

Memo

Date: April 20, 2026
To: Agency Payroll and Human Resources Staff
From: Katie Karow, Director, Statewide Payroll Services

RE: Archiving Additional Paycheck Information

During the weekend of April 18-19, certain payroll and leave data was archived in SEMA4.

Archived Payroll data for 2023:

- Mass Time
- Prior Period Adjustments
- Paycheck Data
- One-Time Deductions
- Check YTD Balances
- Deduction, Tax, Earnings, and Garnishment Balances
- Savings Management
- Labor Distribution

Archived Leave data:

- Calendar year 2022 (leave data is always retained one year longer than paycheck data)

Accessing Archived Data

Once archived, this information remains available in SEMA4

- **Paycheck data:** Review Archived Paycheck and Review Archived Paycheck – All pages
- **Leave data:** Leave Activity page (use the *History Data* button)

Important:

- Paychecks issued in 2023 or earlier cannot be reversed
- Leave accruals cannot be re-run for pay periods in 2023 or earlier

Processing Adjustments for Archived Periods

Individual Retroactive Pay Adjustments

If processing a retroactive pay transaction for an archived period:

- You may receive a message indicating the employee was not paid during the selected dates
- Adjust the date range to proceed, noting the actual date range,
- Manually calculate the correct adjustment amount
- Enter the amount on the Individual Retroactive Pay page

Incorrect Hours Paid

If an employee was paid incorrectly for an archived period:

1. Determine if the employee was overpaid or underpaid
2. Calculate the dollar amount owed or due
3. Process a Prior Period Adjustment:
 - Select an available prior pay period
 - Add a row with earnings code **RGL**
 - Enter the gross amount the employee is due or owes (e.g., 25.66)
 - Do not modify other fields
4. If leave balances are affected:
 - Document the needed adjustment
 - Enter a manual adjustment in Mass Time Entry using the correct code (e.g., *VL, *SL)
5. Retain all supporting documentation for future reference

Additional Notes for SEMA4 Agency Users

- The **FIHR6420 Paycheck History Report** (Document Direct/InfoPac ID HR6420) remains the source for data prior to 2002
- Some archived data (Mass Time Entry, Prior Period Earnings Adjustments, Labor Distribution) will no longer be available in SEMA4 but will remain in the Data Warehouse
- Balance Review pages will keep:
 - The last row for each earnings and deduction code
 - Year-to-date (YTD) totals
- Access to archived data depends on your SEMA4 security profile
 - You may be unable to view records for inactive departments unless your access is updated to include those older, inactive departments.

Self Service Users

- Archived paychecks will no longer be available as pay stubs
- Archived leave data will not appear in:
 - My Leave Activity (Home page)
 - View Leave Activity (Time Entry)
- Self Service Time Entry data will remain available

Questions?

Agency Payroll, HR or Accounting staff should contact Jody Dahl with Statewide Payroll Services at 651- 201-8206 or by [email](#) if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF