

This is Section E of *Employee Maintenance*. Complete Section A before starting this section.

## Section E

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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

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# Progression Increase and Increase Based on Performance

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### Introduction

One of the most common employee maintenance actions is Pay Rate Change. You change an employee's rate of pay as part of their routine salary adjustments, such as progression steps within a range or progression based on performance.

Learning how to change pay rates will help you ensure that employees are paid correctly and receive pay changes on time.

Here are some examples of why you would change an employee's rate of pay:

- To record progression steps within a salary range
- To record an increase based on performance

### Entering Pay Rate Changes

Progression increases and increases based on performance can be processed in either of two ways:

- Using the Pay Rate Change component  
or
- Using the Job Data component

When using the Pay Rate Change component for pay rate changes, you must also use the Job Data component to enter the date the employee is next eligible for an increase.

## THINGS TO CONSIDER BEFORE YOU ENTER DATA

### PROGRESSION INCREASE AND INCREASE BASED ON PERFORMANCE

To save time and improve accuracy, consider these items *before* entering a progression increase or increase based on performance in SEMA4.

- Check the plan or contract to make sure the progression is given at the right time, and the amount is correct.
- Most contracts and plans have pay rate changes at the beginning of a pay period. Check the calendar to make sure the increase is given at the beginning of a pay period.
- Review the employee's history to make sure all increase dates are correct.
- Look at the Anniversary/Progression Date. The anniversary or progression date is a specific date from which the you calculate Eligible for Next Increase date for all progression (also known as “step”) increases. Progression increases are granted on an annual or semi-annual basis as noted in contract, based on *satisfactory performance*.
- Choose the appropriate Reason code. Refer to the check lists in SEMA4 Help.
- For Managers and Commissioners Plan employees, select the Reason PRF (Increase Based on Performance).
- If compensation is off-step, choose the appropriate Reason code. See the Off - Step Rate Codes - Reference in SEMA4 Help.
- If the pay rate change is part of another action such as promotion or demotion, or is a work out of class, then you *must* use the Job Data component. Otherwise, you can use *either* Pay Rate Change or Job Data.

## ACCESS SEMA4 HELP

First, refer to SEMA4 Help to find out how to process a pay rate change.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. Select <b>Pay Rate Change</b> .	The Pay Rate Change – Reason Codes page display
4. Scroll down. Click  next to Progression Step within Salary Range. <ul style="list-style-type: none"><li>• Read the hint.</li></ul>	A pop up box with a hint appears
5. Click again.	The hint disappears
6. Click <b>Progression Step Within a Salary Range</b> . <ul style="list-style-type: none"><li>• Look at the check list.</li></ul>	The Pay Rate Change - Progression Step within Salary Range – Check List displays
7. Click <b>Pay Rate Change</b> . <ul style="list-style-type: none"><li>• Read the definition.</li></ul>	The definition displays
8. Click again.	The definition disappears
9. Select <b>Change an employee’s pay rate</b> . <ul style="list-style-type: none"><li>• Look at the steps.</li></ul>	Change an Employee’s Pay Rate - Steps displays
10. Exit SEMA4 Help.	

## PROCESS A PROGRESSION INCREASE

In this walk-through, you will:

- Look up an employee's review
- Process a progression increase

You process a progression increase employees represented by a bargaining unit. Progression steps are based on length of service or hours worked. Verify that the conditions in the relevant contract have been met, before entering the pay rate change.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

### Directions

Let's assume it is April, 2015.

Greta Girard is an employee whose pay will be changed because of a progression increase. You have verified that the conditions outlined in the relevant contract have been met.

If the pay rate change is part of another action such as promotion or demotion, or is a work out of class, then you *must* use the Job Data component. Otherwise, you can use *either* the Pay Rate Change component or Job Data component. For this example, we will use the Job Data component.

First, you'll look up the employee's review information, and then process the increase.

## Part 1: Look Up Employee Review Information

State Of Minnesota

Employee Review Reviewers Comments Goals

**Girard, Greta J** Employee Empl ID 00700101 Empl Record 0

Review Details Find | View All First 1 of 1 Last

\*Eff Date:  Review Type: Perf/Salry

From/To Date:   Next Review Date:

Business Unit: R29MP DNR-MAPE

Department: R29Y000 Mgmt Information Systems Company: SMN

Job Code: 000006 Management Analyst 1 Position: 00202301

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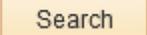
Rating Scale:  Performance Appraisal System Scale Type:

Rating Model: PAS

Review Rating:  Fully Successful

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Employee Review</b> .	The Employee Review search page displays
3. In the <b>EmplID</b> field, enter 00700101 and click 	The <b>Employee Review</b> page displays
4. View the page.	
<p>Note: For step-by-step instructions on entering employee review information, click <a href="#">Help</a> and .</p> <p>Alternatively, access SEMA4 Help, select Index, enter employee review and select Add Employee Review Information - Steps. This walk-through does not include entering the employee review information.</p>	

## Part 2: Process the Progression Increase

ACTION	RESULT
1. In the <b>User Training</b> database, select <b>Workforce Administration &gt; Job Information &gt; Job Data</b> .	The Job Data search page displays
2. In the <b>EmplID</b> field, enter 007001__ __ (substituting your two-digit code for the blanks) and click 	<b>Work Location</b> page displays
3. Be sure that the current or future row you want to copy is displayed.	For this example, it is displayed
4. Click  to add a row.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

Begin on the **Work Location** page.

State of Minnesota Home | Work

Job Data Search Advanced Search

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Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

**Girard, Greta J** Empl ID 00700101  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date  Go To Row

Effective Sequence  \*Action Pay Rate Change

HR Status Active Reason PRG Progress Step Within Stry Rng

Payroll Status Active \*Job Indicator Primary Job

Current

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Position Number  Management Analyst 1 Override Position Data

Position Entry Date  Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit R29MP DNR-MAPE

Department R29Y000 Mgmt Information Systems

Department Entry Date

Location R2911 Management Information Service

Establishment ID  Date Created 04/08/2015

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Expected Job End Date  Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

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Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Effective Date</b></p> <ul style="list-style-type: none"> <li>Enter the date that the pay rate change takes effect.</li> <li>If the date out of range warning displays, click <b>OK</b> and continue.</li> </ul>	04/08/2015
<p><b>2. Sequence</b></p> <ul style="list-style-type: none"> <li>For this example, you're entering only one transaction. If this were another transaction, on another row, for the same employee with the same effective date, you would increase the sequence number by one.</li> </ul>	Leave unchanged
<p><b>3. Action</b></p> <ul style="list-style-type: none"> <li>Select Pay Rate Change.</li> </ul>	Pay Rate Change
<p><b>4. Reason</b></p> <ul style="list-style-type: none"> <li>Select the appropriate reason for the pay rate change.</li> </ul>	PRG, Progress Step Within Stry Rng

Select the **Salary Plan** page.

