

Office Memorandum

Date: May 13, 2022
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Fiscal Year 2022 Paycheck Reversals**

Agencies that currently have paycheck reversal requests must send them to Statewide Payroll Services immediately.

Submit your reversal requests to: reversals.mmb@state.mn.us.

Each reversal request must include the reason for the reversal; and the name and phone number of the agency contact who will be able to answer questions if any arise. A copy of the check for repayment may be included to assist in the processing . Statewide Payroll Services will process the reversal in SEMA4.

Checks for the repayment of funds should be sent to:

Minnesota Management & Budget
Statewide Payroll Services, Reversals
658 Cedar Street, Ste 400
Saint Paul, MN 55155

Agencies should be especially prompt in reviewing the FIHR2062, *Payroll Register* (DocumentDirect/InfoPac ID HP2062), or earnings information on the Paycheck Earnings page for the last paychecks in fiscal year 2022. If it is discovered that earnings are incorrect, refer to Minnesota Management & Budget Operating Policy and Procedure PAY0033, [Correction of Overpayments](#), or Operating Policy and Procedure PAY0035, [Correction of Underpayments](#).

Questions?

Agency Payroll and Human Resources staff should contact MaryJo Wixson in Statewide Payroll Services at 651-201-8062 or maryjo.wixson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF