Office Memorandum

Date: February 20, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: State Employees Who Perform Work Duties in Another State

Employees working in a state that is not their permanent work state must use a special earnings code to record time worked in an additional work state. Special earnings codes are used in Self Service Time Entry or Mass Time to indicate the days the employee worked in the additional work state. For example, the earnings code to designate working in Wisconsin would be $WI and would be entered as an additional row, and a 1 marking a day worked outside permanent work state. This allows SEMA4 to calculate the taxable gross and taxes for the additional work state when wages are paid.

NOTE:

- A day may not be ‘split’ a day between two states. Entering any value other than a 1 will cause a validation error.
- During the current calendar year, agencies may process current or prior period adjustments when time was not initially reported to an additional work state.
- The adjustment will calculate and allocate tax amounts to correct states.

Assistance and Resources
Refer to the bulletin dated November 19, 2018, New Telecommuting Payroll Processing Procedure for additional information.

Agency Payroll, HR, and Accounting staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF