



## Office Memorandum

**Date:** February 26, 2016  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** State Employees Who Perform Work Duties in Another State – Telecommute Reporting Deadlines for 2016

Employees who perform work in a different state than their primary work location must complete the bi-weekly [Telecommuting Timesheet](#) for each pay period. Agency payroll staff collects completed timesheets and forwards them to Statewide Payroll Services quarterly. During the months of October, November and December, agency payroll staff collects and forwards the Telecommuting Timesheets each pay period.

**2016 Telecommuting Timesheet submissions deadlines for agency payroll staff are as follows:**

- First quarter – March 8, 2016, for the period 12/16/2015 through 3/8/2016.
- Second quarter – June 14, 2016, for the period 3/9/2016 through 6/14/2016.
- Third quarter – September 20, 2016, for the period 6/15/2016 through 9/20/2016.
- Fourth quarter – **Submit completed timesheets each pay period** through November 2016. The only timesheets that should be submitted in December are for the 12/13/2016 pay period, which **must be received** no later than close of business on **12/13/2016**.

At Quarter End and each pay period ending in October through December:

1. Retain the completed telecommuting timesheets.
2. Agency payroll staff reviews timesheets for accuracy and employee totals, sorting them by pay period end date, and employee name.
3. Agency payroll staff should email telecommuting timesheets to [Deductions.MMB@state.mn.us](mailto:Deductions.MMB@state.mn.us).

Employees will see state taxes withheld on their paystub based on their primary work location. Periodically, Statewide Payroll Services will apportion the employee's taxable gross wages and tax withholding to their part-time work state based on the hours reported on the Telecommuting Timesheet(s). In addition, affected employees will receive multiple W-2s at year end.

Agency Payroll, HR, and Accounting staff should contact Jennifer Goossen at 651.201.8072 or [jennifer.goossen@state.mn.us](mailto:jennifer.goossen@state.mn.us) if there are questions.

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