

Office Memorandum

Date: March 1, 2017
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Nancy Erickson, Supervisor, Enterprise Human Resources Division
Subject: SEMA4 Mailing Lists

Please share the information in this memo with staff who are not familiar with what SEMA4 mailing lists are available and how to subscribe to them.

What SEMA4 mailing lists are available?

SEMA4 users are informed about important SEMA4 information through two email mailing lists using GovDelivery. Human Resources (HR) messages are sent to the SEMA4 HR list. Payroll messages are sent to the SEMA4 Payroll list. Messages of interest to both audiences are sent to both lists. Users can subscribe or unsubscribe to either or both lists.

What type of information is provided?

Timely information about SEMA4 is sent including:

- Bulletins regarding HR and payroll processing
- Announcements of system changes, enhancements and fixes, and new reports
- System schedule changes due to holidays
- Reminders of upcoming deadlines, such as fiscal year end

Messages sent to the SEMA4 Payroll list usually include a link to the SEMA4 Bulletins page on the Minnesota Management & Budget website.

Who should subscribe to a SEMA4 mailing list?

- All staff with SEMA4 Security should subscribe to one of the SEMA4 mailing lists
- New staff or staff in a new position

How does someone subscribe to a mailing list?

To access instructions to subscribe to a mailing list, go to SEMA4 Help: [Steps to Subscribe/Unsubscribe/Manage Preferences to a Mailing List](#)

For a complete list of Email Lists (GovDelivery), go to: [Minnesota Management & Budget Email Lists](#)