

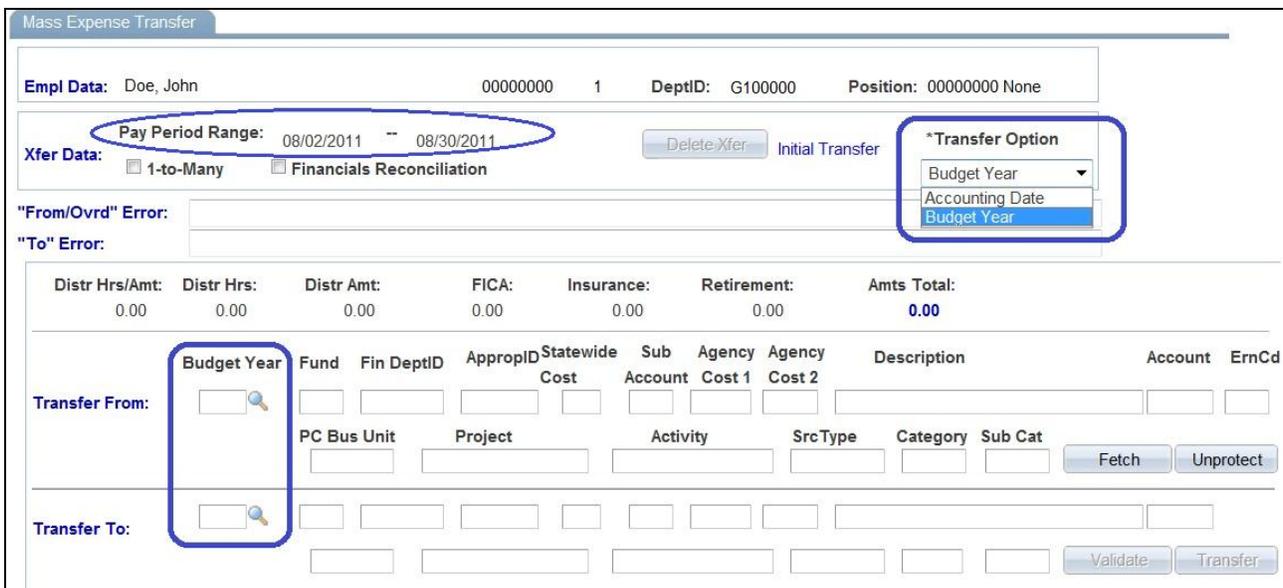
Date: January 12, 2012

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Mass Expense Transfer – Multiple Pay Periods

The Mass Expense Transfer page has been updated in SEMA4 to allow the transfer of multiple pay periods at one time. This capability had inadvertently been broken when the labor fields had been converted to the new SWIFT Chart String. When you search a span of pay periods on the Mass Expense Transfer search page you will now be given the option to process a transfer using Budget Year or Accounting Date. By choosing Budget Year you will be able to fetch all rows that are in the pay period search range with accounting dates that fall within the Budget Year specified.



However, when completing the transfer using the Budget Year, you will lose the capability of entering the Accounting Date in the “transfer to” row. When the “transfer from” and “transfer to” rows are in the same Budget Year, the “transfer to” rows will carry forward the Accounting Dates that existed on the “transfer from” rows. If the “transfer from” row and “transfer to” rows are in different budget years, then the Accounting Date for the “transfer to” rows will be the check date for the current pay period. The exception to this rule is if the “transfer to” row is charged to a continuing appropriation. In that case the Accounting Date will be 6/30/XXXX where XXXX is the Budget Year entered on the “transfer to” row.

Agency Payroll, HR and Accounting staff should contact Erin Gregory at 651-201-8077 or erin.gregory@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.