enter Livingston and click 	Company Property page displays
3. View the information for Zelda.	
4. Click <b>Home</b> .	Main Menu displays

State Of Minnesota

### Company Property

Livingston,Zelda

Person ID 00110215

Property Assignment					Personalize   Find    		First 	1 of 1	Last 
	*Property Code	Description	*Issue Date	Date Returned	Serial Number				
1	LAPTOP	Laptop Computer	05/21/2003		0193857561-L27				

## Emergency Contact and Driver's License Data

Complete the following steps to find Emergency Contact and Driver's License Data.

ACTION	RESULT
1. Select <b>Workforce Administration &gt; Personal Information &gt; Personal Relationships &gt; Emergency Contact</b> .	Search page displays
2. In the <b>EmplID</b> field, enter 00110215 and click 	Contact Address/Phone page displays with Zelda Livingston's information
3. View the information for Zelda.	
4. Select the Other Phone Numbers page.	Other Phone Numbers page displays

State Of Minnesota Home

All Search Advanced Search

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Contact Address/Phone Other Phone Numbers

Livingston, Zelda L Person ID 00110215

Emergency Contact Find | View All | First 1 of 2 Last

\*Contact Name  + -

Primary Contact \*Relationship to Employee Sibling

Same Address as Employee

Same Phone as Employee

**Contact Address**

Country  United States

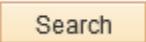
Address  Edit Address

Eden Prairie, MN 56231

**Contact Phone**

Phone

[Contact Address/Phone](#) | [Other Phone Numbers](#)

ACTION	RESULT
5. On the <b>Personal Information</b> menu, select <b>Biographical</b> . Select <b>Driver's License Data</b> . For empl ID 00110215, click 	Drivers License page displays.
6. View the information for Zelda.	
7. You are finished viewing information for Zelda. Click <b>Home</b> .	Main Menu displays

State Of Minnesota All Search  >> Advanced Search

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Drivers License Drivers Authorization

### Driver's License Data

Livingston,Zelda L Person ID 00110215

**Driver's License Information** Find | View All First 1 of 1 Last

\*Driver's License Nbr   License Suspended + -

Country  United States

State  Minnesota

Issue Location  Issuing Authority

Valid from  Valid To

Number of Violations  Number of Points

Comment

**License Type** Find | View All First 1 of 1 Last

License Type  Class D Vehicle < 26,000 lbs. + -

Drivers License | Drivers Authorization

Continue to the next topic, *Viewing Workforce Development Data*.

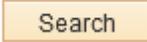
# Viewing Workforce Development Data

## USE WORKFORCE DEVELOPMENT MENU TO ACCESS GENERAL EMPLOYEE DATA

Some general employee data is on the **Workforce Development** menu. You will use that menu now to view information about Zelda Livingston’s competencies, education, qualifications, projects, and training experience.

### Competencies

Complete the following steps to find Competencies information.

ACTION	RESULT
1. Select <b>Workforce Development &gt; Profile Management &gt; Profiles &gt; Person Profiles</b> .	A search page displays
2. In the <b>EmplId</b> field, enter Zelda’s ID, 00110215, and click 	Person Profile page displays
3. On the Person Profile page, look at the Competencies.	
4. Click the <b>Computer Assisted Training 1</b> link. View Zelda’s competency information.	Update Competencies page displays

State Of Minnesota

All Search >> Advanced Search

Person Profile

Update Competencies

Empl ID 00110215 Livingston, Zelda L  
Profile Type PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All First 1 of 1 Last

\*Effective Date 09/03/2008

Competency TEDCOMP1 Computer Assisted Training 1

Evaluation Type Supervisor/Manager

Reviewer ID 00340101 Baker, Lee H

\*Status Active

\*Rating Model PSCM Competency Management Scale

\*Proficiency 5-Expert

Verified By

Interest Level

EmplID

Year Last Used 2008

Reviewer Is Approved

Year Acquired 2005

Years Of Experience 3.00

Review Active

Review Date

Description

Reviewer

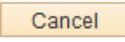
ePerformance Description Computer Assisted Training 1

Workflow Status Approved

## Education, Qualifications, Projects, and Training

Continue viewing the Person Profile information for Zelda Livingston.

