

Office Memorandum

Date: July 30, 2018
To: Agency Payroll and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Labor Distribution Errors: Accounting Date Correction Reminder**

Reminder: Budget Fiscal Year (BFY) 2018 is now closed in SEMA4. Any transactions processed for dates prior to 07/01/2018 will cause Labor Distribution errors and will need to be fixed by noon on Friday of Payday Week.

Where are labor distribution errors most likely to occur?

- **Prior Period Adjustments:** After the pay period ending 7/10/2018, prior period adjustments entered for dates prior to July 1 can only post to BFY 2019 accounts using the current check date as the accounting date in Labor Distribution.
- **Employee Business Expense Reports:** Expense reports for expenses incurred in BFY 2018 received after July 12 require a written explanation, approved and signed by the agency head, before the expenses can be reimbursed. These expenses will post to BFY 2019 using the current check date as the accounting date.

What do I need to do?

During payday week be sure to check for and correct errors in Labor Distribution as a result of BFY 2018 being closed.

1. [View the labor distribution status](#) of each department on the Mass Time/Labor Status page. If the status of labor distribution for each department ID is Complete and Validated without errors, labor distribution is complete for the pay period.
2. If any department IDs have errors, [make corrections on the Labor Distribution page](#), and re-validate until all errors are corrected.

TIP: Navigate using  to access labor distribution rows for prior period adjustments.

Questions?

Agency Payroll and Accounting staff should contact Jody Dahl at 651-201-8206 or jody.dahl@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF