

Memo

Date: July 21, 2026

To: Agency Payroll and Human Resources Staff

From: Katie Karow, Director, Statewide Payroll Services

Teressa Pivec, Director, Enterprise Employee Resources

RE: Systems Upgrade and Temporary Outage: August 27-31, 2026

To keep statewide systems current, Minnesota Management and Budget, the Department of Administration, and Minnesota IT Services are upgrading the technology that supports statewide applications.

The statewide system upgrade will be implemented on **Monday, August 31, 2026**. To complete the upgrade, all statewide systems will be unavailable from **Thursday, August 27, at 4:30 p.m.**, through **Monday, August 31, at 6:00 a.m.**

Agency staff should plan accordingly, as this downtime will impact payroll processing and may disrupt critical business operations. We appreciate your patience during this scheduled maintenance.

SEMA4 Upgrade Schedule Changes

PPE August 25	Systems Upgrade – August 27-30
Thursday, August 20	Relocation expense reports must be received by Statewide Payroll Services by noon today, two days earlier than usual.
Friday, August 21	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, August 24	• Mass Time Entry is available, one day earlier than usual. • Self Service Time Entry loads to Mass Time Entry tonight for the first time this week, one day earlier than usual.
Tuesday, August 25	• Self Service Time Entry loads to Mass Time Entry tonight for the second and last time this week, one day earlier than usual. • Off-Cycle pay calc and confirm runs tonight as usual. Checks will have a pay date of Thursday, August 27.

Wednesday, August 26	Mass Time Entry must be completed by the end of the day.
Thursday, August 27	Due to systems upgrades, SEMA4 will be available 7:00 a.m. - 4:30 p.m.
Friday, August 28 - Monday, August 31	Due to system upgrades, SEMA4 and Self Service will not be available.

Systems impacted by the outage include:

- Appropriate Maintenance Application (AMA)
- Budget Planning and Analysis System (BPAS)
- Capital Budget System (CBS)
- EPM Data Warehouse
- Fiscal Note Tracking System (FNTS)
- Learning Management (ELM)
- Recruiting Solutions (for both internal and external applicants)
- Self Service
- SEMA4
- SWIFT (Including Supplier Portal and Mobile Inventory)

Users must clear their internet browsing history and cache before they log into these systems on Monday, August 31.

If there are issues with trying to log in, view data, or access data in any of the statewide systems mentioned above, [clearing your browsing history and cache](#) may help resolve these issues.

Questions?

- For payroll-related questions and processing schedule changes contact Halley Bui in Statewide Payroll Services at 651-201-8021 or [email](#).
- For questions regarding systems access contact the MMB SWIFT Help Desk at [MMB SWIFT Help Desk](#) or 651-201-8100 Option 2.