



Memo

Date: May 14, 2026

To: Agency Payroll and Human Resources Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Fiscal Year 2026 Paycheck Reversals

Agencies with outstanding paycheck reversal requests for fiscal year 2026 must take immediate action.

Submit your reversal requests to Statewide Payroll Services' shared email address:

reversals.mmb@state.mn.us. Each reversal request must include the following details:

- The reason for the paycheck reversal request
- Employee ID
- Employee name
- Pay Period End date
- Issue date
- Paycheck number
- Net Pay
- Name and phone number of agency contact
- If applicable, a copy of the employee's repayment check being mailed to MMB

Note: If there is a garnishment deduction on the paycheck to be reversed, the amount of the garnishment must be added to the net pay. **The total net pay plus all garnishment deductions** must be received by Statewide Payroll Services in order to reverse the check.

Statewide Payroll Services will process the paycheck reversal in SEMA4 upon receipt of the above information.

Send checks repaying funds to Statewide Payroll Services:

Minnesota Management & Budget
Statewide Payroll Services, Reversals
658 Cedar Street, Ste 400
Saint Paul, MN 55155

Agencies must promptly review the FIHR2062, *Payroll Register* (Standard Report Viewer/InfoPac ID HP2062), or earnings information on the Paycheck Earnings page for the last paychecks in fiscal year 2026. If it is discovered that earnings are incorrect, refer to Minnesota Management & Budget Operating Policy and Procedure PAY0033, [Correction of Overpayments](#), or Operating Policy and Procedure PAY0035, [Correction of Underpayments](#).

Questions?

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