

## Office Memorandum

**Date:** April 11, 2022  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Email Notification Function for Self Service Time Entry and Business Expenses**

Agencies may now elect to receive email notifications for Self Service Time Entry and/or Business Expenses for selected department IDs. If elected, email notifications will be sent to the primary manager when an employee marks their timesheet or business expenses as complete. Primary managers may delegate email notifications when they are unavailable to any back-up manager designated for that department ID.

Additionally, agencies may choose to have email notifications sent to the payroll administrator or business expense administrator when the manager marks the department ID timesheets as 'Ready to Load' or approves a business expense.

Before requesting the Self Service Time Entry and/or Business Expense email notifications, agencies will need to determine if they want email notifications to be sent to the manager only, or to the manager and an administrator.

**The options for Self Service Time Entry or Business Expenses are:**

- Manager receives an email when the employee marks their timesheet and/or business expenses complete.  
Or
- Manager receives an email when the employee marks their timesheet and/or business expenses complete and the designated payroll administrator also receives an email when the manager marks the department ID as 'Ready To Load' or approves the business expenses.

After an agency determines which option is appropriate, agencies will need to notify Statewide Payroll Services of the department IDs and the option selected. Following the initial set up by Statewide Payroll Services, refer to [Self Service Time Entry and Business Expense Notification Email Request and Administrator Set-up](#) and [Self Service Time Entry and Business Expense Email Notification Receipt to Back-up Manager](#) to continue the set up process.

**Questions?**

For **Self Service Time Entry** email notification initial setup, contact Jody Dahl at Statewide Payroll Services at [jody.dahl@state.mn.us](mailto:jody.dahl@state.mn.us) or 651-201-8206 with the department ID and specified manager and/or administrator options for the request.

For **Self Service Business Expenses** email notification initial setup, contact Yer Lee at Statewide Payroll Services at [yer.lee@state.mn.us](mailto:yer.lee@state.mn.us) or 651-201-8074 with the department ID and specified manager and/or administrator options for the request.

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