State Of Minnesota Home | W

All Search Advanced Search

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Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Leave /WOC

**Girard, Greta J** Empl ID 00700101  
Employee Empl Record 0

**Salary Plan** Find | View All | First 1 of 2 Last

Effective Date 04/08/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Progress Step Within Slry Rng

Payroll Status Active Job Indicator Primary Job

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Salary Admin Plan 14G Current

Grade 05 Grade Entry Date 07/10/1995

Step 9 Step Entry Date 04/08/2015

Includes Wage Progression Rule

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Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. <b>Grade Entry Date</b>	Leave unchanged
2. <b>Step</b> <ul style="list-style-type: none"> <li>Select the appropriate step.</li> <li>A step is an established pay rate or point within a salary grade.</li> </ul>	9
3. Click  (refresh).	
4. <b>Step Entry Date</b> <ul style="list-style-type: none"> <li>This is the date the employee joined this step.</li> </ul>	04/08/2015

Select the **Compensation** page.

State Of Minnesota Home | Wc

All Search >> Advanced Search

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Leave /WOC

Girard, Greta J Empl ID 00700101  
Employee Empl Record 0

Compensation ? Find First 1 of 2 Last

Effective Date 04/08/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Progress Step Within Stry Rng

Payroll Status Active Job Indicator Primary Job

Compensation Rate 21.400000 Frequency H Hourly Annual Rate 44,683.200

Pay Components ? Personalize Find First 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	21.400000	USD	H	

Calculate Compensation

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Rate Code</b></p> <ul style="list-style-type: none"> <li>If the employee is on step, the code should be ONSTEP.</li> </ul>	ONSTEP
<p>2. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>Verify the comp rate, which filled in based on the step on the Salary Plan page.</li> </ul>	21.40
<p>3. Click </p>	
<p>4. <b>Compensation Rate</b> (located below the Action)</p> <ul style="list-style-type: none"> <li>Verify that the correct amount displays.</li> </ul>	21.40

Select the **Additional Employment Info** page.

State Of Minnesota Home | Work

All Search Advanced Search

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Employment Information **Additional Employment Info**

**Girard, Greta J** Employee Empl ID: 00700101 Empl Record: 0

Agency Use Date:  Barg Unit Seniority Date:  Seniority Tie Breaker:

Agency Seniority Date: 07/10/1995 Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase: 04/08/2016 Layoff Notice Date:  Security Clearance Type:

Email Address:

**Work Phones** Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 612/555-9090 Extension: 0

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Eligible for Next Increase</b></p> <ul style="list-style-type: none"> <li>Enter the date the employee is eligible for the next pay rate increase.</li> <li>If you leave this field blank, the employee's name will not appear on the HP6160 – Salary Increase Probation End Date report.</li> <li>For all progression (also known as “step”) increases, the Eligible for Next Increase date is determined by applying contract language to the Anniversary/Progression Date. For example, an AFSCME General Maintenance Worker at step 1 with an Anniversary/Progression Date of February 8, 2010 would have an Eligible for Next Increase date of August 4, 2010, which is the first day of the pay period in which the new step could be granted. Satisfactory performance would be necessary for the progression increase.</li> </ul>	04/08/2016
<p><b>2. Check the other fields and change if necessary.</b></p>	Leave unchanged

ACTION	RESULT
1. Click  Save <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If the pay rate change requires a retroactive adjustment, you must process an individual retroactive pay adjustment. For this example, there is no retroactive adjustment.	

## SEMA4 TIPS

### PROGRESSION INCREASE AND INCREASE BASED ON PERFORMANCE

When processing a progression increase or increase based on performance, use the following tips to check your work.

- ✓ Check the calendar, and make sure the increase is effective at the beginning of a pay period.
- ✓ Be sure the effective date is correct. Employees who receive progression increases too soon are considered to have been overpaid. An agency that has overpaid an employee must follow the Correction of Overpayments Operating Policy and Procedure, to recover the overpayment.
- ✓ If the compensation is off-step, make sure the Rate Code is correct. Refer to the *Off Step Rate Codes – Reference* in SEMA4 Help.
- ✓ If there is a differential, make sure the Rate Code is correct and apply the correct differential. Refer to the *Differential Rate Codes – Reference* in SEMA4 Help.
- ✓ Make sure the compensation is not both on-step and off-step at the same time.
- ✓ Verify that the Eligible for Next Increase field contains the date the employee is eligible for the next pay rate increase.

## PROCESS A PROGRESSION INCREASE EXERCISE

In this exercise, you will process a progression increase.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

### Directions

Greta Girard's is going to receive a progression increase.

In the **User Training** database, use the following data to process the progression increase.

*Hint:* Select **Workforce Administration > Job Information > Job Data**.

FIELD NAME	DATA
Employee ID	007001__ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	05/01/2015
Effective Sequence	Leave unchanged
Action	Pay Rate Change
Reason	PRG, Progress Step within Slry Range
Grade Entry Date	Leave unchanged
Step	10
 (refresh)	Click button
Step Entry Date	05/01/2015
Rate Code	ONSTEP
Comp Rate	22.18
	Click button
Compensation Rate (view-only)	22.18
Eligible for Next Increase	05/01/2016

## Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home | Wo

Job Data Search  Advanced Search

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Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

**Girard, Greta J** Empl ID 00700101  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date	05/01/2015	Go To Row	+ -
Effective Sequence	0	*Action	Pay Rate Change
HR Status	Active	Reason	PRG Progress Step Within Stry Rng
Payroll Status	Active	*Job Indicator	Primary Job
Calculate Status and Dates			
Future			
Position Number	00202301	Management Analyst 1	
Override Position Data			
Position Entry Date	10/19/2002	<input type="checkbox"/> Position Management Record	
Regulatory Region	USA	United States	
Company	SMN	State of Minnesota	
Business Unit	R29MP	DNR-MAPE	
Department	R29Y000	Mgmt Information Systems	
Department Entry Date	07/10/1995		
Location	R2911	Management Information Service	
Establishment ID	EI001	DNR Central Office	Date Created 04/08/2015
Expected Job End Date		Termination Date	
Expected Return Date		<input type="checkbox"/> End Job Automatically	
Last Date Worked		<input type="checkbox"/> Override Last Date Worked	

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Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Worklist

Job Data Search >> Advanced Search

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Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Leave /WQC

**Girard,Greta J** Empl ID 00700101  
Employee Empl Record 0

Salary Plan Find | View All | First 1 of 2 Last

Effective Date 05/01/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Progress Step Within Stry Rng

Payroll Status Active Job Indicator Primary Job

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Salary Admin Plan 14G Future

Grade 05 Grade Entry Date 07/10/1995

Step 10 Step Entry Date 05/01/2015

Includes Wage Progression Rule

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Job Data Employment Data Benefits Program Participation

State Of Minnesota Home | Worklist

Job Data Search >> Advanced Search

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Work Location | Job Information | Job Labor | Payroll | **Compensation** | Salary Plan | Leave /WQC

**Girard,Greta J** Empl ID 00700101  
Employee Empl Record 0

Compensation Find | First 1 of 2 Last

Effective Date 05/01/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Progress Step Within Stry Rng

Payroll Status Active Job Indicator Primary Job

Compensation Rate 22.180000 Frequency H Hourly Annual Rate 48,312.000

Future

Pay Components Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 ONSTEP	0	22.180000	USD	H		+ -

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Job Data Employment Data Benefits Program Participation

Employment Data component:

State of Minnesota Home | Worki

Job Data Search Advanced Search

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Employment Information **Additional Employment Info**

**Girard, Greta J** Employee Empl ID 00700101 Empl Record 0

Agency Use Date:  **31** Barg Unit Seniority Date:  **31** Seniority Tie Breaker:  0

Agency Seniority Date: 07/10/1995 **31** Layoff Expiration Date:  **31** Employee Works at Home?:

Eligible for Next Increase: 05/01/2016 **31** Layoff Notice Date:  **31** Security Clearance Type:  0

Email Address:

**Work Phones** Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 612/555-9090 Extension: 0

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Job Data Employment Data Benefits Program Participation

ACTION	RESULT
<p>1. Click  Save</p> <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<p>Saved displays briefly in the upper-right corner</p>
<p>2. If the pay rate change requires a retroactive adjustment, you must process an individual retroactive pay adjustment. For this exercise, there is no retroactive adjustment.</p>	

## PROCESS AN INCREASE BASED ON PERFORMANCE

In this walk-through, you will process an increase based on performance.

