



Office Memorandum

Date: April 20, 2015
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: SEMA4 Upgrade to Version 9.2

On Monday, April 27, 2015, SEMA4 is scheduled to become available following the upgrade to version 9.2.

As a result of the upgrade, agency staff will see slight changes to the look and feel of SEMA4 pages, but the basic functionality will be familiar to users. The Navigation Header, Pagebar, Toolbar and Action buttons remain the same – although there is a slight change in color. Accessing pages, and rows within a page, will use the same navigation links, tabs and row access information that users are accustomed to working with in SEMA4.

SEMA4 Help has been updated with minor field name changes, and steps have been updated for pages where fields now appear in a slightly different order. Starting on April 27, the updated Page Finder will be available.

The following changes can be seen in SEMA4 Version 9.2.

- There are two menu items/folders that have been renamed:

Set Up HRMS is now **Set Up HCM**.

Enterprise Learning is now **Administer Training**.

- Some pages in SEMA4 now include the Embedded Help icon . The functionality behind this icon is not currently being used, but the icon will display on some pages. When clicked, the icon will merely display the word HELP. Until further notice – you can disregard this.
- The Favorites that display for individual users should be the favorites they had in SEMA4 version 9.0.
- SEMA4 users will have the same security for specific pages, actions and departments that was established for them in the previous version of SEMA4.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.