



Office Memorandum

Date: October 15, 2010

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services
Carol Stein, State Program Manager, Human Resources Management Div.

Subject: SEMA4 and Employee Self Service Training Information

A variety of training opportunities are available to SEMA4 and Employee Self Service users on the MMB website. All resources are available at no cost, and can be accessed and completed at the user's convenience, without leaving the office.

SEMA4 Learning Guides for HR and Payroll Staff

Courses are available for many payroll business processes – such as mass time entry or business expenses – as well as a variety of human resources topics – such as position management or employee maintenance. SEMA4 users are encouraged to take advantage of these training courses when assigned new duties. They are also valuable as “refresher courses” when a user has not been responsible for a business process for a while. All courses are available as self-study modules where the user follows a learning guide and completes exercises in the SEMA4 User Training database. Learning guides can be completed at the user's desk, at a time and pace that fits the users own schedule.

The SEMA4 Overview course is primarily intended for new SEMA4 users. It focuses on navigation, basic concepts and becoming familiar with resources like SEMA4 Help and the MMB web site. This course is available as an instructor led classroom session in Saint Paul (MN-PS100), or as a self-study course (MN-PS100S) available to take at the user's own desk at any time. The next available instructor-led course session is scheduled for Wednesday, November 17, 2010.

You will find more information for each course, including how to register, at:
<http://www.mmb.state.mn.us/sema4-training>.

Web Seminars for Employee Self Service Users and HR and Payroll Staff

Recordings on a variety of topics are available. Recorded seminars are generally 15 - 25 minutes in length and can be repeated multiple times if necessary. Participants can view tasks being completed in Employee Self Service; learn about Navigating in SEMA4; or receive training on using Resumix. To access a recording, go to <https://mn.webex.com>. Click Training Center on the gray bar, and then select Recorded Sessions from the menu on the left. All of the Payroll and HR recorded Web seminars will display with the prefix MMB in the title. Recorded seminars from other departments and agencies may also display.

Print Format Instructions for Employee Self Service Users

Printable instructions for Employee Self Service applications are available at: <http://www.mmb.state.mn.us/ss-inst>. Employees can access and print directions for completing tasks in Employee Self Service including time entry, business expense entry, adding charitable deductions and updating personal information. Agency staff may copy Microsoft Word versions of instructions and edit them with agency specific information to be made available only to employees of a specific agency.

Agency Payroll or HR staff should contact Joy Stoerker at 651-201-8065 or joy.stoerker@state.mn.us if there are questions.