Here are some situations in which you need to enter an increase based on performance:

- An employee in the Commissioner's Plan receives an increase based on performance
- An employee in the Managers Plan receives an increase based on performance

Let's assume it is April, 2015.

George Zeller is an employee in the Commissioner's Plan whose pay will change because of an increase based on performance. You'll see that an off-step increase is similar to a step increase. His most recent increase was in 2014.

If the pay rate change is part of another action such as promotion or demotion, or is a work out of class, then you *must* use the Job Data component. Otherwise, you can use *either* Pay Rate Change or Job Data. For this example, we will use the Pay Rate Change component.

On the Pay Rate Change component, the view-only Action field defaults to Pay Rate Change.

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Pay Rate Change</b> .	The Pay Rate Change search page displays
3. In the <b>EmplID</b> field, enter 007002__ (substituting your two-digit code for the blanks) and click 	<b>Employee Profile</b> page displays
4. Be sure that the current or future row you want to copy is displayed.	For this example, it is displayed
5. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

Begin on the **Employee Profile** page.

State Of Minnesota Home | Worklist

Job Data Search Advanced Search

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Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

**Zeller, George L.** Empl ID 00700201  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date  Go To Row

Effective Sequence  \*Action Pay Rate Change

HR Status Active Reason PRF Increase Based on Performance

Payroll Status Active \*Job Indicator Primary Job

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Position Number  Medical Specialist 1 Current

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit H12MA Health Dept-Med Spec A

Department H123200 F&PC-Information & Analysis

Department Entry Date

Location H12D7 MN Dept of Health-St Cloud

Establishment ID  MN Dept of Health-St Cloud Date Created 04/08/2015

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Expected Job End Date  Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

Job Data      Employment Data      Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Effective Date</b></p> <ul style="list-style-type: none"> <li>Enter the date that the pay rate takes effect.</li> <li>If a warning message displays, read it and click <b>OK</b>.</li> </ul>	04/08/2015
<p><b>2. Effective Sequence</b></p> <ul style="list-style-type: none"> <li>For this example, you're entering only one transaction. If this were another transaction, on another row, for the same employee with the same effective date, you would increase the sequence number by one.</li> </ul>	Leave unchanged
<p><b>3. Reason</b></p> <ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	PRF, Increase Based on Performance

Select the **Salary Plan** page.

State Of Minnesota Home | Wo

Job Data Search Advanced Search

Work Location Job Information Job Labor Payroll **Salary Plan** Compensation Leave /WOC

Zeller, George L Empl ID 00700201  
Employee Empl Record 0

Salary Plan Find | View All First 1 of 2 Last

Effective Date 04/08/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Increase Based on Performance

Payroll Status Active Job Indicator Primary Job

Salary Admin Plan NMDA Current

Grade 01 Grade Entry Date 10/19/2002

Step  Step Entry Date

Includes Wage Progression Rule

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Step</b></p> <ul style="list-style-type: none"> <li>Notice the step is blank. That's because the compensation is off-step.</li> </ul>	Blank
<p>2. <b>Step Entry Date</b></p> <ul style="list-style-type: none"> <li>Notice the date is blank, because compensation is off-step.</li> </ul>	Blank

Select the **Compensation** page.

State Of Minnesota Home | W

Job Data Search Advanced Search

Work Location Job Information Job Labor Payroll **Salary Plan** **Compensation** Leave /WOC

Zeller, George L Empl ID 00700201  
Employee Empl Record 0

Compensation Find First 1 of 2 Last

Effective Date 04/08/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Increase Based on Performance

Payroll Status Active Job Indicator Primary Job

Compensation Rate 43.260000 Frequency H Hourly Annual Rate 90,327.000

Pay Components Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion						
*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group		
1 OFFRNG	0	43.260000	USD	H					

Calculate Compensation Check Budget

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Rate Code</b></p> <ul style="list-style-type: none"> <li>Click  to access the Look Up Rate Code page. In the Rate Code Class field, enter OFF (for off-step) and click . Select a rate code from the list.</li> <li>Refer to the <i>Off Step Rate Codes – Reference</i> in SEMA4 Help.</li> </ul>	Accept OFFRNG, which is displayed already
<p>2. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>Enter the new rate.</li> </ul>	43.26
<p>3. Click </p>	
<p>4. <b>Compensation Rate</b> (located below the Action)</p> <ul style="list-style-type: none"> <li>Verify the rate is accurate.</li> </ul>	43.26

ACTION	RESULT
<p>1. Click </p> <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
<p>2. Under the Job Information menu, select <b>Job Data</b>.</p>	<b>Work Location</b> page displays
<p>3. Select the <b>Employment Data</b> component link.</p>	<b>Employment Information</b> page displays
<p>4. Select the <b>Additional Employment Info</b> page.</p>	<b>Additional Employment Info</b> page displays

State Of Minnesota Home | work

Job Data Search Advanced Search

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Employment Information **Additional Employment Info**

Zeller, George L Employee Empl ID 00700201 Empl Record 0

Agency Use Date:  Barg Unit Seniority Date:  Seniority Tie Breaker:

Agency Seniority Date: 08/15/1995 Layoff Expiration Date:  Employee Works at Home?:

Eligible for Next Increase: 04/08/2016 Layoff Notice Date:  Security Clearance Type:

Email Address:

Work Phones Find | View All First 1 of 1 Last

Phone Type: Main Business

Telephone: 612/555-3232 Extension: 0

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Eligible for Next Increase</b></p> <ul style="list-style-type: none"> <li>Enter the date the employee is eligible for the next pay rate increase.</li> <li>If you leave this field blank, the employee's name will not appear on the HP6160 – Salary Increase Probation End Date report.</li> </ul>	04/08/2016
2. Check the other fields and change if necessary.	Leave unchanged

ACTION	RESULT
<p>1. Click </p> <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	Saved displays briefly in the upper-right corner
<p>2. If the pay rate change requires a retroactive adjustment, you must process an individual retroactive pay adjustment. For this example, there is no retroactive adjustment.</p>	

## REVIEW QUESTIONS

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. You can enter a pay rate change on either of two components. What are they?
  - a. Job Data or Position Data
  - b. Pay Rate Change or Position Data
  - c. Pay Rate Change or Job Data
  - d. Position Data or Position Funding
  
2. On which SEMA4 Help page will you find a list of off-step rate codes?
  - a. Off Step Rate Codes - Reference
  - b. Salary Plan - Page Overview
  - c. Pay Rate Change - Reference
  - d. Add/Update HR/Payroll Information
  
3. On which page do you enter the Eligible for Next Increase date?
  - a. Work Location
  - b. Salary Plan
  - c. Compensation
  - d. Additional Employment Info

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. You can enter a pay rate change on either of two components. What are they?
  - c. Pay Rate Change or Job Data
  
2. On which SEMA4 Help page will you find a list of off-step rate codes?
  - a. Off Step Rate Codes - Reference
  
3. On which page do you enter the Eligible for Next Increase date?
  - d. Additional Employment Info

Pull out these pieces from the Progression Increase and Increase Based on Performance topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the Exercise in this topic

Whenever you need to process a progression increase or increase based on performance, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Sequencing Transactions*.

