

## Memo

**Date:** June 4, 2024

**To:** Agency Payroll and Accounting Staff

**From:** Mary Muellner, Director, Statewide Payroll Services

### **RE: Budget Fiscal Year 2024 Closing Deadlines for Payroll**

Year-end closing for Budget Fiscal Year (BFY) 2024 is scheduled for August 16. **Please be certain that employees in your agency are aware of these deadlines.**

#### **Employee Business Expense Reports and Business Expense Transfers**

All Budget Fiscal Year (BFY) 2024 business expenses (for travel expenses incurred during BFY 2024) must be entered in SEMA4 by the end of the day on July 18. Any business expense transfers for BFY 2024 travel expenses must also be entered by the end of the day on July 18.

- Completed SEMA4 Employee Expense Report forms for expenses incurred in BFY 2024 must be submitted to the agency business expense contact no later than July 18. Since the deadline for entering these expenses is the end of that same day (July 18), agencies are encouraged to set an earlier deadline for their employees.
- Expense reports for expenses incurred in BFY 2024 received after July 18 require a written explanation, and must be approved and signed by the agency head, before the expenses can be reimbursed. These expenses will be posted to BFY 2025.
- Beginning July 1, users must make sure to use BFY 2025 accounts when entering business expenses in SEMA4 for travel expenses incurred in BFY 2025.
- The general rule for business expense is to leave the Accounting Date field blank for the expense to be posted in the current year. During Fiscal Year End when both budget fiscal years (BFY) are open for business expense posting, BFY 2024 expenses require a 6/30/2024 date entered in the Accounting Date field. BFY 2025 expenses will need to have the check date as the accounting date.

For more information, please refer to Minnesota Management & Budget Operating Policy and Procedure PAY0021, [Employee Business/Travel Expenses](#).

#### **Employee Travel Advances**

All Budget Fiscal Year (BFY) 2024 travel advances, whether short-term or recurring, must be settled no later than pay period ending 7/16/2024. The deadline for entering these travel advance settlements is the end of the day on July 18.

If an advance for BFY 2025 travel must be issued prior to July, follow these instructions:

- Establish the advance as usual, using Trip Start and End dates that reflect the actual anticipated travel dates (even though they may be in BFY 2025).
- Issue the advance from BFY 2024 funds (BFY 2025 advances cannot be paid until July 1).
- To properly settle the advance, the employee should submit the expense report immediately upon the return from the trip. Settle the advance out of BFY 2024 (where the advance was issued) and reimburse the BFY 2025 expenses out of BFY 2025 (where they were incurred).
- If the Trip End Date does not allow you to settle a BFY 2024 advance by the July 18 deadline, you may process a business expense transfer on or after July 1 to transfer the advance to BFY 2025.

Then, settle the advance and reimburse BFY 2025 expenses out of BFY 2025 when the employee returns.

Advances for BFY 2025 travel can be entered in SEMA4 using BFY 2025 accounts beginning July 1. However, these must be entered as on-cycle transactions since BFY 2025 advances cannot be paid until July 1.

To monitor outstanding business expense advances, run On Demand Report FIHU0400, *BE Outstanding Adv* (Employee Business Expense Outstanding Advances), each pay period.

For more information, please refer to Minnesota Management & Budget Operating Policy and Procedure PAY0020, [Travel Advances](#).

### **Relocation Expense Reports and Expense Transfers**

Relocation expense reports with Budget Fiscal Year (BFY) 2024 expenses and requests for expense transfers on relocation payments must be received by Statewide Payroll Services by noon on July 15. Relocation expense reports for expenses incurred in BFY 2024 received after the July 15 deadline require a written explanation, **must be** approved, and signed by the agency head, before the expenses can be reimbursed. These expenses will be posted to BFY 2025.

### **Mass Expense Transfers**

All mass expense transfers for SEMA4 transactions that posted to Budget Fiscal Year (BFY) 2024 accounts must be completed no later than pay period ending 7/16/2024. These transfers can be entered in SEMA4 until noon on July 26.

Reminder: To move posted payroll expenditures between accounts, you must process a mass expense transfer in SEMA4. You must **not** process an expenditure correction (AP Journal Voucher) in the accounting system for payroll expenditures.

### **Agency Default Accounts**

Agencies must use report FIHR2190, *Expense Transfer Reconciliation* (Standard Report Viewer/InfoPac ID HP2190), to identify all SEMA4 transactions that failed to post correctly and are currently accounted for in the agency default (Fund 6401, Fin Dept ID xxx3PAYC, AppropID xxxPAYC, where xxx is the agency ID). For example, Fund 6401, Fin Dept ID G103PAYC, AppropID G10PAYC.

All items that appear on the report with an accounting date equal to, or prior to, 6/30/2024 must be transferred to a valid account(s) no later than pay period ending 7/16/2024. Transfers can be entered on the Mass Expense Transfer page until noon on July 26.

### **Prior Period Adjustments**

The last pay period that agencies can process prior period adjustments that affect Budget Fiscal Year (BFY) 2024 accounts is the pay period ending 7/16/2024. Adjustments can be entered until noon on July 19. After the pay period ending 7/16/2024, prior period adjustments entered for dates prior to July 1 can only post to BFY 2025 accounts. Labor distribution for these prior period adjustments will default to the account(s) to which the payment originally posted. Users must change the labor distribution to a valid BFY 2025 account(s). The last pay period to process any retroactive pay adjustments that need to post to BFY 2024 is the pay period ending 7/16/2024.

### **Position Funding**

Agencies using Self Service Time and Labor must complete all position funding updates **before June 19**. All other necessary position funding updates must be in place no later than noon on July 5. This will ensure that Budget Fiscal Year (BFY) 2025 labor distribution records are built correctly. In addition, it ensures that payroll cost projections are calculated for the correct accounts.

**NOTE: When adding new position funding records, be sure to leave the Accounting Date field blank.** (The exception to this is for positions that are funded from a continuing appropriation.) If the Accounting Date field is blank, SEMA4 will automatically derive the correct accounting date for labor distribution records based on various date values.

For more information on preparing position funding for the new budget fiscal year, please refer to the [Budget Fiscal Year 2025 Position Funding Changes](#) memo dated May 22, 2024.

### **Cash Receipt Transactions Generated by SEMA4**

Agencies must verify the cash receipt transactions for pay period ending 6/18/2024. Verification must be completed by noon on June 21. If adjustments between fiscal years are necessary, contact Hongyu Liu at 651-201-8156 or Yer Lee at 651-201-8074 with questions.

### **SpeedCharts**

For those agencies using SpeedCharts, changes for Budget Fiscal Year (BFY) 2025 are only needed if a SpeedChart needs to be updated or a new SpeedChart added. If the current accounting strings and percentages of a SpeedChart are correct for BFY 2025, no changes are needed.

The split pay period begins on June 19.

- The SpeedChart row that is used is the one that is in effect as of the pay period end date. There is no mid-pay period proration that happens if you use an effective date that is in the middle of the pay period.
- The recommended deadline for entering SpeedChart changes is June 19 (the pay period beginning date). However, the system will include any updates to the SpeedChart up to the point of the user applying the SpeedChart.

### **Additional Information**

Adhering to the above deadlines will ensure that SEMA4 transactions for Budget Fiscal Year (BFY) 2024 will post to the accounting system by July 26 at the latest. However, if any transaction ends up in error during the July 26 posting, it will post to the BFY 2025 agency default account. The agency must then enter a mass expense transfer to move the expenditure from the default account. By that time, BFY 2024 will be closed and there will be no alternative but to transfer the amount to a BFY 2025 account. This expenditure will reduce the amount available to spend in BFY 2025.

Therefore, please complete all mass expense transfers, prior period adjustments, business expense reimbursements and expense transfers, and any other adjustments **as soon as possible** to avoid having insufficient time to correct unexpected errors.

### **Questions?**

Agency Payroll and Accounting staff should contact Yer Lee in Statewide Payroll Services at [yer.lee@state.mn.us](mailto:yer.lee@state.mn.us) or 651-201-8074 if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**