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**Date:** May 7, 2026

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

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

## RE: Payroll Holiday Schedule Changes for May - September 2026

### Memorial Day Holiday Schedule

PPE May 19	Memorial Day Holiday – May 25
Monday, May 25	Memorial Day Holiday – SEMA4 will not be available.
Friday, May 29	Labor Distribution must be completed by noon, as usual.

### Juneteenth Day Holiday Schedule

PPE June 16	Juneteenth Day Holiday – June 19
Thursday, June 11	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, June 12	Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today.
Monday, June 15	<ul style="list-style-type: none"> <li>• Mass Time Entry is available, one day earlier than usual.</li> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.</li> </ul>
Tuesday, June 16	<ul style="list-style-type: none"> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual.</li> <li>• Off-Cycle pay calc and confirm runs tonight as usual. Checks will have a pay date of Thursday, June 18.</li> </ul>

Wednesday, June 17	Mass Time Entry must be completed by the end of the day.
Thursday, June 18	SEMA4 will be available until 5:00 p.m.
Friday, June 19	Juneteenth Day Holiday – SEMA4 will not be available.

### Independence Day Holiday Schedule

PPE June 30	Independence Day Holiday – July 3
Thursday, June 25	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, June 26	Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today.
Monday, June 29	<ul style="list-style-type: none"> <li>• Mass Time Entry is available, one day earlier than usual.</li> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.</li> </ul>
Tuesday, June 30	<ul style="list-style-type: none"> <li>• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual.</li> <li>• Off-Cycle pay calc and confirm runs tonight as usual. Checks will have a pay date of Thursday, July 2.</li> </ul>
Wednesday, July 1	Mass Time Entry must be completed by the end of the day.
Thursday, July 2	SEMA4 will be available until 5:00 p.m.
Friday, July 3	Independence Day Holiday – SEMA4 will not be available.

### Labor Day Holiday Schedule

PPE September 8	Labor Day Holiday – September 7
Thursday, September 3	<ul style="list-style-type: none"> <li>• Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.</li> <li>• Mass Time Entry must be completed by the end of day Thursday, as usual.</li> </ul>

Friday, September 4	Human resources changes that normally must be entered no later than Monday before the pay period end date must be entered no later than today.
Monday, September 7	Labor Day Holiday – SEMA4 will not be available.
Tuesday - Thursday, September 8 - 10	Mass Time Entry must be completed by end of day Thursday, as usual.

SEMA4 hours of operation are:

Monday - Thursday 7 a.m. - 7 p.m.; Friday 7 a.m. - 5 p.m. Agency Payroll and Human Resources staff should contact Halley Bui in Statewide Payroll Services at 651-201-8021 or [email](#) if there are questions.

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