

## Office Memorandum

**Date:** March 12, 2021  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **SEMA4 and Self Service Impacts due to SWIFT System Update**

The SWIFT scheduled outage beginning on Thursday March 18, 2021 through Monday, March 22, 2021 will have the following impacts to SEMA4 and Self Service.

- Labor Distribution for the 03/16/2021 pay period **will not be available** until 7:00 a.m. on Tuesday, March 23, 2021.
- Beginning at 6:00 p.m. on Thursday, March 18, 2021 and ending at 7:00 a.m. on Tuesday, March 23, 2021 the following validations in SEMA4 and Self Service Time Entry will not be available. Users attempting to use these validations will get the error message “**Labor Validation Blackout.**”
  - Position Funding validation.
  - Business Expense validation.
  - Self Service Manager Business Expense validation.
  - Mass Expense Transfer validation.
  - 1-to-Many Expense Transfer validation.
  - Labor validation in Self Service Time Entry and Manager Time Entry Approval.**NOTE:** Time validation will continue to run.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**