



Office Memorandum

Date: October 5, 2016
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Payroll Holiday Schedule Changes for November – December 2016

Table 1: Veteran's Day Holiday Schedule

PPE – November 15	Veterans' Day Holiday - November 11
Wednesday, November 9	The second off-cycle pay calc for this week runs tonight and calculated checks should have a pay date of Monday, November 14.
Thursday, November 10	<ul style="list-style-type: none"> • Payday is today, one earlier than usual. • Labor Distribution must be completed by noon. • SEMA4 will be available until 5:00 p.m.
Friday, November 11	Veterans' Day Holiday - SEMA4 will not be available.

Table 2: Thanksgiving Holiday Schedule

PPE –November 29	Thanksgiving Holiday - November 24 and 25
Monday, November 21	<ul style="list-style-type: none"> • The first off-cycle pay calc for this week runs tonight, and calculated checks should have a pay date of Wednesday, November 23. • SEMA4 will be available during normal schedule hours. *
Tuesday, November 22	<ul style="list-style-type: none"> • The second off-cycle pay calc for this week runs tonight, and calculated checks should have a pay date of Friday, November 25. • SEMA4 will be available during normal schedule hours. *
Wednesday, November 23	<ul style="list-style-type: none"> • Payday is today, two days earlier than usual. • Labor Distribution must be completed by noon. • SEMA4 will be available until 5:00 p.m.
Thursday, November 24	Thanksgiving Holiday - SEMA4 will not be available.
Friday, November 25	Thanksgiving Holiday - SEMA4 will not be available.

Table 3: Christmas and New Year's Holiday Schedule

PPE – December 27	Christmas Holiday - December 26 New Year’s Holiday – January 2
Thursday, December 22	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, December 23	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, December 26	Christmas Holiday - SEMA4 will not be available.
Tuesday – Friday, December 27 - 30	<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.
Monday, January 2	New Year’s Holiday - SEMA4 will not be available.
Friday, January 6	Labor Distribution must be completed by noon, 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 Lynda Hanly in Statewide Payroll Services at 651.201.8074 or lynda.hanly@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE STAFF IN YOUR AGENCY.