



## Memo

**Date:** October 6, 2023

**To:** Agency Payroll, HR, and Accounting Staff

**From:** Mary Muellner, Director, Statewide Payroll Services

### RE: Keeping Self Service Approvers Up-to-Date

The purpose of this memo is to remind agency payroll staff to review all Self Service Time Entry and Business Expenses approver information, including backup approvers.

#### What reports are available?

The On-Demand report, **FIHU0615– Self Service Managers by DeptID by Business Process**, lists all approvers, including both primary and backup approvers. This report lists all employees in a department ID that have been given the authority on the Self Service Security page to approve Self Service transactions entered by staff.

**TIP!** If you want to run a report for the agency, or part of an agency, enter a complete department ID or a partial department ID plus a wildcard (%) in the Department field.  
For example, G10%.

#### How do I update Self Service approvers?

The Self Service Security page is used to add/update/delete security for agency approvers by department ID and business process. For each department ID, specify the supervisors, managers and payroll administrators who will have authority to approve Self Service transactions. Both primary and backup approvers are designated.

- To get to the Self Service Security page, follow this path in SEMA4:  
**Payroll > Other > Self Service Security**
- For SEMA4 Help instructions, go to [Add/Update Self Service Security Steps](#).

#### Questions?

Agency Payroll, HR, and Accounting Staff should contact Jody Dahl at 651-201-8206 or [jody.dahl@state.mn.us](mailto:jody.dahl@state.mn.us); or Yer Lee at 651-201-8074 or [yer.lee@state.mn.us](mailto:yer.lee@state.mn.us).

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