

Memo

Date: November 17, 2023

To: Agency Payroll and HR Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Updates to the Employee Schedules Page/Additional Work States Section

Changes have been implemented to the employee Schedule page in SEMA4 on the Additional Work States section. Beginning Friday, November 17, 2023, the 'From Date' field for the look back period will now include all pay periods in the current calendar year.

Resources

For additional communications please refer to the [Employees Who Telework in a Different State in 2023 – Reminder](#).

SEMA4 Help: [Set Up/Change an Employee's Standard Work Schedule – Steps](#).

Questions?

Agency Payroll, HR, and Accounting staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us if there are questions on setup, adjustments, or state tax withholding.