



## Office Memorandum

**Date:** May 5, 2021  
**To:** Agency Payroll and Human Resources Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** Payroll Holiday Schedule Changes for May – July 2021

### Memorial Day Holiday Schedule

PPE May 25	Memorial Day Holiday – May 31
Monday, May 31	Memorial Day Holiday – SEMA4 will not be available.
Friday, June 4	Labor Distribution must be completed by noon, as usual.

### Independence Day Holiday Schedule

PPE July 6	Independence Day Holiday – July 5
Thursday, July 1	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, July 2	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, July 5	Independence Day Holiday – SEMA4 will not be available.
Thursday, July 8	Mass Time Entry must be completed by end of Thursday, as usual.

**NOTE:**

SEMA4 hours of operation are currently: Monday - Thursday 7:00 a.m. - 9:00 p.m.; Friday 7:00 a.m. - 7:00 p.m.

Beginning June 14, 2021, SEMA4 hours will change to Monday - Thursday 7:00 a.m. - 7:00 p.m.; Friday 7:00 a.m. - 5:00 p.m.

Agency Payroll and Human Resources staff should contact Lorelei Peters in Statewide Payroll Services at 651-201-8066 or [lorelei.peters@state.mn.us](mailto:lorelei.peters@state.mn.us) if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**