

Memo

Date: December 16, 2025

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Payroll Holiday Schedule Changes for January - February 2026

Martin Luther King Day Holiday Schedule

PPE – January 27, 2026	Martin Luther King Holiday – January 19, 2026
Monday, January 19	Martin Luther King Holiday – SEMA4 will not be available.
Friday, January 23	Labor Distribution must be completed by noon, as usual.

Presidents' Day Holiday Schedule

PPE – February 24, 2026	Presidents' Day Holiday – February 16, 2026
Monday, February 16	Presidents' Day Holiday – SEMA4 will not be available.
Friday, February 20	Labor Distribution must be completed by noon, as usual.

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