

GRIEVANCE PAYMENT

Instructions: complete this form, attach it to a copy of the grievance settlement documents, and email to Minnesota Management & Budget, SEMA4 HR Services, at Grievances.MMB@state.mn.us.

Employee Name	Employee ID	Employment Record #
Department Name and ID	Pay Period End Date	
Earn Code	Hours / Amount	
Earn Code	Hours / Amount	
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Earn Code	Hours / Amount	
Is the employee's direct deposit a current account? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the employee's direct deposit is not a current account, payment will be by check. Verify that the employee's address is current. If it is not current, change it in SEMA4 before submitting the form and documents.	
Contact (please print)	Contact Phone Number	
Authorized Signature	Date Signed	