

Memo

Date: March 6, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Review and Update Agency Contacts

Agencies are highly encouraged to periodically review their agency's contact pages in SEMA4. Contact pages are a valuable resource for all agency staff and are reflected in Self Service as an employee resource.

The contact pages include names, phone numbers, email addresses, and assigned responsibilities (e.g., business expenses, labor distribution, and employment verification) for staff contacts within your agency. These pages are a resource for:

- All state employees to view a list of their agency payroll, HR, and insurance contacts on the Self Service website.
- Statewide Payroll Services staff when contacting an agency's payroll staff.
- Your agency staff to contact Payroll and HR staff in other agencies.
- Statewide Payroll Services to forward employment verification requests, and for other agency staff and employees looking for employment verification contacts.

Pay special attention to employment verification contacts, direct deposit contacts, back-up contacts, and security administrators. Remember, these contacts help both you and your agency's employees!

How do I find instructions in SEMA4 Help?

To access contact pages and instructions in SEMA4, go to: [Steps to Change Contact Information](#).

Questions?

Agency Payroll, HR, and Accounting staff should contact Ann Bowman in Statewide Payroll Services at ann.bowman@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF