



## Office Memorandum

**Date:** June 15, 2016  
**To:** Agency Payroll and Human Resources Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** Reminders for PPE 7/12/2016

### Split Pay Period Lump Sum Payments

During most of the fiscal year, payments that don't occur on a specific day, such as achievement awards, severance pay, or vacation payoffs can be entered in mass time entry on any day of the two-week pay period. However, during the split pay period each year (pay period ending 7/12/2016 this year), users should take care to enter such payments on a day in the appropriate fiscal year.

Payments entered in mass time entry on June 29 – 30 will post to Budget Fiscal Year (BFY) 2016. Payments entered on July 1 – 12 will post to BFY 2017. (Note: This does not apply to Trial Court Judges, Court of Appeal Judges and Superior Court Judges because their posting is based on different criteria.)

### Floating Holiday for State Fiscal Year (FY) 2017

Eligible employees will be able to take their floating holiday for FY 2017 beginning on July 1. SEMA4 will add a floating holiday to the leave balances of eligible employees when leave accrual is run during the weekend of July 16, 2016. Due to the floating holiday being available for use on July 1, but not actually in the employees balance, agencies will need to add earn code \*FH to allow employees to use their FY 2017 floating holiday on July 1. Beginning Monday, July 18, 2016, agencies must process a prior period earnings adjustment to remove the earn code \*FH.

The following resources will be available to assist agencies in determining that a FY 2017 floating holiday has been added correctly:

- Report FIHR2150, *Employee Biweekly Leave Reporting* (DocumentDirect/InfoPac ID HP2150), for pay period ending 7/12/2016 will be available on Monday, July 18, 2016.
- Report FIHR6440, *Listing of Employees Who Have Not Used Floating Holiday* (DocumentDirect/InfoPac ID HP6440), for pay period ending 6/14/2016 will list **only** those employees who have not used their floating holiday in the current **state fiscal year**, and must use it by June 30, 2016. This report will be available on Monday, June 20, 2016. (Beginning 7/18/2016, this report will change to identify those employees who have not used their floating holiday in the current **calendar year**, and must do so by December 31, 2016.)

### Vacation Maximum

For most bargaining agreements and compensation plans, SEMA4 will reduce the vacation leave balance during leave accrual processing for the pay period ending 7/12/2016 for employees who did not reduce their vacation balance below the vacation maximum once during FY 2016. The system will reduce the beginning balance for pay period ending 7/12/2016 to reflect the vacation hours lost.

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Agencies should notify employees that vacation leave reduction processing will happen with the 7/12/2016 pay period.

On Monday, July 18, 2016, report FIHR6511, *Report of Employees Who Have Lost Vacation Leave* (DocumentDirect/InfoPac ID HP6511), will be available. 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)

SEMA4 cannot identify employees who have been granted an extension on the maximum deadline by Minnesota Management & Budget, and will reduce the vacation balance regardless. **Agencies should make adjustments, if necessary, by using earn code \*VL in mass time entry to add back the hours.** When the end of the extension period has been reached, agencies must reevaluate the employee's leave activity history and use earn code \*VL to reduce any vacation still over the maximum.

#### **FMLA**

**Positive** FMLA balances for FY 2016 will be reduced to zero effective June 30, 2016. For the pay period ending 7/12/2016, the program will process the reduction after subtracting the hours taken through June 30.

On Monday, July 18, 2016, report FIHR2150, *Employee Biweekly Leave Reporting* (DocumentDirect/InfoPac ID HP2150), will be available. This report should be reviewed to ensure FMLA balances were reduced appropriately. The system does not automatically adjust **negative** FMLA balances; therefore, agencies should also review the report to ensure there are no employees with a negative balance. **Agencies should make adjustments, if necessary, by using earn code \*FM in mass time entry.**

#### **Questions?**

Agency Payroll and Human Resources staff should contact Lynda Hanly in Statewide Payroll Services 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.**