Date: April 27, 2020

To: All DOC Employees

From: Chris Dodge, Agency Chief Financial Officer

RE: New Payroll Earn Codes for Tracking COVID-19 Activity

Three new earn codes have been established to record time worked on COVID-19 activities. The earn codes were effective Wednesday, April 15, 2020, and should be used for pay period ending April 28, 2020.

All employees must use the following earn codes to report regular or cash overtime hours related to COVID-19.

The new codes are:

<table>
<thead>
<tr>
<th>Normal Earn Codes</th>
<th>Earn Codes to Use if Tracking COVID-19 Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG – Regular Pay</td>
<td>CVG – COV19 Regular Pay</td>
</tr>
<tr>
<td>OT1 – Overtime @ 1.0</td>
<td>CV1 – COV19 Overtime @ 1.0</td>
</tr>
<tr>
<td>OTR – Overtime @ 1.5</td>
<td>CV5 – COV19 Overtime @ 1.5</td>
</tr>
</tbody>
</table>

There are five examples on the following pages to show how to enter COVID work time.

- Examples 1, 2, and 3 are for employees who enter time as “Time Only” in Self-Service.
- Examples 4 and 5 are for employees who enter time as “Exception” in Self Service.

The examples provided do not include all relevant earn codes. Please add additional lines and earn codes to your timesheet as appropriate.

ADDITIONAL INSTRUCTIONS:
You must continue to complete and submit the COVID-19 Time Tracking form for all work time spent on COVID-19 activities. The hours recorded on the Time Tracking form must identify the activity/reason for the hours worked, and must support the entries on your timesheet. Please submit time tracking sheets by Friday of each payroll week.

For these new earn codes ONLY, you DO NOT need to enter “Comments” with the C19 designation in your Self-Service timesheet. You must continue to enter “C19 Comments” for all other earn codes.

Overtime will be paid in cash if the method of payment for your bargaining unit is at the discretion of the Appointing Authority. Entry for overtime earned as Comp Time will not change, and must be included in “Comments”.

It is very important to comply with these specific instructions to ensure the agency is accurately tracking related costs.

Thank you for your attention to this important matter. As always, please contact the appropriate regional payroll staff if you have questions.

Contributing to a Safer Minnesota
EXAMPLE 1: "Time Only" reporter with occasional regular and overtime hours spent on COVID-19 activities.

This employee occasionally works on COVID activities as part of their regular work day, as assigned. On 4/21, the employee also worked 2 hours of overtime on COVID tasks. The employee is in a bargaining unit where they earn overtime at time-and-a-half. Add a line for the "CVG" earn code and a line for the "CV5" earn code, and enter the appropriate number of hours for each day for all earn codes.
EXAMPLE 2: "Time Only" reporter with occasional regular hours spent on COVID-19 activities, and several overtime shifts resulting from COVID-19 activities.

This employee works their regularly scheduled shift, and post, most of the time. On 4/16 they attended a meeting related to COVID-19. On 4/25 they worked as a screener for 2 hours. The employee was forced overtime shifts on 4/16 and 4/17 due to COVID. They volunteered for an overtime shift on 4/22 that was offered because of COVID. The employee is in a bargaining unit where overtime is earned at time-and-a-half. Add a line for the "CVG" earn code and a line for the "CV5" earn code. Enter the appropriate number of hours for each day for all earn codes.
**EXAMPLE 3:** "Time Only" reporter who has been reassigned from their permanent work location to another work location due to management of the COVID-19 pandemic.

This employee has been reassigned for the entire pay period. All hours are "CVG". Add a line for the "CVG" earn code, and enter hours worked for each scheduled work day.
This employee intermittently works on COVID tasks as assigned, on their regularly scheduled work days. The employee also worked 3 hours of overtime on 4/27, and they are in a bargaining unit that allows for overtime at straight time. Add a line for the "CVG" earn code and a line for the "CV1" earn code, and enter the appropriate number of hours for each day for those earn codes only.
This employee has worked at least part of every scheduled work day on COVID activities. Add a line, select the "CVG" earn code, and enter only the time spent on COVID activities for each day.