

Memo

Date: March 28, 2024

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Employees Who Telework in a Different State in 2024 – Reminder

This bulletin is a reminder. Employees working in a state other than Minnesota either as a teleworker (e.g., working from home in Wisconsin) or who temporarily work in a different state (e.g., traveling for business and working from another state) **must** use a special earnings code to record time worked in an additional work state. All entries for 2024, including any adjustments must be entered no later than December 3, 2024. An employee announcement reminding employees to use their additional work state earnings code when working in an additional state has also been posted in [Self Service Employee Announcements](#).

Adding other states before the end of calendar year allows SEMA4 to accurately calculate the taxable gross and taxes for an additional work state when wages are paid. Employees will receive a Federal W-2 form for each applicable state when the forms become available in January 2025.

Special earnings codes are used in Self Service Time Entry, Mass Time Entry, Prior or Current Period Adjustments to indicate the days the employee worked in the additional work state. For example, the earnings code to designate working in Wisconsin would be **\$WI** and would be entered as an additional row, and a **1** marking a day worked outside permanent work state (usually Minnesota). More information about these steps and employee setup in SEMA4 can be found in this previously published bulletin:

[State Employees Who Perform Work Duties in Another State](#).

This procedure applies to most employees who telework or who temporarily work in a different state. This procedure does not apply to employees who are remote workers.

Employees of Minnesota State Colleges and Universities, Board of Public Defense, and the Courts who have a *biweekly* compensation rate on their job record will use an alternative method of reporting time. Contact Statewide Payroll Services for alternate instructions.

Agencies should note the difference

Teleworker: An employee who has an agreed-upon schedule during which they are expected to work at a telework location rather than their permanent/principal work location.

Remote worker: An employee who, as a condition of their appointment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work location.

Resources

[Telework Policy \(HR/LR #1422\)](#)

[Remote Worker Policy \(HR/LR #1447\)](#)

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.
- Agency Payroll, HR, and Accounting staff should contact Michael (Mike) Persons at 651-259-3606 or michael.persons@state.mn.us with specialized tax withholding questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF