

Memo

Date: June 3, 2026

To: Agency Payroll and Human Resources Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: New SEMA4 Departments for State Fiscal Year 2027

Agencies creating new SEMA4 departments for State Fiscal Year 2027 (to be effective July 1, 2026) should be aware:

- Agencies that use Self Service Time Entry:
Must have the **new** departments established in SEMA4 and employees moved into those departments by 7 p.m. Tuesday, June 16, 2026. New departments and updated employee records must be in place before Self Service Time Entry is built on Tuesday evening.
- Agencies that do **not** use Self Service Time Entry:
Must have the **new** departments established in SEMA4 and employees moved into those departments by 5 p.m. Friday, June 26, 2026. New departments and updated employee records must be in place before Mass Time Entry is built on Friday evening.

Questions?

Agency Payroll and Human Resources staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or [email](#) if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF