



Memo

Date: June 5, 2024

To: Agency Payroll and Human Resources Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: New SEMA4 Departments for State Fiscal Year 2025

Agencies creating new SEMA4 departments for State Fiscal Year 2025 to be effective July 1, 2024, be aware:

- Agencies that use Self Service Time Entry:
Must have the **new** departments established in SEMA4 and employees moved into those departments by Tuesday, June 18, 2024. New departments and updated employee records must be in place before Self Service Time Entry is built on Tuesday evening.
- Agencies that do **not** use Self Service Time Entry:
Must have the **new** departments established in SEMA4 and employees moved into those departments by Friday, June 28, 2024. New departments and updated employee records must be in place before Mass Time Entry is built on Friday evening.

Questions?

Agency Payroll and Human Resources staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or jody.dahl@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF