

## Office Memorandum

**Date:** July 9, 2018  
**To:** Agency Payroll, HR and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Special Coding for July 2018 Flood 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 July flood-related activities.

### Earnings Codes

- Most employees involved with flood-related activities will use the normal earnings codes: **REG**, **OTR** or **OT1**. Any tracking of the flood-related activities would be done by using an SW Cost (Statewide Cost) code in labor distribution.
- The **DLL** (Disaster Leave Law) earnings code may be used **only** by employees assisting for any time that meets the **requirements under [M.S. 43A.185, Disaster Volunteer Leave](#)**.

Subdivision 1. Leave authorized. A state employee who is a **CERTIFIED DISASTER SERVICE VOLUNTEER OF THE AMERICAN RED CROSS** may be granted leave from work with 100 percent of pay, not to exceed 15 working days in each year, to participate in specialized disaster relief services for the American Red Cross. The employee must be released from work for this function upon the request of the American Red Cross for the services of that employee, and upon the approval of that employee's appointing authority. The appointing authority shall compensate the employee granted leave under this section at 100 percent of the employee's regular rate of pay for those regular hours during which the employee is absent from work. This leave, if granted by the appointing authority, may not affect the employee's vacation leave, pension, compensatory time, personal vacation days, sick leave, earned overtime accumulation, or cause a loss of seniority.

### Labor Distribution

Several agencies have contacted MMB with questions concerning capturing costs related to July flooding.

The SW Cost (Statewide Cost) code **DD6** has been established to track expenses related to the flood relief 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.

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## Assistance

For questions regarding:

- **Accounting System** - Accounting coordinators with questions regarding tracking July flood-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 Jody Dahl at 651-201-8206 or [Jody.Dahl@state.mn.us](mailto:Jody.Dahl@state.mn.us).

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