



Office Memorandum

Date: May 20, 2016
To: Agency Payroll and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Payroll Processing Backup

As preparations are made for vacations during the summer months, it's important to ensure that your office has adequate staff to act as backup for processing routine payroll tasks. Mass time entry, labor distribution, payroll adjustments, expense transfers and business expenses will continue to require processing on the regular biweekly schedule.

In addition, agencies using Self Service Time Entry and Business Expenses should be certain to have adequate backup for managers that approve employee payroll and business expenses. To avoid problems, reduce errors and minimize phone calls, be certain that your backup staff has adequate preparation and guidance for assuming these responsibilities.

SEMA4 and DocumentDirect/InfoPac security access for backup staff should also be checked and updated if necessary.

Users may benefit from one or more of the following:

- Share the responsibility of processing payroll tasks on a year-round basis.
- Begin processing a portion of the transactions several pay periods before vacations start.
- Review payroll processing topics in SEMA4 Help before vacations start.
- Locate and review the [Payroll Contacts](#) list to be familiar with where to direct questions.
- Subscribe to the [SEMA4 Payroll mailing list](#) to receive notification of newly posted [payroll bulletins](#).

Make sure to update the agency contact pages in SEMA4 with contact information for backup staff. Please refer to the memo dated March 11, 2016, [Keeping Agency Contacts Up-to-Date](#), for more information.

Agency Payroll and Accounting staff should contact Janice Johnson in Statewide Payroll Services at 651.201.8070 or janice.johnson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF