



Office Memorandum

Date: May 16, 2016
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Fiscal Year 2016 Paycheck Reversals

Agencies that currently have paycheck reversal requests should send them to Statewide Payroll Services immediately. Each reversal request must include the reason for the reversal, and the name and phone number of the agency contact who will be able to answer questions if any arise. Statewide Payroll Services will process the reversal in SEMA4.

We would appreciate your cooperation in submitting reversal requests as soon as possible. You can send requests to:

reversals.mmb@state.mn.us

or

Minnesota Management & Budget
Statewide Payroll Services, Reversals
658 Cedar Street, Ste 400
Saint Paul, MN 55155

In addition, agencies should be especially prompt in reviewing the FIHR2062, *Payroll Register* (DocumentDirect/InfoPac ID HP2062), or earnings information on the Paycheck Earnings page for the last paychecks in fiscal year 2016. If it is discovered that earnings are incorrect, refer to Minnesota Management & Budget Operating Policy and Procedure PAY0033, [Correction of Overpayments](#), or Operating Policy and Procedure PAY0035, [Correction of Underpayments](#).

Agency Payroll and Human Resources staff should contact MaryJo Wixson in Statewide Payroll Services at 651.201.8062 or MaryJo.Wixson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF