

## Office Memorandum

**Date:** September 9, 2021 [Revised on 9/13/2021; revision is in *intense emphasis style*.]  
**To:** CFOs, Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Statewide Cost Code for Employees Participating in Activities Related to Administering COVID-19 Testing**  
~~Statewide Cost Code for COVID-19 Testing During Scheduled Work Hours~~

A new Statewide Cost Code **CET** has been established. State agencies may begin using this code to track costs related to employees participating in ~~mandatory~~ COVID-19 testing *activities* ~~during scheduled work hours~~, as of September 8, 2021.

**NOTE:**

- **Code CET may only be used for employees who are participating in activities related to administering COVID-19 testing.**
- **Code CET should not be used for employees who are receiving COVID-19 tests.**

**Why do we need to track?**

These costs may be eligible for FEMA reimbursement. Use of the Statewide Cost Code is optional but recommended.

**How do we track?**

Each agency's finance and payroll teams must determine the process to track costs within your agency and communicate the process and expectations to your employees.

**Tracking tools and options (remember – each agency determines their own process)**

1. There is a new statewide cost code (SW Cost) in SEMA4 and SWIFT. The code is: **CET**. This is **not** a payroll earnings code. **Employees participating in activities relating to administering COVID-19 testing use normal payroll earnings codes (for example: REG) to report time on timesheets.**

**NOTE: statewide cost code CET should not be used by employees who are receiving their COVID-19 test.**

~~Employees involved in COVID-19 testing during scheduled work hours will use normal payroll earnings codes (for example: REG) to report time on timesheets.~~

2. In SEMA4, agency payroll staff may use **CET** to track and report costs related to ~~mandatory~~ COVID-19 testing *activities*. To do this, you must first determine the best method to gather this information from employees (see #3 below). Then:
  - Enter the **CET** SW Cost code while processing labor distribution. When processing labor distribution for timesheets, add the CET code to the existing ChartString. By coding time and expenses to the CET code, COVID-19 Employee Testing ~~during scheduled work hours~~ costs will be automatically calculated within SEMA4 and available for reporting purposes.

### 3. In Self Service Time Entry:

- Employees who are 'Time and Labor' reporters can use CET in the SW Cost code field when entering their timesheet.
- Employees who are 'Time Only' or 'Exception Time' reporters can indicate the hours worked with the code CET in the 'Comments' section (example: CET = 2 hours).
  - i. Agency payroll can run an on-demand report, [FIHU0608 Comments Only by Pay Period](#). The report may be run for one or more pay periods and either a single or multiple department IDs by using a wild card, such as the percent sign in the department ID field (e.g., G10%).
  - ii. Agency payroll staff can then code the hours to the CET SW Cost code while processing labor distribution.

### Questions?

- **SWIFT** - Accounting coordinators with questions regarding tracking mandatory COVID-19 testing during scheduled work hours related costs in the accounting system should contact the SWIFT help desk at 651-201-8100, option 2.
- **Earnings Codes** - Agency Payroll, HR and Accounting staff should contact Jody Dahl at 651-201-8206 or [jody.dahl@state.mn.us](mailto:jody.dahl@state.mn.us) or Lorelei Peters at 651-201-8066 or [lorelei.peters@state.mn.us](mailto:lorelei.peters@state.mn.us).
- **Labor Distribution** - Agency Payroll, HR and Accounting staff should contact Yer Lee at 651-201-8074 or [yer.lee@state.mn.us](mailto:yer.lee@state.mn.us) or Jennifer Goossen at 651-201-8072 or [jennifer.goossen@state.mn.us](mailto:jennifer.goossen@state.mn.us).

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