

Office Memorandum

Date: March 11, 2020
To: CFOs, Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Special Coding for COVID-19 Activity

This week we informed agencies they must immediately begin tracking costs related to COVID-19 activities. Below are more details about this request.

Why do we need to track?

To report in the future what the state spent on COVID-19 activities. The information may also be used to claim state or federal reimbursement if funds become available.

How do we track?

Each agency's finance and payroll teams must determine the process to track costs within your agency and communicate the process and expectations to your employees.

Tracking tools and options (remember – each agency determines their own process)

1. There is a new statewide cost code (SW Cost) in SEMA4 and SWIFT. **The code is: C19.** This is NOT a payroll earnings code. Employees involved with COVID-19 activities will use normal payroll earnings codes (for example: REG) to report time on timesheets.
2. In SEMA4, agency payroll staff must use C19 to track and report costs related to hours worked and employee business and travel expenses. To do this, you must first determine the best method to gather this information from employees (see #3 below). Then:
 - a. Enter the C19 SW Cost code while processing labor distribution. When processing labor distribution for timesheets or business expenses, add the C19 code to the existing ChartString. By coding time and expenses to the C19 code, COVID-19 costs will be automatically calculated within SEMA4 and available for reporting purposes.
3. In Self Service Time Entry:
 - a. Employees who are 'Time and Labor' reporters can use C19 in the SW Cost code field when entering their timesheet.
 - b. Employees who are 'Time Only' or 'Exception Time' reporters can indicate the hours worked with the code C19 in the 'Comments' section (example: C19 = 20 hours).
 - i. Agency payroll can run an on-demand report, [FIHU0608 Comments Only by Pay Period](#). The report may be run for one or more pay periods and either a single or

multiple department IDs by using a wild card, such as the percent sign in the department ID field (e.g. G10%).

- ii. Agency payroll staff can then code the hours to the C19 SW Cost code while processing labor distribution.

4. In Self Service Business Expenses:

- a. Employees can use the C19 code as part of the Expense Description to identify these costs.
- b. Agency payroll staff can then record the expense to the C19 SW Cost code while processing labor distribution.

5. In SWIFT you can use the C19 code to indicate COVID-19-related costs such as supplies, cleaning services, and travel expenses paid to a vendor. To do this, enter C19 in the SW Cost field on the accounting distribution line of purchase order and/or payment transactions.

Questions?

- **SWIFT** - Accounting coordinators with questions regarding tracking COVID-19 related costs in the accounting system should contact the SWIFT help desk at 651-201-8100, option 2.
- **Earnings Codes** - Agency Payroll, HR and Accounting staff should contact Jody Dahl at 651-201-8206 or jody.dahl@state.mn.us or Lorelei Peters at 651-201-8066 or lorelei.peters@state.mn.us.
- **Labor Distribution** - Agency Payroll, HR and Accounting staff should contact Yer Lee at 651-201-8074 or yer.lee@state.mn.us or Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF