



Office Memorandum

Date: March 18, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Nancy Erickson, Human Resource Systems
Subject: **SEMA4 – Planned Extension of Hours**

As a result of an increased need to work remotely, staggered work schedules, and social distancing SEMA4 will have extended hours until further notice:

- Monday – Thursday 7 a.m. to 9 p.m.
- Friday 7a.m. to 7 p.m.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF