Date: March 12, 2020

To: All DOC Employees

From: Chris Dodge, Agency Chief Financial Officer

RE: Tracking Purchasing and Payroll Expenses Related to COVID-19 Activities

Financial Services staff developed the following processes to track COVID-19 costs, as directed by Minnesota Management and Budget. The changes are effective immediately. It is very important to comply with these specific instructions to ensure the agency is accurately tracking related costs:

PURCHASING:
For any related purchases to COVID-19 you must create a separate EIOR. It is important to first enter “C19” in the “Reason for Purchase” field located on the first page of the “Create New EIOR” screen, followed by any additional description. See example below.

EMPLOYEE BUSINESS EXPENSES:
You must initiate a separate business expense reimbursement form in Self-Service for all expenses related to COVID-19 activities. It is important to first enter “C19” in the “Expense Description Field”, and continue to enter your expenses as usual. See example below.

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EMPLOYEE PAYROLL:
All employees must indicate all hours worked on COVID-19 activities in the “Comments” section of their biweekly timesheets. Add a statement that begins with the “C19” code (example: C19 REG = 20 hours). All C19 hours worked should be commented individually by earn code. See example below. See example below.

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

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