## Introduction

It is possible to enter more than one transaction using the same effective date. To do that, you need to enter a sequence number in the **Effective Sequence** field on the **Work Location** page. This is a unique number (0 through 999) assigned to an effective date. The sequence number enables you to create multiple rows of job data with the same effective date. Use the **Effective Sequence** field when you enter multiple transactions for the same employee, with the same effective date.

Here are examples of how to sequence transactions. For each example below, the first transaction has sequence 0, and the next transaction has sequence 1.

- Process a Rehire/Reinstatement, and then a Transfer/Agency Transfer.
- Process a Data Change/Probationary to Permanent Employee Status, and then a Pay Rate Change/Progression Steps within Salary Range.
- Process a Pay Rate Change/Progression Steps within Salary Range, and then a Pay Rate Change/Achievement Award.

For an unclassified conversion where the job code is changing to a higher, lower, or lateral job classification: process a Recompare with Unclassified Conversion. This three-part process uses the same effective date in each part, and has its own check list in SEMA4 Help.

It is important to sequence transactions in the correct order, because an employee's pay may be affected. If you do not know the sequence in which the transactions should be entered, consult the Human Resources operating policies and procedures or contact your SEMA4 HR Specialist.

## THINGS TO CONSIDER BEFORE YOU ENTER DATA SEQUENCING TRANSACTIONS

To save time and improve accuracy, consider these items *before* sequencing transactions in SEMA4.

- You must sequence transactions if more than one event is happening on the same effective date for the same employee.
- Sequence the transactions in logical order.

Example: A general adjustment and a promotion are effective on the same date, 07/01/2015. You enter the general adjustment first (sequence 0), followed by the promotion (sequence 1).

- Refer to the appropriate check lists in SEMA4 Help.

## SEQUENCE TRANSACTIONS

In this walk-through, you will learn how to sequence transactions.

Pretend it's 2004. Brad Swift, a Management Analyst 2 for the Department of Health, is changing from probationary to permanent employment status and going on a leave of absence on the same effective date.

The first transaction, Data Change/Probationary to Permanent Employment Status, has been entered, with Sequence number 0. Using the same effective date, you will enter the leave of absence, with Sequence number 1. Assume that the leave of absence has been approved by the supervisor.

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Job Data</b> .	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 008487 __ __ (substituting your two-digit code for the blanks) and click 	<b>Work Location</b> page displays
4. Make sure the current or future row you want to copy is displayed.	For this example, it is displayed
5. To insert a row of information, click 	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

Begin on the **Work Location** page.

State Of Minnesota Home | Work

Job Data Search >> Advanced Search

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

Swift,Brad Empl ID 00848701  
Employee Empl Record 0

Work Location ? Find First 1 of 3 Last

\*Effective Date 04/08/2015  Go To Row

Effective Sequence 1 \*Action Leave of Absence

HR Status Active Reason MP9 Parenthood Leave ER Cont

Payroll Status Leave of Absence \*Job Indicator Primary Job

Current

Position Number 00001528  Management Analyst 2

Position Entry Date 08/18/2004   
 Position Management Record

Regulatory Region USA United States  
Company SMN State of Minnesota  
Business Unit H12MP Health Dept-MAPE  
Department H127000 Community Health Services  
Department Entry Date 08/18/2004

Location H12M3 MN Dept of Health-Metro Square  
Establishment ID H12M3  MN Dept of Health-Metro Square Date Created 04/08/2015

Expected Job End Date  Termination Date  
Expected Return Date 09/15/2004   End Job Automatically  
Last Date Worked 08/17/2004   Override Last Date Worked

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Effective Date</b></p> <ul style="list-style-type: none"> <li>The leave of absence takes effect on the displayed date. If a warning message displays, verify the date and click <b>OK</b>.</li> </ul>	08/18/2004
<p>2. <b>Effective Sequence</b></p> <ul style="list-style-type: none"> <li>Increase the sequence number by one.</li> </ul>	1
<p>3. <b>Action</b></p> <ul style="list-style-type: none"> <li>Select the action.</li> </ul>	Leave of Absence
<p>4. <b>Reason</b></p> <ul style="list-style-type: none"> <li>Select the reason for the action, referring to the Check Lists in SEMA4 Help. In the check lists, notice the effect the reason codes have on employee insurance eligibility.</li> </ul>	MP9, Parenthood Leave ER Cont
<p>5. <b>Expected Return Date</b></p> <ul style="list-style-type: none"> <li>Enter the date the employee is expected to return. Expected Return Date is required for leave of absence transactions.</li> </ul>	9/15/2004

State Of Minnesota Home

Job Data Search Advanced Search

---

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | Leave /WQC

Swift,Brad Empl ID 00848701  
Employee Empl Record 0

Compensation Find First 1 of 3 Last

Effective Date 04/08/2015 Go To Row

Effective Sequence 1 Action Leave of Absence

HR Status Active Reason Parenthood Leave ER Cont

Payroll Status Leave of Absence Job Indicator Primary Job

---

Compensation Rate 15.830000 Frequency H Hourly Annual Rate 33,053,040

Pay Components Personalize Find First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ONSTEP	0	15.830000	USD	H	

Calculate Compensation

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. Select the <b>Compensation</b> page.	<b>Compensation</b> page displays
2. Click <ul style="list-style-type: none"> <li>You need to click this button even though the compensation is not changing.</li> </ul>	
3. To save the row you added, click <ul style="list-style-type: none"> <li>If a warning message appears, click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
4. Select the <b>Work Location</b> page.	<b>Work Location</b> page displays
5. To view the previous row, click  To return to the row you added, click  Notice the Effective Dates are the same, and the Sequence numbers are different.	
6. If you want to enter notes regarding the transaction, use	Leave blank

### SEMA4 TIPS FOR SEQUENCING TRANSACTIONS

When sequencing transactions, use the following tips to check your work.

- ✓ Check the Effective Date on the rows you added.
- ✓ Check the Effective Sequence number on the rows you added. Are they in the correct order?
- ✓ After you save, add Job Data Notes if it's an unusual situation, and save again.

