m∩ MANAGEMENT AND BUDGET

Memo

Date: October 3, 2025

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Keeping Self Service Approvers Up-to-Date

The purpose of this memo is to remind agency payroll staff to review and update all Self Service Time Entry and Business Expenses approver information, including backup approvers, regularly.

What reports are available?

The On-Demand report, *FIHU0615– Self Service Managers by DeptID by Business Process*, lists all approvers, both primary and backup approvers. This report lists all employees in a department ID that have been given the authority on the Self Service Security page to approve Self Service transactions entered by staff.

> **TIP!** If you want to run a report for the agency, or part of an agency, enter a complete department ID or a partial department ID plus a wildcard (%) in the Department field. *For example*: G10%

How do I update designated agency staff for Self Service Time Entry and Business Expense approvals?

The Self Service Security page is used to add/update/delete security for agency approvers by department ID and business process. For each department ID, specify the supervisors, managers, and payroll administrators who will have authority to approve Self Service transactions. Both primary and backup approvers are designated.

- To get to the Self Service Security page, follow this path in SEMA4:
  Payroll > Other > Self Service Security
- For SEMA4 Help instructions, go to Add/Update Self Service Security Steps.

How do I setup Email Notification Options for Agency Self Service Approvers?

Reminder – Agency staff responsible for Self Service Time Entry or Business Expenses have the option to receive email notifications whenever their employee marks their Self Service Timesheet and/or Self Service Businesses "Complete." Additionally, agencies can set up a Back-up Manager to receive the notification emails whenever they are not available.

Email Notification Options Set-up Instructions

- [Self Service Time Entry and Business Expense Notification Email Request and Administrator Set-up](#)
- [Self Service Time Entry and Business Expense Email Notification Receipt to Back-up Manager](#)

Questions?

Agency Payroll, Human Resources, and Accounting Staff should contact Statewide Payroll Services at earncode.leave.mmb@state.mn.us; or call Jody Dahl at 651-201-8206 or Courtney Salmon at 651-259-3774.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF