



Office Memorandum

Date: May 16, 2013

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: New Security Role: Self Service Time Entry View

A security role titled Self Service Time Entry View has been added to SEMA4. This new role is intended for users who only need to view Self Service time entry transactions. Users with security roles Mass Time Update/Correct or Mass Time View already have access to the pages included in this new security role and, therefore, do not need to be given access to the new role. Details of the security access of this role are described in the Glossary of Operator Roles.

Refer to <http://www.mmb.state.mn.us/sema4-security> for security information including:

- General Instructions for SEMA4 Security Access Form
- Glossary of Operator Roles
- Request for SEMA4 Security Access Form
- Security Policies

Agency Payroll, HR and Accounting staff should contact Colleen Norring at 651-259-3634 or colleen.norring@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF