



# Office Memorandum

**Date:** May 14, 2013  
**To:** Agency Payroll, HR and Accounting Staff  
**From:** Mary Muellner, Director  
Statewide Payroll Services  
**Subject:** SpeedChart Changes

Two enhancements to SpeedChart functionality have been implemented. Note: The use of SpeedCharts is optional.

## 1. New field on SEMA4 SpeedChart page:

On the SpeedChart page in SEMA4, a labor distribution description field has been added to the fields that can be populated by a SpeedChart. When SpeedCharts are applied to labor distribution, information from the new description field on the SpeedChart page will populate the labor distribution description field. This change will apply to all pages that have the SpeedChart functionality. Population of the labor distribution description field for a SpeedChart is at the agency's option.

### SpeedChart Page

SpeedChart

SetID: G10MN Mn Management & Budget SpeedChart: TEST 06

SpeedChart Effective Date

\*Effective Date: 01/01/2013 \*Status: Active \*Description: Admin Payroll

Long Description: Admin Payroll

*Percent	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity	Source Type	Category	Sub Category	Description
100.00		G10													TEST 06 - Admin Payroll

### Labor Distribution Information

SpeedChart	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity	Source Type	Category	Sub Category	Description	Pay Period End
		G10													TEST 06 - Admin Payroll	

## 2. New field in Self Service Time Entry (Time and Labor reporters only)

On the Time & Labor page in Self Service, a new field has been added to display the last SpeedChart used on that row. This field will display for employees who are Time and Labor reporters in both the employee Time & Labor page and in the manager Time & Labor page. Time Only and Exception reporters will not see the new field.

- After SpeedCharts have been applied, the SpeedChart name defaults into the SpeedChart Used field, which is the final far right field.

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- If an employee or manager makes any changes to the hours or to the labor distribution chartstring fields after SpeedCharts have been applied to a row, the SpeedChart Used field on that row will be blank.

#### Time & Labor Row

Fin DeptID	AppropID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity	Source Type	Category	Sub Category	Description	SpeedChart Used
G10													TEST 06

SEMA4 Help will be updated to reflect these changes.

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

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