



Memo

Date: December 18, 2023

To: Agency Payroll, HR, and Human Resources Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule Changes for January 2024

PPE – January 16, 2024	Martin Luther King Holiday – January 15, 2024
Thursday, January 11	Relocation expense reports must be received by Statewide Payroll Services no later than noon today, two days earlier than usual.
Friday, January 12	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 15	Martin Luther King Holiday – SEMA4 will not be available.
Tuesday - Thursday, January 16 - 18	Mass Time Entry must be completed by the end of Thursday, as usual.

SEMA4 normal hours of operation are Monday - Thursday 7 a.m. - 7 p.m.; Friday 7 a.m. - 5 p.m.

Questions?

Agency Payroll and Human Resources staff should contact Lorelei Peters in Statewide Payroll Services at lorelei.peters@state.mn.us, or 651-201-8066.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE STAFF IN YOUR AGENCY