



Office Memorandum

Date: September 30, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: State Employees Who Perform Work Duties in Another State –
Telecommute Reporting for October through December

Employees who perform work in a different state than their primary work location must complete the bi-weekly [Telecommuting Timesheet](#) for each pay period. This is a reminder that during the months of October, November and December, agency payroll staff must collect and forward the completed Telecommuting Timesheets to Statewide Payroll Services *each pay period*. The last day to submit bi-weekly telecommuting timesheets for calendar year 2016 is **12/13/2016**.

For each pay period ending in October through December:

1. Retain the completed telecommuting timesheets.
2. Agency payroll staff reviews timesheets for accuracy and employee totals, sorting them by pay period end date, employee name.
3. Agency payroll staff should email telecommuting timesheets to Deductions.MMB@state.mn.us.

Assistance and Resources

Refer to the bulletin dated February 26, 2016, [State Employees Who Perform Work Duties in Another State – Telecommute Reporting Deadlines for 2016](#) for additional information.

Agency Payroll, HR, and Accounting staff should contact Jennifer Goossen in Statewide Payroll Services at 651.201.8072 or jennifer.goossen@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.