Office Memorandum

Date: March 27, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: New Earnings Codes for Paid Leave Relating to COVID-19

Two payroll earnings codes, CVD – COVID-19 Paid Leave and FMD – FMLA-COVID19 Paid Leave, have been established for employees to track time when they are using paid COVID-19 leave as described in HR/LR Policy 1440.

- Earnings codes are available beginning March 18, 2020.
- Unlike other earnings codes for paid leave, the two new earnings codes will not accrue leave.
- The FMD earnings code should be used to track time for employees who are sick, or caring for a dependent who is sick, and are approved under FMLA qualifying leave.

NOTE:
- CVD and FMD are paid leave earnings codes; but will not accrue sick or vacation leave. For example, if an employee uses CVD rather than SIK or VAC for conditions covered by COVID-19 leave, then this will mean they will be paid for all hours within a pay period; but they will only accrue leave on the earnings codes that accrue leave. This will result in a proration of SIK and VAC leave accruals during pay periods when CVD or FMD is utilized.
- Hours coded to the FMD code will be deducted from the employee’s available FMLA balance.

Questions?
Agency HR, Payroll and Accounting staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or jody.dahl@state.mn.us with questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF