

## Memo

**Date:** June 17, 2026

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

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

### **RE: Reminders for Pay Period Ending (PPE) 6/30/2026 and 7/14/2026**

This memo provides important reminders for agencies regarding payroll processing for PPE 6/30/2026 and 7/14/2026; lump sum payments, Fiscal Year (FY) 2027 floating holiday, vacation maximum processing, and FMLA balance adjustments. It also identifies key reports and dates agencies should monitor to ensure accurate leave and payroll processing.

#### **Lump Sum Payments**

Payments entered in mass time entry on 6/17 – 6/30/2026 will be posted to Budget Fiscal Year (BFY) 2026 and payments entered on or after 7/1/2026 will be posted to BFY 2027.

**Note:** This **does not apply** to Trial Court Judges, Court of Appeal Judges, and Superior Court Judges because their posting is based on different criteria.

#### **Floating Holiday for State Fiscal Year (FY 2027)**

Eligible employees will be able to take their floating holiday for FY 2027 beginning on 7/1/2026. However, SEMA4 will not add a floating holiday to the leave balances of eligible employees until leave accrual is run during the weekend of 7/18/2026. Due to the floating holiday being eligible for use between 7/1/2026 – 7/14/2026, but not actually in the employees' balance, agencies will need to add earnings code \*FH in mass time to allow employees to use their FY 2027 floating holiday on or before 7/14/2026. Then beginning July 20, 2026, agencies must process a 7/14/2026 prior period earnings adjustment to remove the earnings code \*FH.

The following resources will be available to assist agencies in determining that a FY 2027 floating holiday has been added correctly:

- Report FIHR2150, *Employee Biweekly Leave Reporting* (Standard Report Viewer/InfoPac ID HP2150), for the pay period ending 7/14/2026 will be available on Monday, 7/20/2026.
- Report FIHR6440, *Listing of Employees Who Have Not Used Floating Holiday* (Standard Report Viewer/InfoPac ID HP6440), for the pay period ending 6/16/2026 will list **only** those employees who have not used their floating holiday in the current state **fiscal year**, and must use it by 6/30/2026. This report will be available on Monday, 6/22/2026. (Beginning 7/20/2026, this

report will change to identify those employees who have not used their floating holiday in the current **calendar year** and must do so by 12/31/2026 to make sure it doesn't go unused.)

### **Vacation Maximum**

During leave accrual processing for the pay period ending 7/14/2026, SEMA4 will reduce the vacation leave balances of employees who did not bring their balance below the maximum at any point during FY26, in accordance with the limits established by their bargaining unit contract or compensation plan. The ending balance for pay period ending 7/14/2026 will reflect the vacation hours lost.

Agencies should notify employees that vacation leave reduction processing will happen with the 7/14/2026 pay period.

On Monday, 7/20/2026, report FIHR6511, *Report of Employees Who Have Lost Vacation Leave* (Standard Report Viewer/InfoPac ID HP6511), will be available. This report should be reviewed to make certain that employees who appear as losing leave had their leave balances reduced appropriately. Pay particular attention to employees who may have:

- Changed from a leave authority that requires a minimum at fiscal year-end to one that requires a minimum by calendar year end, or vice versa.
- Returned from military leave and had time restored.
- Used voluntary Leave Salary Savings (LSS).

### **FMLA**

**Positive** FMLA balances for FY 2026 will be reduced to zero effective 6/30/2026. For the pay period ending 7/14/2026, the program will process the reduction after subtracting the hours taken through 6/30/2026.

On Monday, 7/20/2026, report FIHR2150, *Employee Biweekly Leave Reporting* (Standard Report Viewer/InfoPac ID HP2150), will be available. This report should be reviewed to ensure FMLA balances were reduced appropriately. The system does not automatically adjust **negative** FMLA balances; therefore, agencies should also review the report to ensure there are no employees with a negative balance. **Agencies should make any necessary adjustments by using earnings code \*FM in mass time entry.**

## Key Dates

Date	Agency Action/ Item
June 17-30, 2026	Lump sum payments entered in this window post to Budget Fiscal Year (BFY) 2026.
June 22, 2026	FIHR6440 report available for employees who have not used their FY 2026 floating holiday.
June 30, 2026	Deadline for employees to use FY 2026 floating holiday.
July 1, 2026	Lump-sum payments entered on or after this date post to BFY 2027; eligible employees may begin using FY 2027 floating holiday.
July 18-19, 2026	Leave accrual run for PPE 7/14/2026: <ul style="list-style-type: none"><li>• FY 2027 floating holiday added to eligible employees.</li><li>• Vacation maximum reductions processed.</li><li>• Positive FY2026 FMLA balance reduced to zero.</li></ul>
July 20, 2026	FIHR2150 report available for PPE 7/14/2026; FIHR6440 switches to calendar year view; FIHR6511 report available for vacation-leave loss review.

## 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**