



## 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.

Earn Code	New Earn Code?	New Description?	Description	Subject To Retirement?	Accrues Leave?
9HP	No	Yes	Holiday Payoff-Worked on Holiday	Yes	Yes
9HO	Yes	No	Holiday Payoff-Scheduled Day Off	Yes	Yes
9CP	No	Yes	Comp Time Payoff-Active EE	Yes	No
9CS	Yes	No	Comp Time Payoff-Separated EE	No	No

### 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](mailto:lynda.hanly@state.mn.us).