ACTION	RESULT
1. Click <b>OK</b> .	Person Profile page displays
2. On the Person Profile page, click <b>Education</b> .	
3. Under Degrees, click the <b>Bachelor of Arts</b> link. <ul style="list-style-type: none"><li>• View Zelda's information.</li></ul>	Update Degrees page displays
4. Click <b>OK</b> .	Person Profile page displays
5. On the Person Profile page, click <b>Qualifications</b> .	
6. In the Licenses & Certifications group, click the <b>CPR Certificate</b> link. <ul style="list-style-type: none"><li>• View Zelda's information.</li></ul>	Update Licenses & Certifications page displays
7. Click <b>OK</b> .	Person Profile page displays
8. In the Licenses & Certifications group, click the <b>First Aide Certificate</b> link. <ul style="list-style-type: none"><li>• View Zelda's information.</li></ul>	Update Licenses & Certifications page displays
9. Click <b>OK</b> .	Person Profile page displays
10. In the Languages group, click the <b>American Sign Language</b> link. <ul style="list-style-type: none"><li>• View Zelda's information</li></ul>	Update Languages page displays
11. Click <b>OK</b> .	Person Profile page displays
12. In the Honors and Awards group, click the <b>Achievement Award</b> link. <ul style="list-style-type: none"><li>• View Zelda's information.</li></ul>	Update Honors and Awards page displays

ACTION	RESULT
13. Click <b>OK</b> .	Person Profile page displays
14. On the Person Profile page, click <b>Projects</b> .	
15. In the Special Projects group, click the <b>State of Minnesota</b> link. View Zelda's information.	Update Special Projects page displays
16. Click <b>OK</b> .	Person Profile page displays
17. Under the <b>Profiles</b> menu, select <b>Training</b> . If a message displays indicating you have unsaved data on this page, click  On the search page, click   <ul style="list-style-type: none"> <li>View Zelda's information.</li> </ul>	Training History page displays
18. Click  to see another course title.	Another row of training information displays
19. Click <b>Home</b> .	Main Menu displays

State Of Minnesota  Search

### Training

Livingston, Zelda L

Person ID 00110215

Course Information Find | View All First 1 of 2 Last

Course Code <input type="text"/>	Course Title <input type="text" value="Project Management"/>
*Internal/External <input type="text" value="External"/>	Session Nbr <input type="text"/>
Start Date <input type="text" value="03/04/2008"/>	End Date <input type="text" value="03/05/2008"/>
School Code <input type="text"/>	School Name <input type="text"/>
Facility	Language
Min 0	Max 0
Nbr Enrolled 0	Nbr Waiting 0
Start Time	End Time

---

Student Information

<input type="checkbox"/> Prerequisites Met	Date Needed <input type="text"/>	Course Hours Completed <input type="text"/>
*Attendance <input type="text" value="Completed"/>	Status Date <input type="text" value="03/04/2008"/>	
Training Reason <input type="text"/>	Dept ID <input type="text" value="R29J710"/>	Eng Adm-CO
Business Unit <input type="text" value="R29MG"/>	Letter Code <input type="text"/>	Letter Dt <input type="text"/>
Grade <input type="text"/>		

## Which pages will you use?

Write a check mark next to the components you think you will use most on the job. Many of these are optional, so make a point to find out which ones your agency is using.

### Workforce Administration menu:

	Company Property
	Create/Update Absence
	Maintain Employee Credit Card
	Driver's License Data
	Emergency Contact
	Employee Review
	General Comments
	Seniority Roster Data

### Workforce Development menu:

	Areas of Study
	Competencies
	Degrees
	Honors and Awards
	Language Skills
	Licenses & Certifications
	Memberships
	School Education
	Special Projects
	Training

## View General Employee Data EXERCISE

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in this self-study guide
- SEMA4 Help

### Directions

Zelda Livingston is applying for a new position within your agency, and you are asked to look up some general information about her before her interview. Answer the following questions regarding Zelda by viewing the general employee data components and pages.

1. When did she earn a degree in Agriculture?

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2. From which school did she earn this degree?

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3. What certificate did she earn on 1/12/2008?

---

4. Why was she absent in February of 2008?

---

5. What languages does she know?

---

6. Which organization issued Zelda's First Aide Certificate?

---

The answers to the exercise questions are on the next page.

## **SOLUTION**

Check your answers to the exercise questions.

1. When did she earn a degree in Agriculture?

Answer: 5/25/1993

2. From which school did she earn this degree?

Answer: Univ of Minnesota-Twin Cities

3. What certificate did she earn on 1/12/2008?

Answer: CPR Certificate

4. Why was she absent in February of 2008?

Answer: Family business

5. What languages does she know?

Answer: American Sign Language, Swahili

6. Which organization issued Zelda's First Aide Certificate?

Answer: Fairview Community College

## REVIEW QUESTIONS

Review what you have learned by answering the following questions. If you have difficulty answering the questions, review the topic.

1. Which menus contain the general employee data pages?
  - a. Workforce Development
  - b. Workforce Administration
  - c. Benefits
  - d. Workforce Monitoring
  - e. a and b
  
2. If an employee is competent in speaking fluent Spanish, where should that information be recorded?
  - a. Competencies
  - b. Languages
  - c. Memberships
  - d. Honors and Awards
  
3. Information on all the general employee data pages is required.
  - a. True
  - b. False
  
4. Which component has two pages of information to view in the event an employee has a medical crisis at work?
  - a. Employee Review
  - b. General Comments
  - c. Emergency Contact
  - d. Special Projects
  
5. Where can agencies track state equipment assigned to employees?
  - a. General Comments
  - b. Company Property
  - c. Training History
  - d. Languages

6. What path do you follow to view the Drivers License page?
- a. Workforce Administration > Job Information > Driver's License Data
  - b. Workforce Enterprise > Personal Administration > Driver's License Data
  - c. Workforce Development > Manage Competencies > Profiles > Driver's License
  - d. Workforce Administration > Personal Information > Biographical > Driver's License Data

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. Which menus contain the general employee data pages?
  - e. a and b
2. If an employee is competent in speaking fluent Spanish, where should that information be recorded?
  - b. Languages
3. Information on all the general employee data pages is required.
  - b. False
4. Which component has two pages of information to view in the event an employee has a medical crisis at work?
  - c. Emergency Contact
5. Where can agencies track state equipment assigned to employees?
  - b. Company Property
6. What path do you follow to view the Drivers License page?
  - d. Workforce Administration > Personal Information > Biographical > Driver's License Data

Please continue to the *Conclusion*.

### **Summary**

In this guide, you learned how to access and view general employee data in SEMA4. You learned by reading, accessing the pages, and looking up general employee information.

### **Evaluation Form**

Please complete the Evaluation form in the back of this guide and return it to SEMA4 HR Services.

# Evaluation

## Viewing General Employee Data

Your Name (Optional) \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

Check the box which best describes what you learned.

<b>CONCEPTS:</b>	<b>I FULLY UNDERSTAND</b>	<b>I AM SLIGHTLY CONFUSED</b>	<b>I DO NOT UNDERSTAND</b>	<b>WAS NOT ADDRESSED</b>
General employee data on the Workforce Administration menu				
General employee data on the Workforce Development menu				
Navigating to a component				
Viewing the pages of a component				
<b>PROCESSES</b>				
Completing a search page				
Viewing general employee data				
Locating desired information on a specific page				
Accessing SEMA4 Help online				

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

Write any other comments on the back of this form.

Thank you!