## SEQUENCE TRANSACTIONS

### EXERCISE

In this exercise, you will sequence transactions.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

### Directions

Pretend it's 2004. Tim Gomez, a Customer Services Specialist, is changing status from probationary to permanent. He is also receiving a progression increase on the same effective date. The first effective-dated transaction has been entered using Sequence number 0. Enter the progression increase, effective the same date, using Sequence number 1.

In the **User Training** database, use the following information to sequence the transaction.

FIELD NAME	DATA
EmplID	000889 __ __ (substituting your two-digit code for the blanks)
	Click button to add a row
Effective Date	10/6/2004
Effective Sequence	1
Action	Pay Rate Change
Reason	PRG, Progress Step Within Slry Rng
Grade Entry Date	Leave unchanged
Step	2
 (refresh)	Click button
Step Entry Date	10/6/2004
Rate Code	ONSTEP
Comp Rate	12.24
	Click button
Compensation Rate (view-only)	12.24
Eligible for Next Increase	4/6/2005

## SOLUTION

Your pages should resemble the following pages.

Job Data component:

Notice that the Effective Sequence number is 1.

State Of Minnesota Home | Work

Job Data Search Advanced Search

---

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

**Gomez, Tim L** Empl ID 00088901  
Employee Empl Record 0

Work Location Find First 1 of 3 Last

\*Effective Date: 10/06/2004 Go To Row + -

Effective Sequence: 1 \*Action: Pay Rate Change

HR Status: Active Reason: PRG Progress Step Within Stry Rng

Payroll Status: Active \*Job Indicator: Primary Job

[Calculate Status and Dates](#)

---

Position Number: 00000113 Customer Svcs Specialist  
Current  
[Override Position Data](#)

Position Entry Date: 04/02/2004  Position Management Record

Regulatory Region: USA United States

Company: SMN State of Minnesota

Business Unit: B04AF Agriculture-AFSCME

Department: B041300 Grain Inspection

Department Entry Date: 10/06/2004

Location: B0413 Grain Inspection

Establishment ID: B22SP Main Office - Saint Paul Date Created 04/08/2015

---

Expected Job End Date:

Expected Return Date:

Last Date Worked:

Termination Date

End Job Automatically

Override Last Date Worked

---

Job Data Employment Data Benefits Program Participation

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave /WQC

**Gomez, Tim L** Empl ID 00088901  
Employee Empl Record 0

**Salary Plan** Find | View All First 1 of 4 Last

Effective Date 10/06/2004 Go To Row

Effective Sequence 1 Action Pay Rate Change

HR Status Active Reason Progress Step Within Slry Rng

Payroll Status Active Job Indicator Primary Job

---

Salary Admin Plan 6 Grade Entry Date 10/06/2004

Grade 58 Step Entry Date 10/06/2004

Step 2  Includes Wage Progression Rule

Current

Job Data Employment Data Benefits Program Participation

Work Location Job Information Job Labor Payroll Salary Plan Compensation Leave /WQC

**Gomez, Tim L** Empl ID 00088901  
Employee Empl Record 0

**Compensation** Find First 1 of 4 Last

Effective Date 10/06/2004 Go To Row

Effective Sequence 1 Action Pay Rate Change

HR Status Active Reason Progress Step Within Slry Rng

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 12.240000 Frequency H Hourly Annual Rate 25,557.120

**Pay Components** Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 ONSTEP	0	12.240000	USD	H		<input type="button" value="+"/> <input type="button" value="-"/>

Job Data Employment Data Benefits Program Participation

Employment Data component:

State Of Minnesota Home | W

Job Data Search Advanced Search

---

Employment Information **Additional Employment Info**

**Gomez, Tim L** Employee Empl ID 00088901 Empl Record 0

Agency Use Date:   Barg Unit Seniority Date:   Seniority Tie Breaker:

Agency Seniority Date:   Layoff Expiration Date:   Employee Works at Home?:

Eligible for Next Increase:   Layoff Notice Date:   Security Clearance Type:

Email Address:

**Work Phones** Find | View All First 1 of 1 Last

Phone Type:

Telephone:  Extension:

---

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. To save the row you added, click  Save	Saved displays briefly in the upper-right corner
2. Select the <b>Job Data</b> component link.	<b>Work Location</b> page displays
3. To view the previous row, click  To return to the row you added, click  Notice the Effective Dates are the same, and the Sequence numbers are different.	

## REVIEW QUESTIONS

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. When do you enter the Effective Sequence number: before or after you press ?
  - a. Before
  - b. After
  - c. Either before or after
  - d. Neither before nor after
  
2. Would you have to enter a Effective Sequence number when entering transactions for the same employee on different effective dates?
  - a. Yes
  - b. No
  - c. Yes, if the reason codes are the same
  - d. Yes, if the actions are the same
  
3. If you do not know the sequence in which the transactions should be entered, what should you do?
  - a. Enter the actions in alphabetical order
  - b. Ask the employee
  - c. Consult Human Resources operating policy and procedures or contact your SEMA4 HR Specialist
  - d. Check the Internet

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. When do you enter the Effective Sequence number: before or after you press ?
  - b. After
  
2. Would you have to enter an Effective Sequence number when entering transactions for the same employee on different effective dates?
  - b. No
  
3. If you do not know the sequence in which the transactions should be entered, what should you do?
  - c. Consult Human Resources operating policy and procedures or contact your SEMA4 HR Specialist

Pull out these pieces from the Sequencing Transactions topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the Exercise in this topic

Whenever you need to sequence transactions, refer to *Things to Consider Before You Enter Data*. After entering the transactions, check your work using *SEMA4 Tips*.

Continue to the next topic, *Work Out of Class*.

### Introduction

When processing a Work Out of Class, use the Pay Rate Change action.

Work out of class assignments are entered when an employee is assigned the duties of a different classification for a limited period of time. For example, an employee may accept a temporary work assignment because of a special project or as a result of a co-worker being on leave.

While on a work out of class assignment, an employee typically receives a higher rate of pay. For example, an Information Technology Specialist 1 assigned the duties of an Information Technologist 2 for a limited time, qualifies for a work out of class pay rate adjustment.

Occasionally, a work out of class assignment does not involve a change in pay. For example, an employee who is currently working as a Management Analyst 1, on a work out of class assignment as a Health Educator 1, does not qualify for a rate adjustment. These classes are transferable, so the pay remains the same.

Types of work out of class assignments are:

- Work Out of Class Rate Adjustment
- Work Out of Class - No Pay Change

When processing a work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

## THINGS TO CONSIDER BEFORE YOU ENTER DATA

### WORK OUT OF CLASS

To save time and improve accuracy, consider these items *before* processing a work out of class in SEMA4.

- Read the contract or plan and determine if the employee meets eligibility criteria to be paid on a work out of class.
- Determine whether the work out of class is a promotion, demotion, or transfer from the employee' permanent class, for salary purposes.
- Make sure that the work out of class is a year or less in length. For exceptions to this rule, see Administrative Procedure 17.1, Work Out of Class.
- The duration of the assignment for MAPE employees working out of class in MAPE positions is determined by the contract; MAPE work out of class assignments must not extend beyond twelve (12) months.
- Choose the appropriate Reason code. Refer to the check lists in SEMA4 Help.  
PNO if pay rate is unchanged  
WOC if the work-out-of-class assignment is in a higher job class
- Review the HP6151 - Appointment/Leave End Date report, to keep track of the work out of class end date. Employees may not be paid for a work out of class past the end date of their work out of class assignment.

