

## Office Memorandum

**Date:** May 26, 2022  
**To:** Agency Payroll and Human Resources Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **New SEMA4 Departments for State Fiscal Year 2023**

If you are creating new SEMA4 departments for State Fiscal Year 2023 to be effective July 1, 2022, be aware:

- Agencies that use Self Service Time Entry:  
Must have the NEW departments established in SEMA4 and employees moved into those departments by Tuesday, June 21, 2022. New departments and updated employee records must be in place before Self Service Time Entry is built on Tuesday evening.
- Agencies that do **not** use Self Service Time Entry:  
Must have the NEW departments established in SEMA4 and employees moved into those departments by Friday, July 1, 2022. New departments and updated employee records must be in place before mass time entry is built on Friday evening.

### 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) if there are questions.

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