

# GRIEVANCE PAYMENT

Instructions: complete this form, attach it to a copy of the grievance settlement documents, and send to Minnesota Management & Budget, SEMA4 HR Services, 658 Cedar Street, Suite 400, Saint Paul, MN 55155-1616.

Employee Name	Employee ID	Employment Record #
Department Name and ID	Pay Period End Date	
Earn Code	Hours / Amount	
Earn Code	Hours / Amount	
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Earn Code	Hours / Amount	
Is the employee's direct deposit a current account? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the employee's direct deposit is not a current account, payment will be by check. <b>Verify that the employee's address is current. If it is not current, change it in SEMA4 before submitting the form and documents.</b>	
Contact (please print)	Contact Phone Number	
Authorized Signature	Date Signed	