



Memo

Date: December 12, 2023

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Changes to Paystub Information

In preparation for the implementation of Earned Sick and Safe Time on January 1, 2024, leave balances for *Sick, Vacation, Floating Holiday* and *Compensatory Time* will begin to display on the employee paystub. Leave balance information on the paystubs will be the balance at the time payroll was processed. Leave balance information on previously processed PDF paystubs will not be displayed.

The change will impact PDF paystubs for on-cycle paychecks dated December 29, 2023, or later, and off-cycle PDF paystubs dated December 12, 2023, or later. If an employee views any non-PDF paystub, then the leave balance will display on the non-PDF paystub.

Employees may view other leave plans, as well as additional information for Sick, Vacation, Floating Holiday, and Compensatory Time in Self Service by navigating to Benefits tile > My Leave tile > Leave Activity tile.

Employees in Leave Authorities FAC and MCU whose leave balances are not stored in SEMA4, will see a message displayed on the paystub providing directions on where to go to view their leave balances.

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