

Office Memorandum

Date: February 22, 2019
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Keeping Agency Contacts Up-to-Date**

The agency contact pages in SEMA4 are a valuable resource for communicating, but they are only helpful if they are kept up-to-date. These pages include names, phone numbers, email addresses, and assigned responsibilities (e.g., business expenses, labor distribution, and employment verification) for staff contacts within your agency. These pages are a resource for:

- Statewide Payroll Services staff when contacting an agency's payroll staff
- Your agency staff to contact Payroll and HR staff in other agencies
- Statewide Payroll Services to forward employment verification requests, and for other agency staff and employees looking for employment verification contacts
- ALL state employees to view a list of their agency payroll, HR and insurance contacts on the Self Service website

Pay special attention to employment verification contacts, back-up contacts, and security administrators. Remember, these contacts help both you and your agency's employees!

How do I find instructions in SEMA4 Help?

To access contact pages and instructions in SEMA4, go to: [Steps to Change Contact Information](#)

Questions?

Agency Payroll, HR, and Accounting staff should contact Ann Voronin in Statewide Payroll Services at ann.voronin@state.mn.us or 651-201-8065 if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF