Office Memorandum

Date: April 9, 2020 [Revised 5/6/2020; revisions are in intense emphasis style]
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Earnings Codes for Tracking COVID-19 Activity

Previously, agencies received communication on Special Coding for COVID-19 Activity. To alleviate the administrative burden for agencies with employees who do not normally report time and labor distribution, three earnings codes have been established. Agencies may process prior period adjustments to record time using these codes effective 2/5/2020. The new earnings codes will replace other reporting methods, such as reporting COVID-19 activities on the ‘Comments’ tab within Self Service Time Entry.

Employees who are ‘Time Only’ or ‘Exception Time’ reporters may use earnings codes: CVG, CV1 or CV5 to report regular or overtime pay related to COVID-19 activity.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Earnings Code to Use if Tracking COVID-19 activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG - Regular Pay</td>
<td>CVG - COV19 Regular Pay</td>
</tr>
<tr>
<td>OT1 - Overtime @ 1.0</td>
<td>CV1 - COV19 Overtime @ 1.0</td>
</tr>
<tr>
<td>OTR - Overtime @ 1.5</td>
<td>CV5 - COV19 Overtime @ 1.5</td>
</tr>
</tbody>
</table>

The following example is based on an 8-hour day with 4 hours being spent on a COVID-19 activity.

NOTE: The Statewide Cost code C19 will continue to be used by agencies to track other COVID-19 earnings and business expenses in labor distribution. Since practices vary within state agencies, each agency’s finance and payroll teams should determine the process to be used to track costs and communicate this with affected employees.

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