## ACCESS SEMA4 HELP

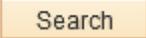
First, refer to SEMA4 Help to find out how to process a work out of class.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	HR & Payroll Check Lists appear
3. Select <b>Pay Rate Change</b> .	The Pay Rate Change – Reason Codes page display
4. Scroll down. Click  next to Work Out of Class Rate Adjustment (WOC), and read the hint.	A pop up box with a hint appears
5. Click again.	The hint disappears
6. Click <b>Work Out of Class Rate Adjustment (WOC)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li></ul>	The Pay Rate Change - Work Out of Class Rate Adjustment – Check List displays
7. Exit SEMA4 Help.	

## PROCESS A WORK OUT OF CLASS

In this walk-through, you will process a work out of class. When processing a work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

Dustin Phelps, a Research Analyst, has accepted a work out of class assignment to work on a special project as a Management Analyst 2. He will receive a pay increase as a part of the work out of class assignment. You have reviewed the contract.

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Job Data</b> .	The Job Data search page appears
3. In the <b>EmplID</b> field, enter 003601__ (substituting your two-digit code for the blanks) and click 	<b>Work Location</b> page displays

Begin on the **Work Location** page.

The screenshot displays the 'Work Location' page for employee Dustin Phelps (Empl ID 00360101). The page is divided into several sections:

- Navigation:** Includes 'Home' and 'Advanced Search' links at the top right, and a menu bar with options like 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', and 'Leave /WOC'.
- Employee Info:** Shows 'Phelps,Dustin N' as the employee and 'Empl ID 00360101' and 'Empl Record 0'.
- Work Location Details:**
  - \*Effective Date:** 04/08/2015
  - Effective Sequence:** 0
  - HR Status:** Active
  - Payroll Status:** Active
  - \*Action:** Pay Rate Change
  - Reason:** WOC (Work Out of Class Rate Adjust)
  - \*Job Indicator:** Primary Job
  - Buttons:** 'Calculate Status and Dates' and 'Go To Row'.
- Position Information:**
  - Position Number:** 00000025 (Research Analyst)
  - Position Entry Date:** 12/22/1994
  - Buttons:** 'Override Position Data'.
  - Regulatory Region:** USA (United States)
  - Company:** SMN (State of Minnesota)
  - Business Unit:** B21MP (Econ Security-MAPE)
  - Department:** B210000 (Economic Security)
  - Department Entry Date:** 12/22/1994
  - Location:** B21AA (CO/PSS Admin Offices)
  - Establishment ID:** EI150 (Econ-Sec - Central Office)
  - Date Created:** 04/08/2015
- Termination Options:**
  - Expected Job End Date:** [Field]
  - Expected Return Date:** [Field]
  - Last Date Worked:** [Field]
  - Termination Date:** [Field]
  - Options:** 'End Job Automatically' and 'Override Last Date Worked' (checkboxes).
- Footer:** Includes 'Job Data', 'Employment Data', and 'Benefits Program Participation' tabs.

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
<b>2. Effective Date</b> <ul style="list-style-type: none"> <li>• Enter the date that the work out of class takes effect.</li> <li>• If the date out of range warning displays, click <b>OK</b> and continue.</li> </ul>	04/08/2015
<b>3. Action</b> <ul style="list-style-type: none"> <li>• Select Pay Rate Change.</li> </ul>	Pay Rate Change
<b>4. Reason</b> <ul style="list-style-type: none"> <li>• Select the appropriate code.</li> </ul>	WOC, Work Out of Class Rate Adjust

Select the **Compensation** page.

Notice that you enter the difference, not the total. SEMA4 calculates the total when you click the Calculate Compensation button.

State of Minnesota

All Search Advanced Search

Home Work

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Leave /WOC

Phelps,Dustin N Empl ID 00360101  
Employee Empl Record 0

Compensation ? Find First 1 of 2 Last

Effective Date 04/08/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Work Out of Class Rate Adjust

Payroll Status Active Job Indicator Primary Job

Current

Compensation Rate 19.390000 Frequency H Hourly Annual Rate 40,486.320

Pay Components ? Personalize Find First 1-2 of 2 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 ONSTEP	0	19.300000	USD	H		+	-
2 WOCMAP	0	0.090000	USD	H		+	-

Calculate Compensation

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>This is the employee's in class compensation rate.</li> </ul>	19.30
<p>2. Click  to add a pay component row.</p> <ul style="list-style-type: none"> <li>You must add a pay component row, <i>even if there is no change in salary</i> for the work out of class.</li> </ul>	A second row appears
<p>3. <b>Rate Code</b> of new row</p> <ul style="list-style-type: none"> <li>Click  to access the Look Up page. In the Rate Code Class field, enter WOC and click  Select a rate code from the list.</li> <li>Refer to the <i>Work Out of Class Rate Codes – Reference</i> in SEMA4 Help.</li> </ul>	WOCMAP

FIELD NAME	DATA
<p>4. <b>Comp Rate</b> of new row</p> <ul style="list-style-type: none"> <li>Calculate the difference between the work-out-of-class pay rate and the regular pay rate. In the new pay component row, enter that amount (the difference).</li> </ul>	.09
<p>5. Click </p>	
<p>6. <b>Compensation Rate</b> (located below the Payroll Status)</p> <ul style="list-style-type: none"> <li>Verify the total compensation rate displayed. This is the total of the two comp rates. The ONSTEP rate 19.30 plus the WOCMAP rate .09 equals 19.39.</li> </ul>	19.39

Select the **Leave/WOC** page.

State Of Minnesota Home | W

All Search > Advanced Search

---

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | **Leave /WOC**

**Phelps,Dustin N** Employee Empl ID 00380101 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

[Go To Row](#)

Effective Date 04/08/2015  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active

Action Pay Rate Change  
 Reason Code Work Out of Class Rate Adjust  
 Job Indicator Primary Job

Current

Option Code:  
 Special Program: None

Salary Authority: MAP MAPE  
 Leave Authority: PE1 MAPE Emp Eligible For Leave

**Work Out of Class -- Requires WOC Rate Code on Compensation**

WOC Job Code SetID:	MAP	MAPE	Salary Admin Plan:	14G
Jobcode:	001528	Management Analyst 2	Grade:	07
Appointment End Date:	12/31/2015		Step:	5 \$20.020000

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p><b>1. Jobcode</b></p> <ul style="list-style-type: none"> <li>Select the job code of the work out of class assignment.</li> </ul>	001528, Management Analyst 2
<p><b>2. Appointment End Date</b></p> <ul style="list-style-type: none"> <li>Enter the last day the employee will be on the work-out-of-class assignment and can receive the work-out-of-class compensation rate.</li> <li>This date is needed for report HP6151 - Appointment/Leave End Date.</li> </ul>	12/31/2015
<p><b>3. Step</b></p> <ul style="list-style-type: none"> <li>If the employee is working out of class <i>on-step</i>, select the appropriate step of the work-out-of-class assignment. Entering a step value here does not affect the compensation rate on the Compensation page.</li> <li>If the employee is working out of class <i>off-step</i>, leave the field blank.</li> </ul>	5

State Of Minnesota Home | Worklist | Add to

All Search  >> Advanced Search

---

Selected Note

Instructions

Add Performance Note

Applications

Empl ID	00380101	Phelps,Dustin N	Created	04/08/2015 3:12PM
Empl Record	0		Creator	
Effective Date	2008-08-30		Last Update	
Effective Sequence	0		Updated By	

Subject

Note Text

ACTION	RESULT
1. Click  Save <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	Saved displays briefly in the upper-right corner
2. If the employee is due back pay due to the work out of class, process an individual retroactive pay adjustment. For this example, there is no back pay.	
3. If the result of the pay rate change affects the Eligible for Next Increase date, modify the date located on the Additional Employment Info page. For this example, there is no change.	

