

**Date:** April 3, 2012

**To:** Agency Payroll and Human Resources Staff

**From:** Mary Muellner, Director  
Statewide Payroll Services

**Subject:** Changes to SEMA4 Leave Activity Page and Vacation Minimum/Floating Holiday Reports

**Changes to the SEMA4 Leave Activity Page**

The following changes to the SEMA4 Leave Activity page have been implemented:

- Two new fields have been added for **Plan Type 51 - Vacation**. The new fields are: Contract Maximum and Current Year Minimum Balance. The SEMA4 Leave Activity page now displays vacation minimum information in a manner similar to the Self Service Leave Activity page, enabling SEMA4 users to easily view the information.
- The Min Balance column in the Pay Period Transactions area has been removed. Previously, the Min Balance checkbox displayed a check mark for the pay period that had the lowest balance for the year, and users scrolled through the pay period transactions to locate the minimum balance.

To view the new Contract Maximum and Current Year Minimum Balance fields on the Leave Activity page:

1. In the Plan Type Scroll Area click  to display plan type 51, Vacation.
2. The Contract Maximum and Current Year Minimum Balance fields display in the Last Carryover Process area.



The screenshot shows the 'Leave Activity' page for John E. Doe (Empl ID: 00000000). The 'Last Accrual Date' is 08/16/2011 and the 'Leave Accrual Date' is 11/09/2010. The 'Plan Type Scroll Area' shows 'Plan Type: 51 Vacation' selected. The 'Last Carryover Process' section displays the following data:

PPE Date:	07/05/2011	Carryover:	61.50	Contract Maximum	275.000
Fiscal Year:	2012	Credit:	0.00	Current Year Minimum Balance	61.500
		Units Lost:	0.00		

Agencies can use these new fields to determine if an employee has reached the minimum vacation requirement for the fiscal/calendar year.

## Vacation Minimum/Floating Holiday Reports

In addition, the following reports are available in DocumentDirect/InfoPac. Agencies should review these reports and notify employees before the deadlines at which point employees may lose leave. Information regarding vacation minimum/floating holiday at fiscal year end is also posted for employees on the Announcements page of the Self Service website.

*Due to the 2011 shutdown, employees in a number of bargaining units and compensation plans were **NOT** required to reach the vacation minimum during fiscal year 2011. However, **the minimum vacation requirement remains in place for fiscal year 2012.***

### **FIHR6440, Listing of Employees Who Have Not Used Floating Holiday**

(DocumentDirect/InfoPac ID HP6440) - Available now

This report includes all employees who have **NOT** yet used their floating holiday this fiscal year. When reviewing this report, pay particular attention to employees who:

- have more than one leave authority to determine if the floating holiday has been taken
- may have entered a new leave authority just prior to, during, or just after the pay period that included the fiscal year split. These employees may not have a floating holiday appear on the report due to the timing of their entry into the leave authority, but they still may be eligible to use a floating holiday.

### **FIHR6510, Report of Employees Who Have Not Reached the Required Vacation Minimum**

(DocumentDirect/InfoPac ID HP6510) - Available now

This report lists employees whose vacation balances have not met the vacation minimum requirement specified in bargaining agreements and compensation plans. This report currently includes employees whose balances have exceeded the minimum since July 1, 2011, and who may lose vacation at **fiscal year end** if the minimum requirement is not met. The report is run biweekly and will list only these employees through pay period ending June 19, 2012 for fiscal year 2012.

**NOTE:** When making the determination if an employee has reached the minimum for the fiscal year, use the following formula:

Beginning Balance – Taken + Adjusted – Paid Off – Donated – Converted = Minimum Balance for the Pay Period

Agencies should review balances for each employee who has more than one leave authority to determine if the minimum is met. Employees who have not met the minimum should be notified as soon as possible. Employees whose balances are controlled by fiscal year end have until June 30, 2012, to reduce their vacation balances.

**NOTE:** Employees in Supreme Court, Lawyers Professional Responsibility Board with less than five years service, and MNSCU employees in MSUAASF, IFO, MSCF and the Administrators' Plan are NOT included on this report.

- Employees who have not reached the required minimum balance may elect to **donate up to 40 vacation hours** to the sick leave account of other eligible state employees (a value and/or hours donation), as one way of reducing their vacation balances. Qualifying law enforcement union members can also donate to a law enforcement reserve bank.

Review Minnesota Management & Budget Policy and Procedure, PAY0041, [Leave Donation](#), to help determine an employee's eligibility and the appropriate number of vacation hours that may be donated.

#### **Donation Deadlines:**

**June 30, 2012** - Donations entered in Self Service

July-6, 2012 - Donations entered by agency staff on the Leave Donation page, using a Donation Date no later than 06/30/2012

- Some employees may also be eligible to **convert vacation hours** to the Minnesota State Deferred Compensation Plan.

Review Minnesota Management & Budget Policy and Procedure, PAY0042, [Deferred Compensation Conversion/Match Options](#), along with the employee's applicable bargaining agreement or compensation plan to determine the appropriate number of vacation hours that may be converted.

- Employees are not required to have a deferred compensation deduction set up to elect a vacation conversion. Their conversion will be processed and invested in the Target Retirement Income Fund until/unless they have directed otherwise by accessing [www.mndcplan.com](http://www.mndcplan.com), establishing an account, and choosing investment options. If you have questions about enrollment, contact MSRS at 651-296-2761 or 1-800-657-5757.

**Deadline:**

June 19, 2012 - Conversions entered in Self Service and by agency staff on the Deferred Comp Conv/Mtch Option page.

**FIHR6511, Report of Employees Who Have Lost Vacation Leave**

(DocumentDirect/InfoPac ID HP6511) - Available July 9, 2012

For employees who have not reduced their leave to the required minimum by the deadline, SEMA4 will automatically reduce their balance during the leave processing for pay period ending July 3, 2012. This report should be reviewed to make certain that employees who appear as losing leave, had their leave balances reduced appropriately.

Pay particular attention to employees who may have:

- changed from a leave authority that requires a minimum at fiscal year end, to one that requires a minimum by calendar year end, or vice versa
- returned from military leave and had time restored
- used voluntary salary savings leave (LSS)

Agency payroll and human resources staff should contact Lynda Hanly at 651-201-8074 or [lynda.hanly@state.mn.us](mailto:lynda.hanly@state.mn.us) if there are questions.

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