

## Office Memorandum

**Date:** October 6, 2021  
**To:** Agency Payroll and Human Resources Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** Payroll Holiday Schedule Changes for November – December 2021

### Veteran's Day Holiday Schedule

PPE – November 9	Veterans' Day Holiday - November 11
Thursday, November 4	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, November 5	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, November 8	<ul style="list-style-type: none"> <li>• Mass Time Entry is available, one day earlier than usual.</li> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.</li> </ul>
Tuesday, November 9	<ul style="list-style-type: none"> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual.</li> <li>• Off-cycle pay calc runs tonight as usual. Checks will have a pay date of Friday, November 12.</li> </ul>
Wednesday, November 10	Mass Time must be finished by the end of the day, one day earlier than usual.
Thursday, November 11	Veterans' Day Holiday - SEMA4 will not be available.

### Thanksgiving Holiday Schedule

PPE –November 23	Thanksgiving Holiday - November 26 and 27
Thursday, November 18	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, November 19	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, November 22	<ul style="list-style-type: none"> <li>• Mass Time Entry is available, one day earlier than usual.</li> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.</li> </ul>
Tuesday, November 23	<ul style="list-style-type: none"> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual.</li> <li>• Off-cycle pay calc runs tonight as usual. Checks will have a pay date of Friday, November 26.</li> </ul>

Wednesday, November 24	Mass Time Entry must be completed by the end of the day, one day earlier than usual.
Thursday, November 25	Thanksgiving Holiday – SEMA4 will not be available.
Friday, November 26	Thanksgiving Holiday - SEMA4 will be available to agencies from 7 a.m. to 9 a.m.

### Christmas and New Year's Holiday Schedule

<b>PPE – December 21</b>	<b>Christmas Holiday - December 25 New Year's Holiday – January 1</b>
Thursday, December 16	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, December 17	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, December 20	<ul style="list-style-type: none"> <li>• Mass Time Entry is available, one day earlier than usual.</li> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.</li> </ul>
Tuesday, December 21	<ul style="list-style-type: none"> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual.</li> <li>• Off-cycle pay calc runs tonight as usual. Check will have a pay date of Thursday, December 23.</li> </ul>
Wednesday, December 22	Mass Time Entry must be completed by the end of Wednesday, one day earlier than usual.
Thursday, December 23	SEMA4 down at 5:00 p.m.
Friday, December 24	Christmas Holiday - SEMA4 will not be available.
Monday, December 27	Pay Reversal requests for Pay Day December 30, 2021 must be submitted no later than today.
Tuesday, December 28	Off-cycle pay calc runs tonight as usual. Checks will have a pay date of Thursday, December 30.
Wednesday, December 29	The second off-cycle pay calc runs tonight. Checks will have a pay date of Monday, January 3.
Thursday, December 30	<ul style="list-style-type: none"> <li>• Labor Distribution must be completed by noon, one day earlier than usual.</li> <li>• SEMA4 down at 5:00 p.m.</li> </ul>
Friday, December 31	New Year's Holiday - SEMA4 will not be available.

SEMA4 normal hours of operation are:

Monday - Thursday 7 a.m. – 7 p.m.; Friday 7 a.m. – 5 p.m.

### 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](mailto:jody.dahl@state.mn.us) or Yer Lee at 651-201-8074 or [yer.lee@state.mn.us](mailto:yer.lee@state.mn.us) if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE STAFF IN YOUR AGENCY.**