

## Memo

**Date:** March 19, 2026

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

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

### **RE: New SEMA4 Agency Contacts for Leave and Unemployment Insurance Coordination**

Agencies are responsible for managing MPL leave-related matters and responding to unemployment insurance inquiries. Two new **Contact Types** are now available on the agency Contacts pages in SEMA4: **Leave Coordinator** and **Unemployment Insurance Coordinator**.

#### **Agency Action**

Add the appropriate contacts for these roles to your agency's contact information in SEMA4. The **Leave Coordinator** information will also appear in Self Service under the "Need Assistance" tile. Keeping this information current will help direct agency employees to the correct contacts and enable Statewide Payroll Services to efficiently route questions and requests to the appropriate individuals.

The three **Contacts pages in SEMA4** are:

- Contacts by Business Unit
- Contacts by Department
- Contacts by Employee

These pages include names, phone numbers, and assigned responsibilities for staff contacts within your agency.

Instructions for updating these pages can be found in [SEMA4 Help](#).

#### **Important:**

- If Leave Coordinator or Unemployment Insurance Coordinator contacts are not added to one of the Contacts pages in SEMA4, related inquiries may be routed to another staff member listed on the Contacts page.

- If you are entering the **initial contacts** for either of these roles (or any other contact type), you cannot add this information on the **Contacts by Department** page. Instead, add it on the **Contacts by Business Unit** page.
- Be sure to select the correct **employment record number** for the contact when completing the **Contact Rcd#** field. The contact's telephone number and email address default from the **Additional Employment Info** page based on this record number; selecting the wrong record number may result in incorrect contact information displaying.
- It is important for agencies to keep the Contacts pages up to date and include backup contacts when possible.
- Access to the Contacts pages is controlled by your SEMA4 security clearance. Contact information should be visible on all pages for all agencies, but the ability to update pages may be limited depending on your access.

### Questions?

Agency Payroll, HR, and Accounting staff should contact Halley Bui by [email](#) or call 651-201-8021 with questions about SEMA4 Contacts page Set-up.

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