

Office Memorandum

Date: June 15, 2021
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Reminders for PPE 7/6/2021

Split Pay Period Lump Sum Payments

During most of the fiscal year, payments that don't occur on a specific day, such as achievement awards, severance pay, or vacation payoffs can be entered in mass time entry on any day of the two-week pay period. However, during the split pay period each year (pay period ending 7/6/2021 this year), users should take care to enter such payments on a day in the appropriate fiscal year.

Payments entered in mass time entry on June 23 – 30 will post to Budget Fiscal Year (BFY) 2021. Payments entered on July 1 – 6 will post to BFY 2022. (Note: This does not apply to Trial Court Judges, Court of Appeal Judges and Superior Court Judges because their posting is based on different criteria.)

Floating Holiday for State Fiscal Year (FY) 2022

Eligible employees will be able to take their floating holiday for FY 2022 beginning on July 1. SEMA4 will add a floating holiday to the leave balances of eligible employees when leave accrual is run during the weekend of July 10, 2021.

The following resources will be available to assist agencies in determining that a FY 2022 floating holiday has been added correctly:

- Report FIHR2150, *Employee Biweekly Leave Reporting* (DocumentDirect/InfoPac ID HP2150), for the pay period ending 7/6/2021 will be available on Monday, July 12, 2021.
- Report FIHR6440, *Listing of Employees Who Have Not Used Floating Holiday* (DocumentDirect/InfoPac ID HP6440), for the pay period ending 6/8/2021 will list **only** those employees who have not used their floating holiday in the current **state fiscal year**, and must use it by June 30, 2021. This report will be available on Monday, June 14, 2021. (Beginning July 12, 2021, this report will change to identify those employees who have not used their floating holiday in the current **calendar year** and must do so by December 31, 2021.)

Vacation Maximum

For most bargaining agreements and compensation plans, SEMA4 will reduce the vacation leave balance during leave accrual processing for the pay period ending 7/6/2021 for employees who did not reduce their vacation balance below the vacation maximum once during FY 2021. The ending balance for pay period ending 7/6/2021 will reflect the vacation hours lost.

Agencies should notify employees that vacation leave reduction processing will happen with the 7/6/2021 pay period.

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On Monday, July 12, 2021, report FIHR6511, *Report of Employees Who Have Lost Vacation Leave* (DocumentDirect/InfoPac ID HP6511), will be available. This report should be reviewed to make certain that employees who appear as losing leave, had their leave balances reduced appropriately. Pay particular attention to employees who may have:

- changed from a leave authority that requires a minimum at fiscal year end, to one that requires a minimum by calendar year end, or vice versa.
- returned from military leave and had time restored.
- used voluntary salary savings leave (LSS).

Vacation Cap Extension

Leave balances for employees granted the Vacation Cap Extension by Human Resources staff will need to be manually adjusted on or after July 12, in SEMA4. **Agencies should reference [Vacation Cap Extension Adjustment - Steps](#) for information on this process.**

FMLA

Positive FMLA balances for FY 2021 will be reduced to zero effective June 30, 2021. For the pay period ending 7/6/2021, the program will process the reduction after subtracting the hours taken through June 30.

On Monday, July 12, 2021, report FIHR2150, *Employee Biweekly Leave Reporting* (DocumentDirect/InfoPac ID HP2150), will be available. This report should be reviewed to ensure FMLA balances were reduced appropriately. The system does not automatically adjust **negative** FMLA balances; therefore, agencies should also review the report to ensure there are no employees with a negative balance. **Agencies should make adjustments, if necessary, by using earn code *FM in mass time entry.**

Questions?

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

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF