



Office Memorandum

Date: March 25, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Mueller, Director, Statewide Payroll Services
Subject: Deferred Compensation Conversion and Match Deadlines Reminder

Employees that may be eligible for benefits related to their deferred compensation plans should be aware of the following approaching deadlines. This information is also posted for employees on the Announcements page of the Self Service website.

Vacation conversions or optional deferred compensation matches **must be entered** in Self Service or SEMA4 **no later** than the dates listed below for Fiscal Year (FY) 2016. (For example, a deferred compensation match entered on 6/15/2016 in Self Service or SEMA4 will be for FY 2017.)

DATE	DEADLINE
6/14/2016	Last pay period to process a deferred compensation match for FY 2016.
6/15/2016	First day to select a deferred compensation match for FY 2017 .
6/28/2016	Last pay period to process vacation conversion for FY 2016.
7/12/2016	This is the split pay period. <ul style="list-style-type: none">• Vacation leave conversion cannot be processed on the split pay period of any year.• Compensatory time conversion may be processed on the split pay period. Compensatory time conversions with effective dates of June 15-30 will apply to FY 2016, and those with effective dates of July 1-12 will apply to FY 2017. (In Self Service, the effective date is the date of entry.)
7/13/2016	First day to select a vacation conversion for FY 2017 .

TAXES:

Most employees are subject to FICA, Medicare and retirement on a leave conversion and FICA and Medicare on an employer match.

- A leave conversion generally increases the amount subject to FICA, Medicare and retirement. (Retirement deductions are only taken on the first 40 hours of vacation and/or comp time converted in a fiscal year.)
- An employer match generally increases the amount subject to FICA and Medicare.

For additional information, please refer to the bulletin dated May 22, 2015, [Deferred Compensation Conversion and Match](#).

If employees have questions:

- About how a conversion or match will affect their paycheck, the Net Pay Calculator allows “what if” calculations and can assist in answering employee questions. The Net Pay Calculator is available at <http://mn.gov/mmb/accounting/payroll/calculators>.
- **Employees should contact their HR/Payroll office.** Contact information in Self Service is found under **Need Assistance?** Select **Employee Contacts**.