



Memo

Date: October 5, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

Action Required: Verify Self Service Approvers and Backup Approvers

Statewide Payroll Services asks each agency to complete the following actions.

1. **Review** all Self Service Time Entry and Business Expense approvers, including backup approvers, for every department ID in your agency.
2. **Update** any approver who has left, changed positions, or no longer supervises the employees assigned.
3. **Confirm** that every department ID has a backup approver.
4. **Encourage** approvers to set up email notifications so transactions are approved promptly.

After this review, agencies should check approver information regularly and whenever a supervisor or manager is hired, leaves, or changes roles.

Benefits to your agency

Current approver information ensures that time and expense transactions are routed to the correct approver and approved without delay, so employees are paid accurately and on time. Assigning backup approvers keeps approvals moving when a primary approver is unavailable. Removing outdated approvers strengthens internal controls by limiting approval authority to current supervisors, managers, and payroll administrators. Together, these steps reduce stalled transactions, corrections, and follow-up work for payroll staff.

How to review approvers

Run the On-Demand report **FIHU0615 – Self Service Managers by DeptID by Business Process**. This report lists all primary and backup approvers who have been given authority on the Self Service Security page to approve Self Service transactions in a department ID.

Tip: You can run the report for your entire agency by entering a partial department ID in the Department field followed by a wildcard (%). For example: G10%.

How to update approvers

Use the Self Service Security page to add, update, or delete approvers by department ID and business process. For each department ID, designate the primary and backup supervisors, managers, and payroll administrators who are authorized to approve Self Service transactions.

- **SEMA4 path:** Payroll > Other > Self Service Security.
- **Instructions:** [Add/Update Self Service Security Steps](#).

How to set up email notifications

Approvers can receive an email when an employee marks a Self Service timesheet or business expense "Complete." Agencies can also designate a Back-up Manager to receive these emails when the approver is unavailable. Setting up notifications helps ensure transactions are reviewed and approved before payroll deadlines.

- [Self Service Time Entry and Business Expense Notification Email Request and Administrator Set-up](#)
- [Self Service Time Entry and Business Expense Email Notification Receipt to Back-up Manager](#)

Questions?

Contact Statewide Payroll Services by [email](#), or call Jody Dahl at 651-201-8206 or Courtney Salmon at 651-259-3774.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF