MANAGEMENT AND BUDGET

Memo

Date: May 21, 2025

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Budget Fiscal Year 2026 Position Funding Changes

Fiscal Year 2026 budgets are currently being set up in the accounting system by agency accounting staff. SEMA4 will begin sending Budget Fiscal Year (BFY) 2026 transactions to the accounting system with the posting July 11, 2025.

What do agencies need to do?

Agencies using *Self Service Time and Labor* must complete all position funding updates by end of day June 18. On June 20, Self Service Time and Labor will begin validating using the BFY 2026 funding.

Agencies must finish making all other changes to SEMA4 position funding records to tie vacant, future active, and filled positions to new chartstrings by noon on July 3. This will ensure correct position funding defaults into labor distribution for the pay period ending July 1.

How to confirm what positions have chartstrings in Position Funding that are encountering BFY 2026 errors

Use report FIHR6670, *Positions with Invalid ChartStrings* (Standard Report Viewer/InfoPac ID HP6670). This report identifies filled, vacant, and future active positions that have invalid chartstrings. Vacant positions are those with a previous incumbent who received pay. Future active positions have had no previous incumbent.

Report FIHR6670 for BFY 2026 will run on the weekend of May 23 and will be available on Tuesday, May 27.
- From May 27 through July 3 this report will usually run each weekend—and will be available on the following workday.
- The final report for BFY 2025 ran on May 16 and was available on May 19.

TIP! Vacant and future active positions that do not have dates in the Intend to Fill Date field do not have to be corrected at this time. Cost projections will project for vacant and future active positions only if those positions have a date in the Intend to Fill Date field on the Barg Unit/Cost Projection page.

Questions?
- If you have questions, contact
  Courtney Salmon in Statewide Payroll Services at 651-259-3774 or courtney.salmon@state.mn.us.
- If you are unable to resolve an error on the Positions with Invalid ChartStrings report, contact your Agency Assistance Contact.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF