



Memo

Date: July 27, 2026

To: Agency Payroll and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Labor Distribution Errors – Accounting Date Correction Reminder

Reminder: Budget Fiscal Year (BFY) 2026 is now closed in SEMA4. Any transactions processed for dates prior to fiscal year-end close date 7/1/2026 will cause Labor Distribution errors. Correct Labor Distribution errors by Friday, 12:00 p.m. on payday weeks.

Where are labor distribution errors most likely to occur?

- **Prior Period Adjustments:** After the pay period ending 7/14/2026, prior period adjustments entered for dates prior to 7/1/2026 will post to BFY 2027 accounts using the current check date as the accounting date in Labor Distribution.
- **Employee Business Expense Reports:** Expense reports for expenses incurred in BFY 2026 received after 7/16/2026 require a written explanation, and must be approved and signed by the agency head before the expenses can be reimbursed. These expenses will post to BFY 2027 using the current check date as the accounting date.

Agency Action Required

During payday weeks be sure to check for and correct errors in Labor Distribution by 12 p.m. on payday week Fridays.

- Review the [Labor Distribution status](#) for each department on the Mass Time/Labor Status page.
- Confirm that each department displays a status of Complete and Validated with no errors.
- If errors exist, make the necessary [corrections on the Labor Distribution page](#) and revalidate until all errors have been resolved.

Tip: Navigate using  to access labor distribution rows for prior period adjustments.

Questions?

Agency Payroll and Accounting staff should contact Courtney Salmon at 651-259-3774 or [email](#) if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF