

## Memo

**Date:** December 5, 2025

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

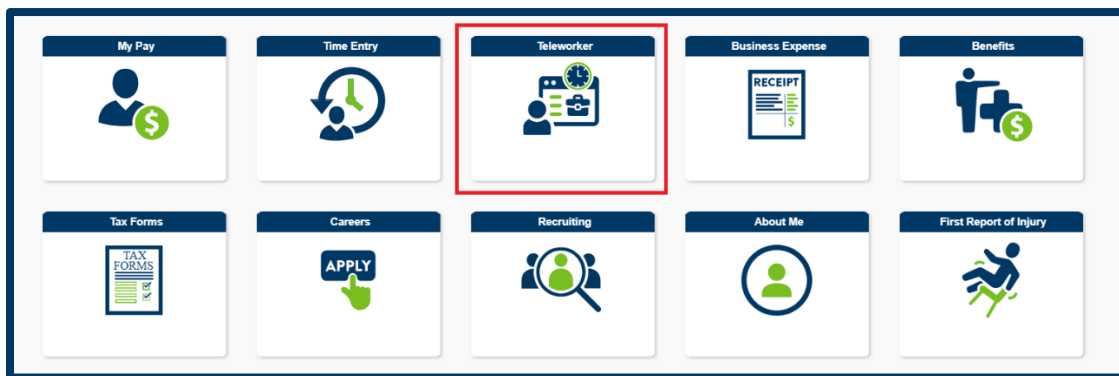
**From:** Katie Karow, Director, Statewide Payroll Services

### RE: Update Documentation for Out-of-State Telework by December 15, 2025

This communication provides information on the recently implemented “Teleworker” tile in Self Service. Employees who telework more than 50% of the time from an out-of-Minnesota location must have a new Telework arrangement documented in Self Service **by December 15, 2025**.

The Minnesota Paid Leave law will take effect on January 1, 2026. As part of this change, the State of Minnesota will begin deducting Paid Leave premiums from eligible employees—those who work 50% or more of their time in Minnesota—starting with the January 9, 2026, paycheck.

**Employees who Telework in a location 50% or more of their time which is outside of Minnesota, will need to use the system tile to submit a new telework request to ensure the Minnesota Paid Leave premium is not deducted from their pay.**



Detailed information has been shared by Minnesota Management and Budget with HR Directors and Designees via GovDelivery on December 1, 2025.

## What needs to happen?

For State of Minnesota employees who have Telework arrangements in place, the Telework location and percentage of time teleworking in that location will be used to determine if a Minnesota Paid Leave premium will be deducted from the paycheck.

### **Employees who Telework in a location more than 50% of time *outside of Minnesota***

Must have a new Telework arrangement documented and approved in SEMA4 by **Monday, December 15** to ensure that the Minnesota Paid Leave premium is **not** deducted from their paychecks.

**When assisting agency employees, allow sufficient time for supervisors and agency HR staff to complete approvals before the December 15 deadline.**

The following steps must be completed for each of those employees:

1. Employee enters their telework request in Self Service.
2. Request is then routed to the employee's immediate supervisor for review.
3. The supervisor has the option to approve, deny, or push back the request.

Once the supervisor approves the request, it routes to the Agency Human Resources Contact for final approval in SEMA4. (Auto generated email notifications will be sent to keep the employee, supervisor, and HR Contact informed.)

**Note:** Statewide Payroll Services will be updating tax record information for employees who telework more than 50% of the time from another state and have completed their new telework agreement in Self Service by December 15, 2025. Failure to complete the telework agreement, will require additional steps by agency staff in SEMA4. A communication with required steps for updating Employee State Tax Data will be distributed after December 15, 2025.

## Questions?

- Agency Staff with Payroll duties can contact MMB [Statewide Payroll Services personnel](#).
- Agency Staff with HR duties can contact MMB [State HR Systems personnel](#).

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