

Memo

Date: January 19, 2024

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule and Statewide Systems Upgrade Changes – February 2024

Presidents Day Holiday and Systems Upgrade Schedule

PPE February 13	Presidents Day Holiday and Systems Upgrade – February 16 - 20
Thursday, February 8	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, February 9	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, February 12	<ul style="list-style-type: none"> • Mass time entry is available, one day earlier than usual. • Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.
Tuesday, February 13	<ul style="list-style-type: none"> • Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual. • Off-cycle pay calc runs tonight as usual. Checks will have a pay date of February 15.
Wednesday, February 14	Mass Time Entry must be completed by the end of the day.
Thursday, February 15	Due to statewide systems upgrade SEMA4 will not be available beginning 5:00 p.m.
Friday, February 16 through Monday, February 20 (Presidents Day Holiday)	Due to systems upgrade, all systems including SEMA4, and Self Service will not be available.
Tuesday, February 20	All systems expected to resume regular hours of operation and be accessed through the Administrative Portal. SEMA4 will be available during normal hours 7:00 a.m. - 7 p.m.
Friday, February 23	Labor Distribution must be completed by noon, as usual.

SEMA4 hours of operation during week February 12-16 are: Monday - Wednesday 7:00 a.m. - 7:00 p.m. and Thursday 7:00 a.m. - 5:00 p.m.

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

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF