

Memo

Date: May 6, 2024

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule Changes for May - September 2024

Memorial Day Holiday Schedule

PPE May 21	Memorial Day Holiday – May 27
Monday, May 27	Memorial Day Holiday – SEMA4 will not be available.
Friday, May 31	Labor Distribution must be completed by noon, as usual.

Juneteenth Day Holiday Schedule

PPE June 18	Juneteenth Day Holiday – June 19
Thursday, June 13	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, June 14	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, June 17	<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 June 18	<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 Friday June 21.
Wednesday, June 19	Juneteenth Day Holiday – SEMA4 will not be available.
Thursday, June 20	Mass Time Entry must be completed by end of Thursday, as usual.

Independence Day Holiday Schedule

PPE July 2	Independence Day Holiday – July 4
Thursday, June 27	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, June 28	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, July 1	<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, July 2	<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 Friday, July 5.
Wednesday, July 3	Mass Time Entry must be completed by the end of Wednesday, one day earlier than usual.
Thursday, July 4	Independence Day Holiday – SEMA4 will not be available.

Labor Day Holiday Schedule

PPE August 27	Labor Day Holiday – September 2
Monday, September 2	Labor Day Holiday – SEMA4 will not be available.
Friday, September 6	Labor Distribution must be completed by noon, as usual.

SEMA4 hours of operation currently are:

Monday - Thursday 7 a.m. - 7 p.m.; Friday 7 a.m. - 5 p.m. Agency Payroll and Human Resources staff should contact Lorelei Peters in Statewide Payroll Services at 651-201-8066 or loirelei.peters@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF