



Office Memorandum

Date: December 17, 2015
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Payroll Holiday Schedule Changes for January – February 2016

PPE – January 12, 2016	Martin Luther King Holiday – January 18, 2016
Monday, January 18	Martin Luther King Holiday – SEMA4 will not be available.
Friday, January 22	Labor Distribution must be completed by noon, as usual.

PPE – February 9, 2016	Presidents’ Day Holiday – February 15, 2016
Monday, February 15	Presidents’ Day Holiday – SEMA4 will not be available.
Friday, February 19	Labor Distribution must be completed by noon, as usual.

Agency Payroll and Human Resources staff should contact Lorelei Peters in Statewide Payroll Services at lorelei.peters@state.mn.us, or 651.201.8066, if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE STAFF IN YOUR AGENCY.