

Memo

Date: July 26, 2023

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: New Payroll On-Demand Report FIHU0626 Mass Retro Detail Download

A new SEMA4 On-Demand report is available now for agencies to identify information about all employees with calculated SEMA4 mass retroactive pay, based on bargaining agreement and compensation plan settlements. Agencies can download and review this report to assist with verifying accuracy of calculations or making adjustments to calculations as needed, prior to approving a retroactive payment.

FIHU0626 - Mass Retro Detail Download - Lists employees with calculated retro pay **and** can be downloaded to a Microsoft Excel file.

NOTE: Report FIHU1071 provides the same data, without the Microsoft Excel download option.

To access the report from SEMA4

1. Select the On-Demand Reports tile.
2. Select Payroll Reports tile.
3. Select FIHU0626 from the Payroll reports list.
4. Enter the appropriate Retro ID and Department.
 - The Department ID field has the % symbol entered as default. When using % symbol, users will retrieve data for all department IDs they have security clearance to.
 - To view specific data, users may enter a full department ID or use a partial department ID with a % symbol (wild card character). For example, entering G10X% would retrieve all data for department ID beginning with G10X.
5. Select the 'Run' button.

NOTE:

- After the search information has been entered, a message will display number of retrieved rows.
 - If more than 95,000 rows are retrieved, a second message will appear advising to adjust report parameters to decrease the number of rows.
 - The 'Run' button will not be available unless the number of rows is less than 95,000.
6. Choose a desired format. The default format is .XLS. Select the 'OK' button.
 7. Processing status will display at the bottom of the report request parameters page. To see the status, users will select the 'Refresh' button periodically until the status is Posted.
 8. Select the 'View' button.
 9. Select FIHU0626BI from the file list.

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 if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF