

## Entering Non-Employee Information

**Entering information for a Non-Employee into SEMA4 is for OSHA reporting only. The FRI entered into SEMA4 will remain Open as it can't be sent to DOER in the data file. The IDF (Injury/Illness/Incident Data Form) must be sent to DOER along with the Non-SEMA4 Employee Details Form where the FRI will be entered directly into GenComp and assigned a claim number. The WC Coordinator should send these forms via Fax: (651) 297-5471.**

Log into SEMA4 using your logon information to enter the FRI for the Non-Employee. The following examples are done from the User Training account.

After logging into SEMA4, click on Monitor Workplace> Monitor Health/Safety (GBL)> Use> Non-Employee Details. Always check to make sure the Non-Employee information has not already been entered.

Enter the Non-Employees Name into the Name field. The more information you enter will reduce the list of possibilities. This is especially useful with more common names.

The screenshot shows the top navigation bar of the SEMA4 application with links for Home, Worklist, and Help. Below the navigation bar is a breadcrumb trail: Home > Monitor Workplace > Monitor Health/Safety (GBL) > Use > Non-Employee Details. A "New Window" link is also present. The main heading is "Non-Employee Details". Underneath is a section titled "Find an Existing Value" which contains three input fields: "Non-Employee ID:", "Name:", and "Last Name:". Below these fields are three buttons: "Search", "Clear", and "Basic Search". At the bottom left of this section is a link "Add a New Value".

This screenshot shows the same SEMA4 interface but with the "Name" tab selected. The "Non-Empl ID:" field contains the value "00000000000". The "Name" section is expanded, showing a "Format Using:" dropdown set to "USA" with a search icon and the text "United States". A yellow button "Refresh the Name Field" is to the right. Below this is a "Person Name" section with four input fields: "Prefix:" (a dropdown menu), "First:" (containing "Deidre"), "Middle:" (containing "M"), and "Last:" (containing "Jahanshshi"). A "Suffix:" field with a search icon is also present. At the bottom of this section, the "Name:" field displays the combined result: "Jahanshshi,Deidre M".

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- 1) The **Non-Employee ID** field will remain zero's until after all the required information has been completed and the record **Saved**.
- 2) The **Format Using** field should always be **USA**.
- 3) Prefix – optional
- 4) **First** name field is required. The first letter of the name must be Capitalized and should be the same as what is listed on their social security card. **Box # 6 on the FRI form.**
- 5) **Middle** name or initial is optional, but recommended. Should be the same as what is listed on the person Social Security card. **Box # 6 on the FRI form.**
- 6) **Last** name field is required. The first letter of the name must be Capitalized and should be the same as what is listed on their social security card. **Box # 6 on the FRI form.**
- 7) Suffix field is optional.
- 8) The **Name** field will populate with the Non-Employee's name as you entered the information.
- 9) Click on the Address tab.

Address [https://www.sema4.state.mn.us/servlets/iclientservlet/User\\_Training/?cmd=start&](https://www.sema4.state.mn.us/servlets/iclientservlet/User_Training/?cmd=start&)

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Jahanshshi,Deidre M **Non-EmpID:** 00000000000

**Address**

**Country:**

**Address 1:**

**Address 2:**



**State:**

**City:**

**County:**




[Phone](#)

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- 1) The Non-Employee's name will appear just below the page tabs.
- 2) The **Country** field will always be USA.
- 3) **Address 1** field is required. **Box # 9 on the FRI form.**
- 4) Address 2 field is blank.
- 5) **State** field is required. Enter the two character abbreviation for the state the Non-Employee lives in or you can click on the  (magnifying glass) to look up the state abbreviation. **Box # 9 on the FRI form.**
- 6) **City** field is required. Enter the city the Non-Employee lives in. **Box # 9 on the FRI form.**  
**Note: In User Training the city is entered in all capital letters. In Production the city is mixed case.**
- 7) **Postal** (zip code) field is required. **Box # 9 on the FRI form.**
- 8) **County** field, click on the  to look up the County. The Lookup will show the County the city is in.  
**Note: the city must be entered before you can select the county.**
- 9) Click on the [Phone](#) link



The screenshot shows a web application interface for the State of Minnesota. The breadcrumb trail is: Home > Monitor Workplace > Monitor Health/Safety (GBL) > Use > Non-Employee Details. The page title is "Non-Employee Details". Below the breadcrumb trail, there is a text input field containing "000000000000". Below that is a table titled "Phone Numbers" with a "First" button, "1 of 1" text, and a "Last" button. The table has two columns: "\*Phone Type" and "Telephone". The "\*Phone Type" column has a dropdown menu. The "Telephone" column has a text input field and two buttons: "+" and "-". Below the table are "OK" and "Cancel" buttons.

- 10) **Phone Type**, click on the  to select from a list of phone types. Click on the appropriate phone type.
- 11) **Telephone**; enter the phone number in this field. **Box # 10 on the FRI form.**
- 12) If Non-Employee has more than one phone number to enter, click on the  to add additional phone number lines.
- 13) Click on the  button once you have all the Non-Employee's phone numbers entered. This will return you the Address page.
- 14) Click on the **Personal Details** tab.

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Address [https://www.sema4.state.mn.us/servlets/iclientservlet/User\\_Training/?cmd=start&](https://www.sema4.state.mn.us/servlets/iclientservlet/User_Training/?cmd=start&)


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[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety \(GBL\)](#) > [Use](#) > **Non-Employee Details** [New Window](#)

**Name**   **Address**   **Personal Details**   **Extra Details**


Jahanshshi,Deidre M **Non-EmpID:** 00000000000


**Birthdate:**     **Gender**  Male  Female  Unknown


**Date of Death:**  




**Business Title:**

**Employer:**

**Business Unit:**  

**Department:**  

**Supervisor ID:**  

- 1) **Birthdate** field, enter the Non-Employee's date of birth or click on the  to view a calendar where you can select the month, day and year. **Box # 11 on the FRI form.**
- 2) **Gender** field, click on the correct radio button for the person you are entering the information on. **Box # 7 on the FRI form.**
- 3) **Date of Death**, leave blank unless the injury resulted in the Non-Employee's death. Enter the Date of Death or click on the  to view a calendar where you can select the month, day and year. **Box # 31 on the FRI form.**
- 4) **Business Title**, enter the title of the position the person holds. **Box # 12 on the FRI form.**
- 5) **Employer**, enter the name of the school the non-employee works for. **Box # 36 on the FRI form.**
- 6) **Business Unit**, click on the  to get to a Look up screen.

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[Home](#) > [Monitor Workplace](#) > [Monitor Health/Safety \(GBL\)](#) > [Use](#) > **Non-Employee Details** [New Window](#)

### Lookup Business Unit


Business Unit:

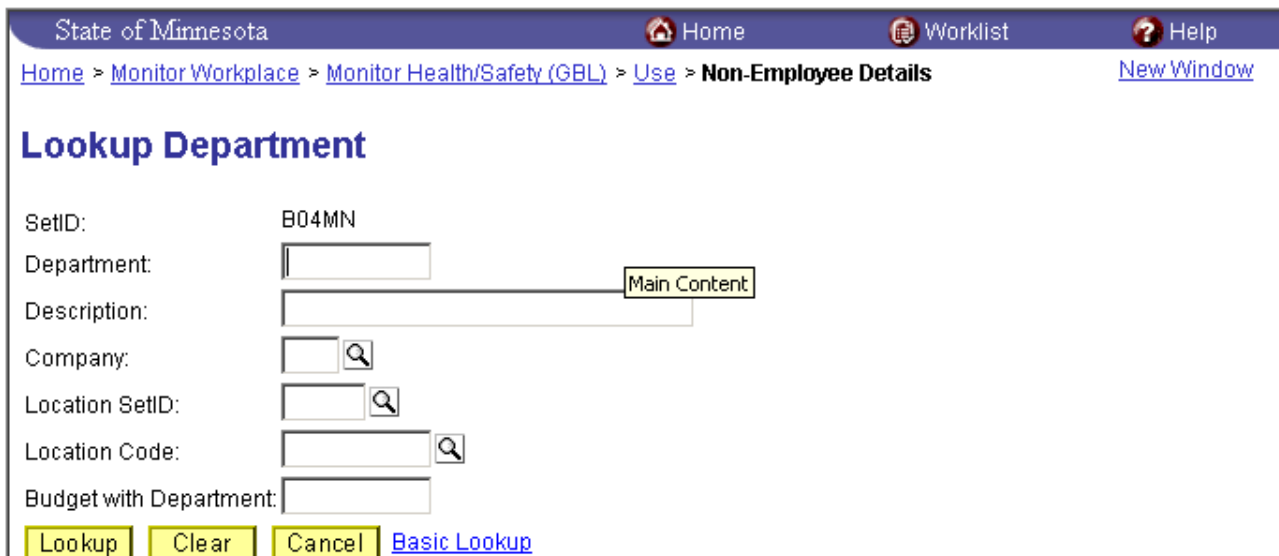
Description:

[Basic Lookup](#)

- A) Enter a description. See the example above on how to enter MnSCU's descriptions.
- B) Click on the  to view a list of MnSCU Business Units.
- C) Click on the appropriate Business Unit to populate it back to the Business Unit field.

