

Memo

Date: December 22, 2025

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Payroll Operations and Agency Activities – December 24-26, 2025

This notice clarifies payroll operations and agency responsibilities for the week of December 22-26, 2025.

Statewide Payroll Services will operate on Wednesday, December 24, 2025, and Friday, December 26, 2025. Employees will receive their pay via ACH/direct deposit pay as scheduled on Friday, December 26, 2025.

Although the President has issued an Executive Order granting federal employees administrative leave on December 24 and 26, this order does not change the Federal Reserve Bank's holiday schedule. Christmas Day, Thursday, December 25, 2025, remains the only federal banking holiday.

There have been no additional state holidays created with the federal Executive Order. Unless the Governor announces additional holidays, all holiday pay and overtime related to holidays will follow the current rules.

Payroll operations will proceed as usual, with Friday remaining the regular statewide payday. There are no changes to payroll schedules, deadlines, or processing activities for this pay period.

Agencies are expected to continue normal payroll activities, including:

- Completing payroll check-out on Monday and Tuesday,
- Processing Labor Distribution on Wednesday, or before noon on Friday, and
- Submitting and processing reversals and pay adjustments according to standard procedures and timelines.

SEMA4 hours of operation currently are:

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