



## Office Memorandum

**Date:** February 17, 2015  
**To:** Agency Payroll, HR and Accounting Staff  
**From:** Mary Muellner,  
Director, Statewide Payroll Services  
**Subject:** Archiving SEMA4 Payroll Data

This past weekend the following 2012 payroll data was archived: Mass Time, Prior Period Adjustments, Paycheck Data, One Time Deductions, Check YTD balances, Deduction balances, Tax balances, Earnings balances, Garnishment balances, Savings Management and Labor Distribution. Leave data for calendar year 2011 was archived. Leave information is always retained a year longer than paycheck data.

Once archived, this information is still viewable in SEMA4.

- Archived paycheck information can be viewed on the **Review Archived Paycheck** and **Review Archived Paycheck – All** pages.
- Archived leave information can be viewed on the **Leave Activity** page using the History Data button.

**While archived information may be viewed in SEMA4, pay checks issued in 2012 or earlier cannot be reversed, nor can leave accrual be re-run for pay periods in 2012 or earlier.**

### **Individual Retroactive Pay Adjustments**

Special steps must be taken when processing individual retroactive pay transactions for pay periods where the paycheck data has been archived. If an individual retroactive pay transaction is attempted for an archived pay period, a message displays stating that the employee was not paid during the date range requested. When this occurs, users should change the date range, note the actual date range, manually calculate the adjustment amount and enter it on the individual retroactive page.

### **Employee Was Not Paid the Correct Number of Hours**

Special steps must also be taken when an employee was paid the incorrect number of hours for a pay period in years where the data has been archived.

- Determine if the employee was over/under paid.
- Calculate the dollar amount the employee was over/under paid.
- Select a prior pay period and process a prior period adjustment. Add a row and enter earn code RGL and the gross amount the employee is due or owes (e.g., 25.66). Note: DO NOT change any other information.
- Determine if the employee's leave balances are affected. If yes, document the leave adjustment needed, and enter a manual leave balance adjustment in mass time entry. Be sure to use the correct earnings code (e.g., \*VL, \*SL).
- Retain your documentation for future reference.

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### **SEMA4 Agency Users**

The FIHR6420, Paycheck History report (Document Direct/InfoPac ID HR6420) is still the source for paycheck information *prior to 2002*.

Mass Time Entry, Prior Period Earnings Adjs, One Time Deductions and Labor Distribution page information for the archived pay checks will no longer be available in SEMA4, but will be available in the Data Warehouse.

Balance Reviews pages (Deduction, Taxes, Earnings, Garnishments, etc.) for archived pay periods will retain the last row for each earn code and deduction code and will include YTD information.

Your SEMA4 security profile will govern your access of archived data. Within the archived data, there may be employees in departments that are no longer active. You will not be able to see those archived records unless/until you have your access modified to view those older, inactive departments.

### **Self Service Users**

Archived pay checks will no longer be available in Self Service for employees to view as pay stubs. Archived leave data will no longer appear when accessing the My Leave Activity link on the Home page, or the View Leave Activity button in Time Entry. However, Self Service Time Entry information will NOT be archived, and will continue to be viewable in Self Service.

Agency Payroll, Accounting or HR staff should contact Lynda Hanly in Statewide Payroll Services at [lynda.hanly@state.mn.us](mailto:lynda.hanly@state.mn.us) or 651.201. 8074 if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.**