

Office Memorandum

Date: August 10, 2021
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Payroll Holiday and Systems Upgrade Schedule Changes for September 2021**

Labor Day Holiday and Systems Upgrade Schedule

PPE August 31	Labor Day Holiday – September 6, and Systems Upgrade – September 3 - 6
Friday, September 3	Due to systems upgrades, SEMA4 will be available 7:00 a.m. - 11:00 a.m.
Saturday, September 4 through Monday, September 6	Due to system upgrades, Self Service will not be available.
Monday, September 6	SEMA4 will not be available.
Tuesday, September 7	SEMA4 is expected to resume regular hours of operation and be accessed through the Administrative Portal .
Friday, September 10	Labor Distribution must be completed by noon, as usual.

SEMA4 hours of operation are: 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 Erin Gregory in Statewide Payroll Services at 651-201-8077 or erin.gregory@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF