



Office Memorandum

Date: May 2, 2016
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Payroll Holiday Schedule Changes for May – September 2016

Table 1: Memorial Day Holiday Schedule

| PPE May 31 | Memorial Day Holiday – May 30 |
|-------------------------------------|--|
| Thursday, May 26 | Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual. |
| Friday, May 27 | Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today. |
| Monday, May 30 | Memorial Day Holiday – SEMA4 will not be available. |
| Tuesday – Thursday, May 31 – June 2 | <ul style="list-style-type: none"> • SEMA4 will be available during normal schedule hours. * • Mass Time Entry must be completed by the end of Thursday, as usual. |

Table 2: Independence Day Holiday Schedule

| PPE June 28 | Independence Day Holiday – July 4 |
|--------------------|---|
| Monday, July 4 | Independence Day Holiday – SEMA4 will not be available. |
| Friday, July 8 | Labor Distribution must be completed by noon, as usual. |

Table 3: Labor Day Holiday Schedule

| PPE September 6 | Labor Day Holiday – September 5 |
|-------------------------------------|--|
| Thursday, September 1 | Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual. |
| Friday, September 2 | Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today. |
| Monday, September 5 | Labor Day Holiday – SEMA4 will not be available. |
| Tuesday – Thursday, September 6 – 8 | <ul style="list-style-type: none"> • SEMA4 will be available during normal schedule hours. * • Mass Time Entry must be completed by the end of Thursday, as usual. |

* Reminder: SEMA4 normal hours of operation are: Monday - Thursday 7 a.m. – 7 p.m.; Friday 7 a.m. – 5 p.m.

Agency Payroll and Human Resources staff should contact MaryJo Wixson in Statewide Payroll Services at 651.201.8062 or MaryJo.Wixson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE STAFF IN YOUR AGENCY.