

## Memo

**Date:** August 18, 2025

**To:** Agency Payroll, Human Resources, and Accounting Staff

**From:** Mary Muellner, Co-Director, Statewide Payroll Services  
Katie Karow, Co-Director, Statewide Payroll Services

### RE: New Agency Contacts for Statewide Payroll Operations

MMB Statewide Payroll Services is excited to announce our new shared mailboxes! Instead of emailing individual Statewide Payroll Operations team members, agencies should utilize these shared mailboxes when they need help with a payroll-related question or transaction.

We have updated our [Agency Payroll Contacts](#) information for Statewide Payroll Services on the MMB website. The email address for each subject is now a shared email, while the names and phone numbers listed for each subject are unchanged. Agency staff should immediately begin using these new shared email addresses to ensure timely responses. We recommend bookmarking the [Agency Payroll](#) page to access the most up to date contact information and other payroll related resources.

The following chart lists possible subjects of questions for each shared email.

Subject	Statewide Payroll Services Shared Mailbox
<ul style="list-style-type: none"> <li>• Business Expenses, Advancements &amp; Reimbursement</li> <li>• Cost Projections</li> <li>• Expense Transfers</li> <li>• Grievances/Settlements</li> <li>• Labor Distribution</li> <li>• Payroll Posting Audit Trail</li> <li>• Roster Staffing Report</li> <li>• Self Service, Business Expenses</li> <li>• 1099s for Estate</li> </ul>	<p>MN_MMB_SPSACCOUNTING  <a href="mailto:spsaccounting.mmb@state.mn.us">spsaccounting.mmb@state.mn.us</a></p>
<ul style="list-style-type: none"> <li>• Deceased Employees</li> <li>• Deferred Compensation or Tax-Sheltered Annuities (TSAs)</li> <li>• Earnings Codes</li> <li>• Health Care Savings Plan (HCSP)</li> <li>• Leave Accounting</li> <li>• Leave Conversion to Deferred Compensation</li> </ul>	<p>MN_MMB_Earncode Leave  <a href="mailto:earncode.leave.mmb@state.mn.us">earncode.leave.mmb@state.mn.us</a></p>

<ul style="list-style-type: none"> <li>• Leave Donation</li> <li>• Mass Time Entry</li> <li>• Military Leave</li> <li>• Retroactive Pay</li> <li>• Self Service, Deferred Compensation or Tax Sheltered Annuities (TSAs)</li> <li>• Self Service, Time Entry</li> </ul>	
<ul style="list-style-type: none"> <li>• Deductions</li> <li>• Deductions, Refunds</li> <li>• Garnishment/Child Support</li> <li>• Self Service, Charitable Deductions</li> </ul>	<p>MN_MMB Deductions  <a href="mailto:deductions.mmb@state.mn.us">deductions.mmb@state.mn.us</a></p>
<ul style="list-style-type: none"> <li>• Adjustments, Prior &amp; Current Pay Period</li> <li>• Direct Deposit</li> <li>• Overpayments, Correction of</li> <li>• Pay Reversals</li> </ul>	<p>MMB_MMB_Reversals  <a href="mailto:reversals.mmb@state.mn.us">reversals.mmb@state.mn.us</a></p>
<ul style="list-style-type: none"> <li>• Deductions, Retirement</li> <li>• Relocation Expenses for Employees</li> <li>• Tax Withholding</li> <li>• W-2 Statements</li> </ul>	<p>MN_MMB_SPSOPS Employee W4  <a href="mailto:spsops.employeeew4.mmb@state.mn.us">spsops.employeeew4.mmb@state.mn.us</a></p>
<ul style="list-style-type: none"> <li>• Warrants: Forged, Lost, Returned, Stop Payment</li> </ul>	<p>MMB, Warrants (MMB)  <a href="mailto:warrants.mmb@state.mn.us">warrants.mmb@state.mn.us</a></p>
<ul style="list-style-type: none"> <li>• FICA Status (includes Visa related questions)</li> </ul>	<p>MN_MMB_payrolltax  <a href="mailto:payrolltax.mmb@state.mn.us">payrolltax.mmb@state.mn.us</a></p>

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