

Office Memorandum

Date: June 24, 2021
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Contingency Plan for Payroll Processing in the Event of a State Shutdown**

The following is the contingency plan for payroll processing in the event of a state government shutdown.

Agencies that have employees working during a shutdown must plan to have payroll staff report to work to process payroll beginning with the pay period ending 7/6/2021. By June 30, agencies should assign payroll staff to this time entry task for specific days, so those employees know they need to report to work for the time period specified by the agency. Agencies should assign only enough staff to be able to complete time entry.

Entering labor distribution is **not** considered to be a priority 1 or 2 critical function. Agencies should not have staff return to work for the sole purpose of completing these transactions. **Agencies should make every effort to complete labor distribution for the pay period ending 6/22/21 by end of day on June 30.** Agencies that have support staffing as part of their critical functions can have staff complete labor distribution for the pay period ending 7/6/2021 and subsequent ones. Labor distribution rows for pay periods that cannot post to a valid ChartString for 2021 will post to the agency's default accounting string. Agencies will have to process Expense Transfers for those rows, which were posted to the wrong accounting string, or to the agency's default accounting string, after the shutdown is resolved.

Agencies that will be shut down **completely** have the option of requesting payroll staff to return to work to complete time entry, or contacting Minnesota Management and Budget, Statewide Payroll Services, regarding the possibility of MMB staff processing your agency's payroll. Contact Erin Gregory, Statewide Payroll Services Supervisor at 651-201-8077 or erin.gregory@state.mn.us, no later than Tuesday, **June 29, 2021** to check on this option.

Payroll Schedule due to the Independence holiday – Payroll Processing and PayDay Weeks

During the Payroll Processing week, agencies using Self Service Time Entry must have all records ready to load to Mass Time Entry on Wednesday following the pay period end date. Agencies using Interface Time Entry must submit all files no later than the Wednesday following the pay period end date. All Mass Time Entry records must be validated without errors and marked Complete no later than Thursday. Agencies need to have payroll staff available on either Thursday or Friday morning to resolve issues and process last minute adjustments.

On the Monday or Tuesday morning of PayDay week, agencies **must** review the FIHR2062, Payroll Register (DocumentDirect/InfoPac ID HP2062) to confirm that employees are paid accurately. If overpayments are found, contact Statewide Payroll Services **immediately** to determine the best course of action.

The following table illustrates activities during the Payroll Processing and PayDay Week:

Task	Payroll Processing				PayDay	
	Tue	Wed	Thu	Fri	Mon	Tue
Self Service Time Entry records marked Ready to Load	X	X				
Interface Time Entry records submitted	X	X				
Mass Time Entry records must be completed and validated without errors; Enter adjustments for prior pay periods	X	X	X			
Agency payroll staff check for problems		X	X			
Statewide Payroll Services contacts agency payroll staff regarding records with errors or other problems		X	X	X	X	X
Agency payroll staff enter adjustments for the current or prior pay period(s)		X	X	X	X	X
Agency payroll staff review the Payroll Register					X	X

Pay Period Ending 7/6/2021

Agencies must submit and approve timesheets no later than the last workday for employees not working beyond June 30, and no later than the pay period end date for employees working.

Please read the appropriate section below that applies to your agency:

Agencies using Self Service Time Entry

- Employees must enter and complete their timesheet in Self Service on or before their last day in active status.
- Supervisors/managers who will not be working during a shutdown must approve employees' timesheets on or before June 30. They must validate, resolve errors, and check the Ready to Load? box.

- Agency staff responsible for processing payroll starting with the 7/6/2021 pay period should check their Self Service Time Entry security to be sure they are able to approve timesheets and check the Ready to Load? box for department(s) in their agency.
- Agency staff must ensure supervisors/managers have validated departments, resolved errors and marked each Self Service Time Entry department *Ready to Load* no later than **June 30** for employees not working beyond June 30, or the pay period end for employees working.

Agencies using Mass Time Entry

- Agency staff **must** review Mass Time Entry records and verify that the Timesheet? checkbox is system-selected and FIHR1706 displays in the User ID field to confirm the information has loaded from Employee Self Service and not from the employee's default work schedule.
- For agencies using Self Service Time Entry, agency staff **must** run the on-demand report, FIHU0608 Comments Only By Pay Period. For **Exception time reporters** working less than fulltime, update **actual hours worked** where it differs from scheduled hours.

Agencies using Interface Time Entry

Agency staff **must** review Mass Time Entry records.

Agencies using Paper Timesheets

- Employees must complete and sign/submit their timesheet on or before their last day in active status.
- Supervisors/managers must review/sign their employees' timesheets, and forward to payroll for entry on or before June 30.
- Payroll staff should update Mass Time Entry records as needed for these employees. The employees' work schedule will load into Mass Time Entry normally.

Employee Pay

There will be no changes to when employees receive their direct deposit or paycheck.

Contacts

Agency payroll, HR, and accounting staff should contact Statewide Payroll Services with questions:

- Erin Gregory at 651-201-8077 or erin.gregory@state.mn.us
- Mary Muellner at 651-201-8060 or mary.muellner@state.mn.us

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF