

Memo

Date: May 21, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Budget Fiscal Year 2027 Position Funding Changes

Fiscal Year 2027 budgets are currently being set up in the accounting system by agency accounting staff. SEMA4 will begin sending Budget Fiscal Year (BFY) 2027 transactions to the accounting system with the posting on July 24, 2026.

What do agencies need to do?

Agencies using *Self Service Time and Labor* must complete all position funding updates by end of day June 30. On July 1, Self Service Time and Labor will begin validating using the BFY 2027 funding.

Agencies must finish making all other changes to SEMA4 position funding records to tie vacant, future active, and filled positions to new chartstrings by noon on July 17. This will ensure correct position funding defaults into labor distribution for the pay period ending July 14.

How to confirm what positions have chartstrings in Position Funding that are encountering BFY 2027 errors

Use report FIHR6670, *Positions with Invalid ChartStrings* (Standard Report Viewer/InfoPac ID HP6670). This report identifies filled, vacant, and future active positions that have invalid chartstrings. Vacant positions are those with a previous incumbent who received pay. Future active positions have had no previous incumbent.

Report FIHR6670 for BFY 2027 will run on the weekend of May 22 and will be available on Tuesday, May 26.

- From May 26 through July 17 this report will usually run each weekend—and will be available on the following workday.
- The final report for BFY 2026 ran on May 18 and was available on May 19.

TIP! Vacant and future active positions that do not have dates in the Intend to Fill Date field do not have to be corrected at this time. Cost projections will project for vacant and future active positions only if those positions have a date in the Intend to Fill Date field on the Barg Unit/Cost Projection page.

Quick Reference Dates:

- **Monday, May 18** - report FIHR6670, *Positions with Invalid ChartStrings* (Standard Report Viewer/InfoPac ID HP6670) will be run for the last time for BFY 2026.
- **Tuesday, May 26** - report FIHR6670, *Positions with Invalid ChartStrings* (Standard Report Viewer/InfoPac ID HP6670) will be available for BFY 2027.
- **Tuesday, June 30** – agencies using Self Service Time and Labor must complete all position funding updates by the end of the day.
- **Wednesday, July 1** – Self Service Time and Labor will begin validating with BFY 2027 funding.
- **Friday, July 17** – finish any changes to SEMA4 position funding records for vacant, future active, and filled positions to new chart strings by noon.

Questions?

- If you have questions, contact Courtney Salmon in Statewide Payroll Services at 651-259-3774 or [email](#).
- If you are unable to resolve an error on the Positions with Invalid ChartStrings report, reach out to your Agency Assistance Contact.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF