

## Office Memorandum

**Date:** June 9, 2021  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Agencies Must Track Costs Related to Shutdown Activities**

As stated in the *2021 State Agency Government Contingency Planning Guide*, provided to agency command teams on June 4, agencies must track costs related to shutdown activities.

You will need to report all shutdown-related costs to MMB once all shutdown activity is complete. MMB will send you specific reporting directions at a later date. Examples of information we will request:

- Number of employees that performed shutdown related work (planning, executing, etc.)
- Number of hours of labor expended by employees on shutdown work
- Amount of money expended in personnel costs related to shutdown work
- Amount of other costs incurred for shutdown work (such as costs for mailings, postage, copying, long distance calls, etc.)

### For agencies who use Self Service Time Entry in SEMA4

Employees who are set up as “Time and Labor Reporters” must report shutdown related activities on their timesheet by entering **SSD** in the SW Cost field in labor distribution (see example below).

Time & Labor   Find   1 of 1   Last		Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Ern Accounting	Fund	Fin DeptID	AppropriD	SW
Earn Code		06-09	06-10	06-11	06-12	06-13	06-14	06-15	06-16	06-17	06-18	06-19	06-20	06-21	06-22	Total Date				Cost
+	REG			3.50					3.00	1.00						7.50	10	E3	E34	SSD

If hours worked in shutdown related activities exceed paid hours (for example, exempt employees), then only the paid hours would have the SW Cost code of **SSD** recorded in labor distribution.

Other employees using Self Service Time Entry should use normal earnings codes (such as **REG**) when reporting time and report their hours spent on shutdown activities in the “Comments” section (see example below).

Comments   Find   View All   First   1 of 1   Last	
+	Shutdown Planning: 6/11/21 3.5; 6/16/21 3.0; and 6/17/2021 1.0; Total of 7.5

If using the Comments page, agency payroll staff must run “On Demand report, FIHU0608 *SelfSrcv TimeComments*,” for all Self Service Time Entry comments and update labor distribution with the SW Cost Code of **SSD**.

June 8, 2021

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**For agencies who do NOT use Self Service Time Entry in SEMA4**

Employees must manually track their hours worked on shutdown related activities and report them to agency payroll staff, who will update labor distribution with the SW Cost Code of **SSD**.

**Contacts**

**Earnings Code Questions**

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