

Memo

Date: November 27, 2023

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Send 2023 Payroll Reversal Requests to Statewide Payroll Services Immediately

Agencies that currently have paycheck reversal requests must send them to Statewide Payroll Services **no later than Wednesday, 12/13/2023**.

- To discover and send all reversal requests **before the end of the calendar year**, payroll staff should be especially prompt in reviewing the payroll for the last paydays in 2023, including any off-cycle paychecks with a check date in December.
- Paycheck reversal requests for checks dated 12/29/2023 must be sent **no later than Tuesday, 12/26/2023**.
- **Beginning Wednesday, 12/27/2023** contact reversals.mmb@state.mn.us to inquire if a reversal remains an option for a 2023 paycheck; or if the **gross pay** must be collected and a W-2C issued.

Each reversal request must include the detailed reason for the reversal, the employee's name, employee ID, and the pay period end date, as well as the contact information of the agency contact who will be able to answer questions if any arise. Statewide Payroll Services will process the reversal in SEMA4.

Due to direct deposit processing, it is always important to contact Statewide Payroll Services as soon as the need for a reversal is identified. For on-cycle paychecks, processing a reversal within the first two business days after payroll was processed (one business day when Monday or Tuesday is a holiday) will prevent the direct deposit from occurring. **If a direct deposit does occur, then agencies must collect the net pay from the employee to reverse the paycheck.**

The timeliness of sending reversal requests to Statewide Payroll Services is critical. **It is essential that employee earnings be accurately reflected on their Form W-2 for calendar year 2023.**

- Send reversal requests to reversals.mmb@state.mn.us.
- For repayments of overpayments send a scanned copy of the employee's repayment check along with the reversal request. Mail the physical check to:

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

Agency Payroll and Human Resources staff should contact MaryJo Wixson at 651-201-8062 and maryjo.wixson@state.mn.us or Jody Dahl at 651-201-8206 and jody.dahl@state.mn.us if there are any questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF