



Office Memorandum

DATE: June 19, 2013

TO: HRDP & Designees
HR Staff & SEMA4 HR Users

FROM: Ann O'Brien, Assistant Commissioner

SUBJECT: Recording and Reporting Employee Review Data from SEMA4

Improving the quality of employee coaching and performance reviews is an important objective for Executive Branch agencies. In support of this objective, I'm pleased to announce that Enterprise Human Resources Division staff, working with agency partners, has completed the first of a two-phase SEMA4 project relating to employee performance review data and reporting.

Phase 1

A new transactional approach has been developed that enables reporting on the completion status of employee reviews. New SEMA4 Help documentation has been created to guide agency staff on this approach. Additionally, two new IA Warehouse Crystal reports have been developed:

- *Annual Employee Reviews Due and Done*
- *Annual Employee Reviews Due and Not Done*

These reports will allow agencies to determine which employee annual reviews are due (by adding the two reports' counts), completed, and not completed within a specified fiscal year. At their option, agencies may modify the two reports listed above to support individual agency management reporting needs. The reports are available on the IA Warehouse page of the MMB Website:

http://mn.gov/mmb/accounting/swift/reporting/ia_data_warehouse/ia_crystal/crex_employee.jsp. Scroll to find the reports in the alphabetical listing.

In order for these reports to accurately reflect the completion status of employee reviews, all executive branch agencies, and, consistent with M.S. 43A.04, subd. 1(a), the Minnesota State Retirement System, Public Employees' Retirement System, and Teachers' Retirement System are required to enter employee review activity in the Employee Review pages of SEMA4 following the newly revised instructions in SEMA4 Help starting **July 1, 2013**. The SEMA4 Help document can be found at the following link: [SEMA4 Help - Employee Reviews](#). Please share this immediately with the appropriate staff so they can familiarize themselves with its requirements.

Phase 2

Agency adherence to the SEMA4 Help guidance will enable MMB to pull enterprise reports to answer questions from the Governor's **FY 2014 Survey on Agency Performance Review Practices** pertaining to the number of employee reviews due, completed and not completed in a fiscal year.

Phase two of the project will focus on assessing and, where possible, developing additional reporting capacity to answer questions from the survey pertaining to salary-related performance reviews. The objective is to reduce the number of survey questions agencies must answer to only those for which an enterprise report cannot be developed. More information will be shared as it becomes available.

Agencies will need to respond to **2013 Survey on Agency Performance Review Practices**, to be distributed on July 1, 2013, using the data collection methods they developed for the FY12 survey.

Please direct questions regarding the SEMA4 Help to your assigned SEMA4 HR Services contact. Their contact information is:

- Mary O'Connor, 651-259-3633, Mary.OConnor@state.mn.us
- Diana Evensen, 651-259-3641, Diana.Evensen@state.mn.us
- Lorie Huerta, 651-259-3631, Lorie.Huerta@state.mn.us

Questions regarding the IA Warehouse reports can be directed to:

- Kristen Olsrud, 651-259-3618, Kristen.Olsrud@state.mn.us
- Jeff Moe, 651-259-3621, Jeff.Moe@state.mn.us

Questions about the content of this memo or reporting on the 2013 or 2014 Governor's survey can be directed to:

- Tim Quicksell at 651-259-3626 or Tim.Quicksell@state.mn.us.

cc: Jodi Hebert, Acting Director, HRM Division
Tim Quicksell, Human Resource Consultant, HRM Division
Kristen Olsrud, Business Analyst, HRM Division
Jeff Moe, Business Analyst, HRM Division
Mary O'Connor, Lead, SEMA4 HR Services, HRM Division
Diana Evensen, SEMA4 HR Services, HRM Division
Lorie Huerta, SEMA4 HR Services, HRM Division