



Office Memorandum

Date: August 1, 2012

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

Subject: Paystubs Now Available in PDF Format in SEMA4

Paystubs are now available in SEMA4 in a PDF format. Paystubs in PDF format are NOT available in Self Service.

To view or print a paystub in PDF format in SEMA4:

1. Go to Payroll > Pay Distribution > Paystub.
2. Complete one or more search fields. Click the Search button to get search results. If a list appears, select the record you want to display.
3. On the Employee Paycheck History page, select the PDF checkbox for the desired paycheck issue date, then click the View Paycheck button.
4. The paystub displays in PDF format and can be viewed or printed.

Employee Paycheck History							
Doe, John E							Return to Paystub Search
Review your available paychecks below. Select the check date of the paycheck you would like to review.							
Paycheck Issue Date	Push Button To Select Paycheck	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF	PDF Check?
03/23/2012	View Paycheck	02/29/2012	03/13/2012	\$909.81	9000001	<input checked="" type="checkbox"/>	Yes
03/09/2012	View Paycheck	02/15/2012	02/28/2012	\$909.82	8900001	<input type="checkbox"/>	Yes
02/24/2012	View Paycheck	02/01/2012	02/14/2012	\$999.73	8800001	<input type="checkbox"/>	Yes
02/10/2012	View Paycheck	01/18/2012	01/31/2012	\$909.82	8700001	<input type="checkbox"/>	Yes

Agency Payroll, HR and Accounting staff should contact Mary Wixson in Statewide Payroll Services at 651-201-8062 or mary.wixson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF