



Office Memorandum

Date: May 25, 2016
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: New SEMA4 Departments for State Fiscal Year 2017

If you are creating new SEMA4 departments for State Fiscal Year 2017 to be effective July 1, 2016, be aware:

- Agencies that use Self Service Time Entry:
Must have the NEW departments established in SEMA4 and employees moved into those departments by Tuesday, June 28, 2016. New departments and updated employee records must be in place before Self Service Time Entry is built on Tuesday evening.
- Agencies that do **not** use Self Service Time Entry:
Must have the NEW departments established in SEMA4 and employees moved into those departments by Monday, July 11, 2016. New departments and updated employee records must be in place before mass time entry is built on Monday evening.

Agency Payroll and Human Resources staff should contact Lynda Hanly in Statewide Payroll Services at 651.201.8074 or lynda.hanly@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF