



Office Memorandum

Date: February 16, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: SEMA4 Training Reminder

SEMA4 training is available for many payroll business processes – such as mass time entry or business expenses; as well as a variety of human resources topics – including position management or employee maintenance. SEMA4 agency staff is encouraged to take advantage of these training courses when they are assigned new duties. These courses are also valuable as a “refresher” when a period of time has passed since the last time a user was responsible for a specific task or process.

The SEMA4 Overview (MN-PS100) is not task specific, but is primarily intended for new SEMA4 users who are looking for introductory information about system functions, navigation, processing schedules and resources.

All SEMA4 courses are offered as self-study modules. The user follows a learning guide and completes exercises in the SEMA4 User Training database. Each course is available to take at the user’s desk at any time. You will find more information for each course, including how to register, at:
<http://www.mn.gov/mmb/accounting/sema4/training/>

HR and Payroll Web seminars on a variety of topics are also available for viewing. To access a listing of available seminars access the following Web site: <https://mn.webex.com>.

- On the MN.IT Services page, on the gray Welcome bar, select Training Center.
- On the menu to the left, select Recorded Sessions.
- In the Topic column, select the session you want to view. (All SEMA4 topics are prefaced with “MMB,” and the listing continues for multiple pages.

Several of the Web seminars demonstrate employee tasks in Self Service. Printable instructions are also available for Self Service applications at:
http://www.mn.gov/mmb/accounting/sema4/self_service_information/instructions/

All training opportunities are available at no charge.

Agency staff should contact Janice Johnson at 651.201.8070 or janice.johnson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.