

Memo

Date: April 23, 2026
To: Agency Payroll, Human Resources and Accounting Staff
From: Katie Karow, Director, Statewide Payroll Services

RE: Direct Deposit Updates – Security Changes and Agency Responsibilities

Employees now have a more secure method to update direct deposit in Self Service

When employees select the **My Pay** tile in Self Service, they will now see two options:

- **Direct Deposit - Read Only** – Allows employees to view their current direct deposit information, obtain forms or instructions.
- **Direct Deposit - Changes** – Allows employees to update direct deposit information.

To access the **Direct Deposit - Changes** in Self Service, employees must be connected to the State's secure network (either at a premise directly connected to the State's network or through a computer connected to the secured VPN).

If an employee is unable to access a secure connection, they must complete and submit a paper direct deposit form. Once received, agency staff with appropriate security access are responsible for verifying the employee requesting the change by initiating contact with them either in person, via a Teams Video Call, or by a known phone number before entering the direct deposit changes in SEMA4.

Action Required:

Agencies **must** ensure they have a [Direct Deposit Designee](#) with the appropriate security clearance to process direct deposit updates submitted via paper form. This includes maintaining adequate backup coverage, with the appropriate SEMA4 security settings, to support timely processing. Security profile changes can be made by submitting the [change request form](#) to Sema4.Security@state.mn.us.

Questions?

Agency Payroll, HR or Accounting staff should contact Halley Bui with Statewide Payroll Services at 651- 201-8021 or by [email](#) if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF