



## Office Memorandum

**Date:** April 24, 2015  
**To:** Agency Payroll, HR and Accounting Staff  
**From:** Mary Muellner, Director  
Statewide Payroll Services  
**Subject:** Special Coding for April 2015 Avian Flu Outbreak Activity

Statewide Payroll Services has been contacted by several agencies asking if there are special earnings codes for employees to use that are involved with April avian flu-related activities.

### Earnings Codes

Most employees involved with avian flu-related activities will use the normal earnings codes: **REG**, **OTR** or **OT1**. Any tracking of the avian flu-related activities would be done by using an SW Cost (Statewide Cost) code in labor distribution.

### Labor Distribution

Several agencies have contacted MMB with questions concerning capturing costs related to the April avian flu outbreak.

The SW Cost (Statewide Cost) code **DD4** has been established to track expenses related to the avian flu outbreak efforts. Agencies are required to capture these costs to allow for statewide reporting.

### Reimbursements

Reimbursement for travel or other expenses will be governed by the employee's contract or compensation plan.

### Assistance

For questions regarding:

- **Accounting System** - Accounting coordinators with questions regarding tracking April avian flu-related costs in the accounting system should contact the SWIFT help desk at 651.201.8100, option 2.
- **Earning Codes** - Agency Payroll, HR and Accounting staff should contact Lorelei Peters at 651.201.8066 or [Lorelei.Peters@state.mn.us](mailto:Lorelei.Peters@state.mn.us).
- **Labor Distribution** - Agency Payroll, HR and Accounting staff should contact Erin Gregory at 651.201.8077 or [Erin.Gregory@state.mn.us](mailto:Erin.Gregory@state.mn.us).

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**