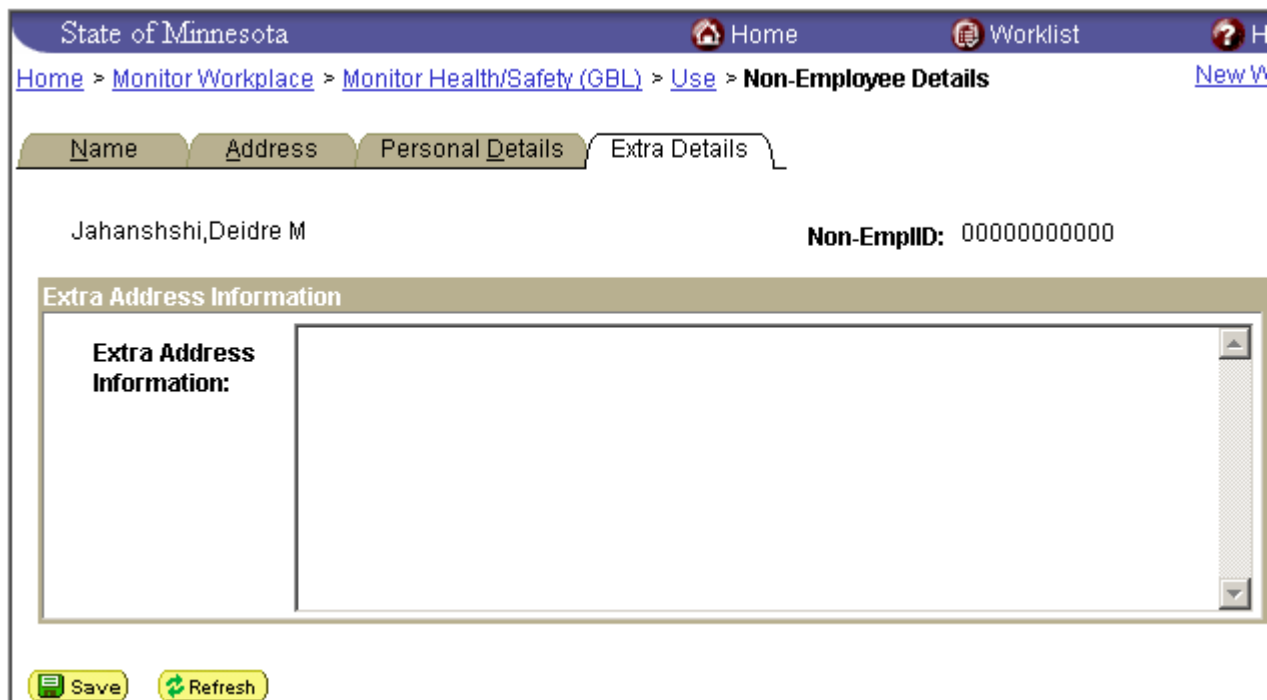
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- 7) **Department**, enter the department that reports injuries for the non-employee. If you don't know the department, click on the  to get to a Look Up screen. When you click on the **Lookup** button, you will receive a list to choose from based on the Business Unit that you entered.



The screenshot shows the 'Lookup Department' form. At the top, there is a navigation bar with 'State of Minnesota', 'Home', 'Worklist', and 'Help'. Below this is a breadcrumb trail: 'Home > Monitor Workplace > Monitor Health/Safety (GBL) > Use > Non-Employee Details'. The form title is 'Lookup Department'. It contains several input fields: 'SetID:' with the value 'B04MN', 'Department:' with an empty text box, 'Description:' with an empty text box, 'Company:' with an empty text box and a magnifying glass icon, 'Location SetID:' with an empty text box and a magnifying glass icon, 'Location Code:' with an empty text box and a magnifying glass icon, and 'Budget with Department:' with an empty text box. At the bottom of the form are four buttons: 'Lookup', 'Clear', 'Cancel', and 'Basic Lookup'. A 'Main Content' label is positioned to the right of the 'Department' field.


- 8) **Supervisor ID**, enter the ID of the state employee who supervises the non-employee.
- 9) The **Extra Details** page is optional. It can be used to give additional address information on the non-employee. Click on the Extra Details tab if you want to add a second address for the non-employee.



The screenshot shows the 'Extra Details' page for a non-employee. At the top, there is a navigation bar with 'State of Minnesota', 'Home', 'Worklist', and 'Help'. Below this is a breadcrumb trail: 'Home > Monitor Workplace > Monitor Health/Safety (GBL) > Use > Non-Employee Details'. The page has four tabs: 'Name', 'Address', 'Personal Details', and 'Extra Details'. The 'Name' tab is selected, showing the name 'Jahanshshi,Deidre M' and the 'Non-EmpID: 00000000000'. Below this is a section titled 'Extra Address Information' with a large empty text area for entering additional address information. At the bottom of the page are two buttons: 'Save' and 'Refresh'.

OR

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- 10) Click on the  button. This will save the record and assign a Non-EmplIID number to the non-employee. Write the Non-EmplIID on the FRI form. You will need this number when entering the FRI.
- 11) Follow the procedures in Appendix A of the Workers' Compensation System Users Guide to enter the FRI. Use the Non-Employee fields instead of the Employee fields.