

Office Memorandum

Date: July 27, 2020
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **COVID-19 Paid Leave Reconciliation Report – Report Description**

Report Number: FIHR8060 (DocumentDirect/InfoPac ID HP8060)

This report lists Paid COVID-19 Leave/EFMLA payments for:

- Full time employees who were paid more the 80 hours of Health Leave, School Leave or Care Leave.
- All part time employees who have been paid Health Leave, School Leave, Care Leave or Expanded FMLA Leave.
- Employees who have exceeded the daily limit.
- Employees who have exceeded the total limit.
- Employees who have used leave types with different daily limits on the same day.
- The total hours taken of School Leave or Unpaid Expanded FMLA Leave when an employee takes the paid Expanded FMLA leave.

Type and Frequency

- Standard Report - DocumentDirect/InfoPac.
- Available Monday of payday week.

Suggested use of this report

Agency personnel shall use this report biweekly to verify the Paid COVID-19 Leave payments are consistent with the policy limitations. This report displays the limit type and leave type to help make that determination.

The following chart identifies the text that can appear in the Limit Type and Leave Type fields and what they represent.

Limit Type	Leave Type	Error
Daily	Health	Sum of CEH, FEH and CHM exceeds the daily max of \$511
Total	Health	Sum of CEH, FEH and CHM exceeds the total max of \$5110
Daily	School/Care	Sum of CSC, FSC, CCO, FCO and CDM exceeds the daily max of \$200
Total	School/Care	Sum of CSC, FSC, CCO, FCO and CDM exceeds the total max of \$2000

Daily	EFMLA	Sum of FCS and CFM exceeds the daily max of \$200
Total	EFMLA	Sum of FCS and CFM exceeds the total max of \$10000
Total	Hours	<ul style="list-style-type: none"> • Sum of the CEH, FEH, CSC, FSC, CCO and FCO Hours. The report will show full time employees who have exceeded 80 hours and all part time employees. • Review part-time employees to verify they have not exceeded the prorated limit.
Total	EFMLA Prior	<ul style="list-style-type: none"> • Sum of the CSC, FSC and FNP when the EFMLA earnings code FCS has been used for the employee ID. • Review total hours to ensure 2 weeks of CSC, FSC and FNP were taken prior to using FCS.
Daily	Multiple	Paid COVID-19 leave earnings codes with different daily limits on the same day. All COVID-19 earnings codes paid on the same day must have the same daily limit.

Access has been granted to agency end users who also have access to report HP2062 Payroll Register. To grant access to another user complete a [Request For Access to DocumentDirect On-Line Reports](#) form for each report recipient. Send the completed form to:

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