

Memo

Date: October 5, 2023

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule Changes for November - December 2023

Veterans Day Holiday Schedule

PPE – November 7	Veterans Day Holiday - November 11
Thursday, November 2	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, November 3	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 6	<ul style="list-style-type: none">• Mass time entry is available, one day earlier than usual.• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.
Tuesday, November 7	<ul style="list-style-type: none">• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual.• Off-cycle pay calc runs tonight as usual. Checks will have a pay date of Thursday, November 9.
Wednesday, November 8	Mass Time Entry must be completed by the end of Wednesday.
Thursday, November 9	SEMA4 will be available until 5:00 p.m.
Friday, November 10	Veterans Day Holiday - SEMA4 will not be available.

Thanksgiving Holiday Schedule

PPE – November 21	Thanksgiving Holiday - November 23 and 24
Thursday, November 16	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, November 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, November 20	<ul style="list-style-type: none">• Mass time entry is available, one day earlier than usual.• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.

PPE – November 21	Thanksgiving Holiday - November 23 and 24
Tuesday, November 21	<ul style="list-style-type: none"> • Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual. • Off-cycle pay calc runs tonight as usual. Checks will have a pay date of Friday, November 24.
Wednesday, November 22	Mass Time Entry must be completed by the end of the day.
Thursday, November 23	Thanksgiving Holiday - SEMA4 will not be available.
Friday, November 24	Thanksgiving Holiday - SEMA4 will be available 7:00 a.m. - 9:00 a.m. for last minute adjustments only.

Christmas and New Year's Holiday Schedule

PPE – January 2	Christmas Holiday - December 25 New Year's Holiday – January 1
Monday, December 25	Christmas Holiday - SEMA4 will not be available.
Thursday, December 28	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, December 29	<ul style="list-style-type: none"> • Labor Distribution must be completed by noon, as usual. • 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, January 1	New Year's Holiday - SEMA4 will not be available.
Thursday, January 4	Mass Time Entry must be completed by end of Thursday, as usual.

SEMA4 hours of operation currently are:

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