



Memo

Date: May 15, 2024

To: Agency Payroll and Human Resources Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Fiscal Year 2024 Paycheck Reversals

Agencies with outstanding paycheck reversal requests for calendar year 2024 must take immediate action. Submit your reversal requests to Statewide Payroll Services' shared email address: reversals.mmb@state.mn.us. Each reversal request must include the following details:

- The reason for the paycheck reversal request.
- Employee ID.
- Employee and name.
- Paycheck issue date.
- Pay Period end date.
- Check number to be reversed.
- Name and phone number of agency contact.
- If applicable, a copy of the check repaying the Net Pay of check to be reversed.

Statewide Payroll Services will process the paycheck reversal in SEMA4 upon receipt of the above information.

Send checks repaying funds to Statewide Payroll Services:

Minnesota Management & Budget
Statewide Payroll Services, Reversals
658 Cedar Street, Ste 400
Saint Paul, MN 55155

Agencies must promptly review the FIHR2062, *Payroll Register* (Standard Report Viewer/InfoPac ID HP2062), or earnings information on the Paycheck Earnings page for the last paychecks in fiscal year 2024. If it is discovered that earnings are incorrect, refer to Minnesota Management & Budget Operating Policy and Procedure PAY0033, [Correction of Overpayments](#), or Operating Policy and Procedure PAY0035, [Correction of Underpayments](#).

Questions?

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