FIELD NAME	DATA
<ul style="list-style-type: none"> <li><b>Job Data Notepad</b> </li> </ul> <p>If a note is needed, click  click <input type="button" value="Add a New Note"/></p> <p>enter a note, click <input type="button" value="Save"/>, and click the <b>Job Data Page</b> link. The  button changes to  when a note exists.</p>	Special project assignment

## Return from Work Out of Class

Do not return an employee from a work out of class if the appointment end date is past, without reviewing the contract or plan to determine if the employee has been overpaid. If the work out of class can be extended, enter the extension before returning the employee. If the appointment cannot be extended and the employee has been overpaid, a negative retroactive adjustment should be processed.

To keep track of work out of class assignments, view the standard report HP6151 – Appointment/Leave End Date. The report lists all employees in Active, Leave, or Leave with Pay status who have an appointment end date, a work out of class end date (Appointment End Date field on Leave/WOC page), or expected return date.

When processing a return from work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

### ACCESS SEMA4 HELP

Refer to SEMA4 Help to find out how to process a return from work out of class.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Click <b>Check Lists</b> .	A list of actions displays
3. Select <b>Pay Rate Change</b> .	The Pay Rate Change – Reason Codes page display
4. Scroll down and select <b>Return from Work Out of Class (RWO)</b> . <ul style="list-style-type: none"><li>• Read the check list.</li></ul>	The Pay Rate Change - Return from Work Out of Class - Check List displays
5. Exit SEMA4 Help.	

## PROCESS A RETURN FROM WORK OUT OF CLASS

In this walk-through, you will process a return from work out of class.

Dustin Phelps is on a work out of class assignment which is ending. You will process a return from work out of class.

When processing a return from work out of class, you must use the Job Data component. You cannot use the Pay Rate Change component.

ACTION	RESULT
1. Sign in to the <b>User Training</b> database, using your training user ID and password.	Main menu appears
2. Select <b>Workforce Administration &gt; Job Information &gt; Job Data</b> .	The Job Data search page displays
3. In the <b>EmplID</b> field, enter 003601__ (substituting your two-digit code for the blanks) and click 	<b>Work Location</b> page displays

Begin on the **Work Location** page.

State Of Minnesota Home | Work

Job Data Search >> Advanced Search Last Search Results

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

**Phelps,Dustin N** Empl ID 00360101  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date 04/09/2015 Go To Row

Effective Sequence 0 \*Action Pay Rate Change

HR Status Active Reason RWO Return From Work Out of Class

Payroll Status Active \*Job Indicator Primary Job

Calculate Status and Dates

Position Number 00000025 Research Analyst Current  
Override Position Data

Position Entry Date 12/22/1994  
 Position Management Record

Regulatory Region USA United States  
Company SMN State of Minnesota  
Business Unit B21MP Econ Security-MAPE  
Department B210000 Economic Security  
Department Entry Date 12/22/1994

Location B21AA CO/PSS Admin Offices  
Establishment ID EI150 Econ-Sec - Central Office Date Created 04/09/2015

Expected Job End Date Termination Date  
 End Job Automatically  
Expected Return Date  Override Last Date Worked  
Last Date Worked

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
1. Click  to insert a row of information.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field
2. <b>Effective Date</b> <ul style="list-style-type: none"> <li>Enter the date that the return from work out of class takes effect.</li> <li>If the date out of range warning displays, click <b>OK</b> and continue.</li> </ul>	04/09/2015
3. <b>Action</b> <ul style="list-style-type: none"> <li>Select Pay Rate Change.</li> </ul>	Pay Rate Change
4. <b>Reason</b> <ul style="list-style-type: none"> <li>Select the appropriate code.</li> </ul>	RWO, Return From Work Out of Class

Select the **Compensation** page.

State Of Minnesota Home | Wc

Job Data Search Advanced Search Last Search Results

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Leave /WOC

Phelps,Dustin N Empl ID 00360101  
Employee Empl Record 0

Compensation Find First 1 of 2 Last

Effective Date 04/09/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Return From Work Out of Class

Payroll Status Active Job Indicator Primary Job

Compensation Rate 19.300000 Frequency H Hourly Annual Rate 40,298.000

Pay Components Personalize Find 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 ONSTEP	0	19.300000	USD	H			

Calculate Compensation Check Budget

Job Data Employment Data Benefits Program Participation

FIELD NAME	DATA
<p>1. <b>Rate Code</b></p> <ul style="list-style-type: none"> <li>Click on the WOCMAP row and click  to delete the row. Click <b>OK</b>.</li> <li>The WOCMAP row is deleted. The ONSTEP row continues to display.</li> </ul>	
<p>2. <b>Comp Rate</b></p> <ul style="list-style-type: none"> <li>This is the in class compensation rate.</li> </ul>	19.30
<p>3. Click </p>	
<p>4. <b>Compensation Rate</b> (located below the Payroll Status)</p> <ul style="list-style-type: none"> <li>Verify the compensation rate displayed.</li> </ul>	19.30

Select the **Leave/WOC** page.

State Of Minnesota Home | Wc

Job Data Search Advanced Search Last Search Results

Work Location Job Information Job Labor Payroll Salary Plan Compensation **Leave /WOC**

**Phelps,Dustin N** Employee Empl ID 00380101 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

**Go To Row**

Effective Date 04/09/2015  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active

Action Pay Rate Change  
 Reason Code Return From Work Out of Class  
 Job Indicator Primary Job

Current

Option Code:  
 Special Program: None

Salary Authority: MAP MAPE  
 Leave Authority: PE1 MAPE Emp Eligible For Leave

**Work Out of Class -- Requires WOC Rate Code on Compensation**

WOC Job Code SetID: Salary Admin Plan:  
 Jobcode: Grade:  
 Appointment End Date: Step:

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. Notice that the work out of class fields are blank on this row.	
2. Click  Save <ul style="list-style-type: none"> <li>If a warning appears, read the message and click <b>OK</b>.</li> </ul>	Saved displays briefly in the upper-right corner
3. If the employee is due back pay due to the pay rate change, process an individual retroactive pay adjustment. For this example, there is no back pay.	
4. If the result of the pay rate change affects the Eligible for Next Increase date, modify the date located on the Additional Employment Info page. For this example, there is no change.	

## **SEMA4 TIPS**

### **WORK OUT OF CLASS**

When processing a work out of class, use the following tips to check your work.

- ✓ Use the Job Data component, not Pay Rate Change.
- ✓ Enter the Appointment End Date on the Leave/WOC page.
- ✓ Review the report HP6151 – Appointment/Leave End Date, to find out when you need to process a return from work out of class.
- ✓ Process a return from work out of class on the end date, otherwise overpayment will occur.
- ✓ Enter notes if it is an unusual transaction.

## PROCESS A WORK OUT OF CLASS EXERCISE

In this exercise, you will process a work out of class.

### Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

### Directions

Dustin Phelps, a Research Analyst, is taking a work out of class assignment as an Accounting Officer Intermediate. A note is required because the increase is more than one step.

In the **User Training** database, use the following data to process the work out of class.

FIELD NAME	DATA
EmplID	003601 __ (substituting your two-digit code for the blanks)
	Click button
Effective Date	04/09/2015
Action	Pay Rate Change
Reason	WOC, Work Out of Class Rate Adjust
Comp Rate (the "in class" comp rate)	19.30
	Click button in Pay Components box, to add a new row
Rate Code of new row Click  to access the Look Up page. In the Rate Code Class, enter WOC and click  Select a rate code from the list.	WOCMAP Refer to the Work Out of Class Rate Codes – Reference
Comp Rate of new row (this is the additional amount)	1.40
	Click button
Compensation Rate (this is the total of the comp rates)	20.70
Jobcode	000979, Accounting Officer Inter
Appointment End Date	12/31/2015
Step	6

## SOLUTION

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota Home

All Search Advanced Search Last Search Results

---

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WQC

**Phelps,Dustin N** Empl ID 00380101  
Employee Empl Record 0

Work Location Find First 1 of 2 Last

\*Effective Date  Go To Row + -

Effective Sequence  \*Action

HR Status Active Reason  Work Out of Class Rate Adjust

Payroll Status Active \*Job Indicator

---

Position Number  Research Analyst Current

Position Entry Date   Position Management Record

Regulatory Region USA United States

Company SMN State of Minnesota

Business Unit B21MP Econ Security-MAPE

Department B210000 Economic Security

Department Entry Date

Location B21AA CO/PSS Admin Offices

Establishment ID  Econ-Sec - Central Office Date Created 04/09/2015

Expected Job End Date  Termination Date

Expected Return Date   End Job Automatically

Last Date Worked   Override Last Date Worked

---

Job Data Employment Data Benefits Program Participation

Notice that the total of the two comp rates displays here.

State Of Minnesota Home

All Search Advanced Search Last Search Results

---

Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Leave /WOC

**Phelps,Dustin N** Empl ID 00360101  
Employee Empl Record 0

Compensation Find First 1 of 2 Last

Effective Date 04/09/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Work Out of Class Rate Adjust

Payroll Status Active Job Indicator Primary Job

---

Compensation Rate 20.700000 Frequency H Hourly Annual Rate 43,221.600 Current

Pay Components Personalize Find 1-2 of 2 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 ONSTEP	0	19.300000	USD	H		+	-
2 WOCMAP	0	1.400000	USD	H		+	-

Calculate Compensation

---

Job Data Employment Data Benefits Program Participation

State Of Minnesota Home Worki

All Search Advanced Search Last Search Results

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Work Location Job Information Job Labor Payroll Salary Plan Compensation **Leave /WOC**

**Phelps,Dustin N** Employee Empl ID 00360101 Empl Record 0

Job Option / Leave / WOC Find First 1 of 2 Last

Effective Date 04/09/2015 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Code Work Out of Class Rate Adjust

Payroll Status Active Job Indicator Primary Job

---

Option Code: Salary Authority: MAP MAPE

Special Program: None Leave Authority: PE1 MAPE Emp Eligible For Leave

**Work Out of Class -- Requires WOC Rate Code on Compensation**

WOC Job Code SetID: MAP MAPE	Salary Admin Plan: 14G
Jobcode: 000979 Accounting Officer Inter	Grade: 07
Appointment End Date: 12/31/2015	Step:

---

Job Data Employment Data Benefits Program Participation

ACTION	RESULT
1. Click  Save <ul style="list-style-type: none"> <li>If warnings appear, read the messages and click <b>OK</b>.</li> </ul>	<i>Saved</i> displays briefly in the upper-right corner
2. If the employee is due back pay due to the work out of class, process an individual retroactive pay adjustment. For this exercise, there is no back pay.	
3. If the result of the pay rate change affects the Eligible for Next Increase date, modify the date located on the Additional Employment Info page. For this exercise, there is no change.	
4. 	Salary approved by Jane Smith

State Of Minnesota Home | Worklist | Add to F

All Search Advanced Search Last Search Results

New

 Selected Note

Instructions

Selected Performance Note

Applications

Empl ID	00380101	Phelps,Dustin N	Created	04/09/2015 10:17AM
Empl Record	0		Creator	
Effective Date	2008-06-30		Last Update	
Effective Sequence	0		Updated By	

Subject: WOC

Note Text: Salary approved by Jane Smith.



## REVIEW QUESTIONS

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. From the following, what is the definition of Work Out of Class? (Hint: Use the Glossary in SEMA4 Help.)
  - a. A situation in which an employee performs the duties of another employee who is on leave.
  - b. A situation in which an employee performs substantially all of the duties of another job class.
  - c. A situation in which a person is being assigned to a different position to receive formal on-the-job training as described in an approved Trainee Plan.
  - d. A situation in which work is done outside of the classroom by MnSCU employees.
  
2. Which page has the work out of class job code?
  - a. Work Location
  - b. Compensation
  - c. Salary Plan
  - d. Leave/WOC
  
3. Which report tells you when an employee's work out of class assignment ends?
  - a. HP6151 - Appointment/Leave End Date
  - b. HR7041 - Mass Update Before and After Values for Salary
  - c. HP6150 - Salary Increase/Probation End Date Report
  - d. HP6194 - Vacant/Occupied Positions by Agency and HR Processing Unit
  
4. True or False: A work out of class assignment usually involves a compensation increase.
  - a. True
  - b. False
  
5. On the Compensation page, you add a row and enter which amount in the new row?
  - a. The sum of the regular pay rate and the additional pay for the higher class
  - b. The pay rate of the higher class
  - c. The difference between the work out of class pay rate and the regular pay rate
  - d. The regular pay rate

Check your answers on the next page.

## REVIEW ANSWERS

Check your answers to the review questions.

1. From the following, what is the definition of Work Out of Class? (Hint: Use the Glossary in SEMA4 Help)
  - b. A situation in which an employee performs substantially all of the duties of another job class.
2. Which page has the work out of class job code?
  - d. Leave/WOC
3. Which report tells you when an employee's work out of class assignment ends?
  - a. HP6151 - Appointment/Leave End Date
4. True or False: A work out of class assignment usually involves a compensation increase.
  - a. True
5. On the Compensation page, you add a row and enter which amount in the new row?
  - c. The difference between the work out of class pay rate and the regular pay rate

Pull out these pieces from the Work Out of Class topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the Exercise in this topic

Whenever you need to process a work out of class, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

You have completed Section E of Employee Maintenance! Continue on to additional section(s) of the learning guide.