



Memo

Date: August 14, 2025

To: Agency Payroll and Human Resources Staff

From: Mary Muellner, Co-Director, Statewide Payroll Services
Katie Karow, Co-Director, Statewide Payroll Services
Teresa Pivec, Enterprise Director for Human Resource Management

RE: SEMA4 System Upgrade and Temporary Outage: August 23-24, 2025

During the weekend of August 23-24, Minnesota IT Services (MNIT) and Minnesota Management and Budget (MMB) will be upgrading the SEMA4 application. This upgrade will cause a temporary outage of the systems listed below.

- **Outage begins:** Saturday, August 23 at 6:00 a.m.
- **Outage ends:** Sunday, August 24 at 5:00 p.m. (estimated)

Action Required:

Agency staff should notify employees who work in 24/7 operations to plan accordingly and minimize disruptions during the outage.

Systems unavailable during the outage (August 23-24):

- SEMA4
- Self Service Portal
- Enterprise Learning Management (ELM)
- Careers website and applicant portals
- Recruiting Solutions

What to Expect After the Upgrade (Starting August 25, 2025):

- SEMA4, Self Service, and Careers functionality and navigation will remain unchanged.
- All web addresses will remain the same.
- Users are encouraged to [clear their browser history and cache](#) for best performance.

Questions?

Contact the MMB SWIFT Help Desk at [MMB SWIFT Help Desk](#) or 651-201-8100 Option 2.