Office Memorandum

Date: July 12, 2016
To: Agency HR, Payroll, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
        Tim Quicksell, Acting Assistant Director, Human Resource Management
Subject: New Earn Codes for Holiday Payoff and Compensatory Time Payoff

Below are new earn codes and new descriptions for Holiday Payoff and Compensatory Time Payoff that all agencies must use beginning with the pay period ending 07/12/2016.

New earn codes
Two new earn codes are 9HO for Holiday Payoff-Scheduled Day Off and 9CS for Comp Time Payoff-Separated EE. The new Comp Time Payoff-Separated EE (9CS) earn code is for inactive or separated, non-exempt employees. It is NOT subject to retirement.

New descriptions
Descriptions for two current codes (9HP and 9CP) have changed. Comp Time Payoff-Active EE (9CP) earn code is for active, non-exempt employees only. It is subject to retirement deductions.

The chart below shows all of the changes.

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>New Earn Code?</th>
<th>New Description?</th>
<th>Description</th>
<th>Subject To Retirement?</th>
<th>Accrues Leave?</th>
</tr>
</thead>
<tbody>
<tr>
<td>9HP</td>
<td>No</td>
<td>Yes</td>
<td>Holiday Payoff-Worked on Holiday</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9HO</td>
<td>Yes</td>
<td>No</td>
<td>Holiday Payoff-Scheduled Day Off</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9CP</td>
<td>No</td>
<td>Yes</td>
<td>Comp Time Payoff-Active EE</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9CS</td>
<td>Yes</td>
<td>No</td>
<td>Comp Time Payoff-Separated EE</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Reminder of new overtime differential earn codes
In February, new overtime differential earn codes were introduced. These earn codes are designed to simplify recording of overtime differentials and to ensure consistency across agencies. Be sure employees are using these new earn codes when appropriate.

- Employees should use these earn codes when they are working overtime on a shift that also qualifies for a differential.
- For more information, see the February 16, 2016 bulletin New Earn Codes for Overtime Differential.

Questions?
Agency HR, Payroll, and Accounting staff should contact Lynda Hanly at 651-201-8074 or lynda.hanly@state.mn.us.