

Office Memorandum

Date: May 25, 2017
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Payroll Adjustments for Paid Parental Leave**

Effective May 23, 2017, the state does not have authority to provide PPL to employees covered by the MOUs:

- AFSCME Council 5, all bargaining units
- MAPE
- MGEC
- MLEA
- MMA
- MNA
- SRSEA

Earn Code to be Adjusted

Employees are allowed to use Paid Parental Leave hours through May 22, 2017. In Mass Time, for the pay period ending May 30, 2017, agencies must use the *PL earn code to zero out any remaining PPL leave balance.

Viewing a PPL Balance after Adjustments

On or after June 5, 2017, agency staff can review the following report to ensure the adjustments have been processed: FIHR2150, Employee Biweekly Leave Reporting (DocumentDirect/Info Pac ID HP2150)

Resources

- [Leave Balance Adjustments Operating Policy and Procedure.](#)
- [May 24 HR memo to SEMA4 Users on SEMA4 HR bulletin web page.](#)
- Leave Activity page in SEMA4 can be used to determine the adjustment amount. Hours used through May 22 can be subtracted from the ending balance in the report. The difference will be the adjustment amount.

Questions?

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