

## Office Memorandum

**Date:** September 11, 2020  
**To:** Agency Payroll, Human Resources, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services

**Subject: Retroactive Pay Manual Adjustments for Employees Receiving COVID-19 Pay**

Agencies must review retroactive pay transactions for employees who have received Paid COVID-19 Leave that used earnings codes CEH, FEH, CCO, FCO, CSC, FSC and FCS for the retroactive period. Agencies must manually adjust the retroactive pay transactions if:

- The retroactive pay will cause the employee to exceed the daily cap or total limit for the Paid COVID-19 Leave.

Or

- The employee already met the daily cap or total limit for Paid COVID-19 Leave.

If the employee chose to supplement their COVID-19 Leave earnings using vacation, comp time, or sick hours and the employee's back pay is being manually adjusted due to the COVID 19 Leave limits, agencies will need to recalculate the supplemental hours using the new comp rate and process a prior period adjustment.

### Resources

For additional information on how to make adjustments, refer to SEMA4 Help "**Process an Individual Retroactive Pay Adjustment – Steps.**"

### 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](mailto:jody.dahl@state.mn.us) with questions.

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