



Office Memorandum

Date: April 1, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Vacation Minimum/Floating Holiday Reports

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.

REPORTS

- **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.
- **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, 2015, 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 14, 2016 for fiscal year 2016.

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

- **FIHR6511, Report of Employees Who Have Lost Vacation Leave** (DocumentDirect/InfoPac ID HP6511) – *Available July 18, 2016*
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 12, 2016. This report should be reviewed to make certain that employees who appear as losing leave, had their leave balances reduced appropriately.

DEADLINES

For employees donating vacation or converting vacation to deferred compensation to reduce their vacation balances, the deadlines are:

- Vacation Donation
 - June 30, 2016 - Donations entered in Self Service
 - July 14, 2016 - Donations entered by agency staff on the Leave Donation page, using a Donation Date no later than 06/30/2016

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- Vacation Conversion
 - June 28, 2016 - Conversions entered in Self Service and by agency staff on the Deferred Comp Conv/Mtch Option page

ASSISTANCE

SEMA4 Help

- Reports: Refer to SEMA4 Help for more information about [FIHR6440](#), [FIHR6510](#), and [FIHR6511](#).
- Vacation Donation: 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.
- Vacation Conversion: 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.

Questions

- Deferred Compensation Enrollment: 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 <https://www.msrs.state.mn.us/mndcp>, establishing an account, and choosing investment options. If you have questions about enrollment, contact MSRS at 651.296.2761 or 1.800.657.5757.
- Vacation Minimum/Floating Holiday: Agency Payroll and Human Resources staff should contact Lynda Hanly at 651.201.8074 or lynda.hanly@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.