



Office Memorandum

Date: March 11, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Keeping Agency Contacts Up-to-Date

The agency contact pages in SEMA4 are a valuable resource for communicating, but they are only helpful if they are kept up-to-date. These pages include names, phone numbers and assigned responsibilities (e.g., business expenses, labor distribution, and employment verification) for staff contacts within your agency. These pages are a resource for:

- Statewide Payroll Services staff when contacting an agency's payroll staff
- Your agency staff to contact Payroll and HR staff in other agencies
- Statewide Payroll Services to forward employment verification requests, and for other agency staff and employees looking for employment verification contacts
- ALL state employees to view a list of their agency payroll, HR and insurance contacts on the Self Service website

Pay special attention to employment verification contacts, back-up contacts, and security administrators. Remember, these contacts help both you and your agency's employees!

How do I access the contact pages in SEMA4?

There are three paths for accessing contact information.

Choose one of the following:

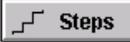
- Payroll > Contacts
- Workforce Administration > Job Information
- Benefits > Contacts

Then, select the desired Contacts page:

- Contacts by Business Unit
- Contacts by Department
- Contacts by Employee

Where can I find instructions in SEMA4 Help?

There are two ways to access instructions for updating the pages:

- Navigate to the desired Contacts page.
 1. Click the Help  link.
 2. The SEMA4 Help Contacts page overview displays.
 3. Access step-by-step instructions by clicking Steps .

OR

- Click SEMA4 Help  on the SEMA4 Database Selection page.
 1. In the Index, type and select **agency contacts**.
 2. Select **Agency Contacts – Pages and Fields**.
 3. Choose the **Contacts** page you want to update.
 4. The SEMA4 Help Contacts page overview displays.
 5. Access step-by-step instructions by clicking Steps .

TIP: Make sure to select the correct employment record number of the contact when completing the **Contact Rcd#** field. The contact's telephone number and email address default from the Additional Employment Info page based on the record number in this field; therefore, selecting the wrong record number frequently results in incorrect contact information displaying.

Keep in mind that access to these pages is controlled by your SEMA4 security clearance. You should be able to view information on all the pages, for all agencies. However, your ability to update the pages is more restrictive.

Questions?

Agency Payroll, HR, and Accounting staff should contact Janice Johnson in Statewide Payroll Services at janice.johnson@state.mn.us or 651.201.8070 if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF