

Memo

Date: January 20, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: New Payroll On-Demand Report FIHU2461 – Teleworker Requests and Minnesota Paid Leave Status Discrepancy

A new SEMA4 On-Demand report is now available for agencies to identify employees with an approved Self Service telework agreement whose eligibility for Minnesota Paid Family Leave and Paid Medical Leave taxes require review based on their telework arrangement.

Agencies may run this report to verify the accuracy of paid leave status on the Tax Data page set up in SEMA4 and make necessary changes. Payroll staff should reference this report every pay period to find employees who may need to have the Minnesota Paid Leave Status updated.

FIHU2461 – Teleworker Requests and Minnesota Paid Leave Status Discrepancy identifies employees with an approved teleworker agreement where the Minnesota Paid Leave status is not aligned:

- Employees currently subject to paid leave taxes who are working outside Minnesota more than 50% of the time.
- Employees not currently subject to paid leave taxes who are working in Minnesota at least 50% of the time.

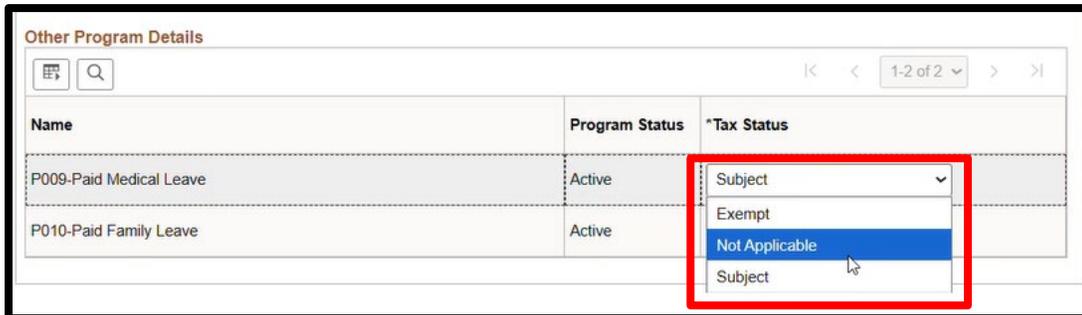
To access the report from SEMA4

1. From the SEMA4 Landing page select the On-Demand Reports tile.
2. Select Payroll Reports tile.
3. Select FIHU2461 from the Payroll reports list.
4. Enter the Department ID in the Set ID field (Enter a complete department ID or a partial department ID plus a wildcard (%) such as G10%.)
5. Select the 'Run' button.
6. Choose a desired format. The default format is .XLS. Select the 'OK' button.
7. Processing status will display at the bottom of the report request parameters page. To see the status, users will select the 'Refresh' button periodically until the status is Posted.
8. Select the 'View' button.
Select FIHU2461BI from the file list.

Updating Employee Tax Data (only if necessary)

1. Navigate to the employee's Federal Tax Data page and insert a new row in Federal Tax Data with a new Effective Date.
2. Navigate to the State Tax Data page for Minnesota.
3. In the Other Program Details – Tax Status section, select the appropriate status. Both plans (listed in the *Name* column) must have the same **Tax Status* for P009 – Paid Medical Leave **and** P010 – Paid Family Leave.

Use *Not Applicable* for employees that do not live in Minnesota and are teleworking from another state more than 50%.



The screenshot shows a web form titled "Other Program Details" with a table containing two rows of program information. The table has three columns: "Name", "Program Status", and "*Tax Status". The first row is for "P009-Paid Medical Leave" with a status of "Active". The second row is for "P010-Paid Family Leave" with a status of "Active". A dropdown menu is open for the "*Tax Status" column of the first row, showing options: "Subject", "Exempt", "Not Applicable" (highlighted in blue), and "Subject". A red box highlights the dropdown menu.

Name	Program Status	*Tax Status
P009-Paid Medical Leave	Active	Subject
P010-Paid Family Leave	Active	Subject

Note: SEMA4 users with the security role Payroll Data Update/Correct will be able to update the Other Program Details information. Users with the security role Payroll Data View may view the data.

Questions?

Agency Payroll and Human Resources staff should contact Jennifer Goossen in Statewide Payroll Services at 651-201-8072 or by [email](#) if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF