

## Office Memorandum

**Date:** January 4, 2021 [Revised January 6, 2021; revision is in *intense emphasis* style]  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Payroll Changes Due to COVID-19 Policy Updates**

[HR/LR 1440 Policy](#) has been revised and is extended into 2021. There have been no changes to the following earnings codes:

- **CEH – Paid COVID19 Health Leave**, 100% of regular pay, with daily cap of \$511
- **FEH – Paid COVID19 Health Leave-FMLA**, 100% of regular pay, with daily cap of \$511
- **CCO – Paid COVID19 Care Leave**, 2/3 of regular pay, with daily cap of \$200
- **FCO – Paid COVID19 Care Leave-FMLA**, 2/3 of regular pay, with daily cap of \$200
- **CSC – Paid COVID19 School Leave**, 2/3 of regular pay, with daily cap of \$200

**Earnings code FSC – Paid COVID19 School Leave-FMLA cannot be used for leave taken beginning January 1, 2021.**

[HR/LR Policy 1441](#) has expired. The related earnings codes FCS and FNP cannot be used for leave taken beginning January 1, 2021.

A new policy, [HR/LR Policy 1443](#), has been established. The earnings code, **CSX – COVID Expd School Care Lv**, has been established for eligible employees to track time when they are using paid COVID-19 leave. However, all paid leave taken under the expired EFMLA policy counts toward the amount of leave available under the Expanded School Leave policy.

- Earnings code CSX is available beginning January 1, 2021.
- Employees who have exhausted leave available under the expired EFMLA policy are not eligible for Expanded School Leave under this policy.

### **Agencies should note:**

- Earnings code CSX will not accrue vacation and sick leave and is not considered hours worked.
- Earnings code CSX will provide 2/3 of regular pay, with daily cap of \$200 and 10 weeks maximum.
- A system generated earnings code, **CFM COVID19 DailyLimit-SchLLveFMLA**, will display the amount the employee's pay has been reduced to reflect partial pay and daily caps on pay as described above.
- Employees are permitted to supplement the remaining pay with accrued vacation leave or accrued compensatory time.
- Agencies will be able to reference Document Direct Report FIHR8060 to determine number of hours an employee has used for EFMLA earnings codes as well as earnings code CSX.

### **Resources**

Agencies shall monitor Document Direct Report FIHR8060 - COVID-19 Paid Leave Reconciliation Report, to identify possible overpayment of Paid COVID-19 Leave/Expanded Leave for COVID-19 Related School/Child Care.

### **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**