



## Office Memorandum

**Date:** September 15, 2010

**To:** Human Resource Directors & Designees

**From:** Judy Plante, Assistant Commissioner

**Subject:** Obtaining Veteran Status from New State Employees

2009 Session Laws requires that the number of veterans in the state government workforce be reported to the Minnesota Legislature on an annual basis. The new Employee Self-Service Military Status web page allows current employees to update their veteran status. However, it will be the responsibility of the state agency to obtain veteran status from their "new hires." Please forward this memo to the appropriate staff at your agency.

**Effective Immediately:**

Executive branch state agencies will be responsible for asking their **new employees** to provide their veteran status.

**State Agencies Using On-boarding:** No action required.

For state agencies using On-boarding, the new employee will indicate their veteran status in On-boarding and the information will automatically be transferred to the SEMA4 Military Status Field. The private data warning (Tennessee) has been updated in On-boarding to include information about veteran status.

**State Agencies NOT using On-boarding – *Action Required!***

State agencies not using On-boarding will need to:

1. Add Veteran Status information page to agency new hire paperwork. (*See Attachment*)
2. Use the updated Notice of Intent to Collect Private Data from New Employees (Tennessee) dated 8/10. <http://mn.gov/mmb/images/tennessen-new-employee.pdf>
3. Manually enter the employee veteran status information into the SEMA4 Military Status Field.

**OR**

1. Direct new employees to the Employee Self-Service web page. Log in and select My Personal Information, then Military Status.

Thank you for your support and assistance in obtaining veteran status information from new state employees. If you have questions about the information in this email, please contact your MMB SEMA4/HR group support staff.

Attachment