

Memo

Date: October 13, 2025

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule Changes for November - December 2025

Veterans Day Holiday Schedule

PPE – November 4	Veterans Day Holiday - November 11
Tuesday, November 11	Veterans Day Holiday - SEMA4 will not be available.
Friday, November 14	Labor Distribution must be completed by noon, as usual.

Thanksgiving Holiday Schedule

PPE – December 2	Thanksgiving Holiday - November 27 and 28
Monday, November 24	The first off-cycle pay calc for this week runs tonight and calculated checks should have a pay date of Wednesday November 26.
Tuesday, November 25	The second off-cycle pay calc for this week runs tonight and calculated checks should have a pay date of Friday November 28.
Wednesday, November 26	Payday is today, two days earlier than usual. Labor Distribution must be completed by noon. SEMA4 will be available until 5:00 p.m.
Thursday, November 27	Thanksgiving Holiday - SEMA4 will not be available.
Friday, November 28	Thanksgiving Holiday - SEMA4 will not be available.

Christmas and New Year's Holiday Schedule

PPE – December 16	Christmas Holiday - December 25
Tuesday, December 23	Off-Cycle pay calc and confirm runs tonight as usual and calculated checks should have a pay date of Friday, December 26.
Wednesday, December 24	The second off-cycle pay calc for this week runs tonight and calculated checks should have a pay date of Monday, December 29.
Wednesday, December 24	Last day for calendar year 2025 paycheck reversal requests.
Thursday, December 25	Christmas Holiday - SEMA4 will not be available.

PPE – December 16	Christmas Holiday - December 25
Friday, December 26	• Labor Distribution must be completed by noon, as usual. • Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today.
PPE – December 30	New Year's Holiday – January 1
Monday, December 29	• Mass Time Entry is available, one day earlier than usual. • Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.
Tuesday, December 30	• Self Service Time Entry loads to Mass Time Entry for tonight for the second and last time this week, one day earlier than usual. • Off-Cycle pay calc runs tonight as usual. Checks will have a pay date of Friday, January 2.
Wednesday, December 31	Mass Time Entry must be completed by end of day.
Thursday, January 1	New Year's Holiday - SEMA4 will not be available.

SEMA4 hours of operation currently are:

Monday - Thursday 7:00 a.m.-7:00 p.m.; Friday 7:00 a.m.-5:00 p.m.

Agency Payroll and Human Resources staff should contact Halley Bui in Statewide Payroll Services at 651-201 8021 or reversals.mmb@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF