



Date: November 5, 2021
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **New Earnings Codes for Minnesota OSHA Emergency Temporary Standard Related Leave**

New earnings codes have been established for employees to report time when using approved Minnesota OSHA Emergency Temporary Standard (MNOSHA ETS) related leave. The leave may be used by employees who perform healthcare work and have exhausted their sick leave. Agency payroll staff may process prior period adjustments to record time using these earnings codes between July 19, 2021 and October 26, 2021.

New Earnings Codes

- **ERW – ETS Lv Removed From Workplace**, paid leave for an employee who is removed from the workplace. These earnings are subject to a \$1,400 weekly cap. No more than \$1,400 of ERW may be recorded in a work week. Employees may use vacation or compensatory time once the \$1,400 cap has been exceeded.
- **EVC – ETS Lv Receive Vaccination**, paid leave for an employee who is absent to receive their vaccination. Employees may use a maximum of eight (8) hours.
- **ESE – ETS Lv Vaccine Side Effects**, paid leave for an employee who is absent due to side effects of the vaccination. Employees may use a maximum of sixteen (16) hours.
- **EEM – ETS Lv Exceed Weekly Cap No Pay**, unpaid leave for an employee who exceeds the \$1,400 weekly cap on earnings code ERW and does not have accrued vacation or compensatory time.
- **FEP – FMLA and Paid ETS Leave**, paid leave for an employee who is using FMLA leave concurrently with paid MNOSHA ETS leave. Use instead of ERW due to the employee being on FMLA.
- **FEN – FMLA and Non Paid ETS Leave**, unpaid leave for an employee who exceeds the \$1,400 weekly cap on earnings code ERW, does not have accrued vacation or compensatory time to use, and is using FMLA leave concurrently with unpaid MNOSHA ETS leave. Use instead of EEM due to the employee being on FMLA.

Additional Information

- The new earnings codes may be used by employees of Department of Corrections, Department of Human Services, or Minnesota Department of Veterans Affairs.
- Agency staff must manually monitor the \$1,400 weekly cap. A sample warehouse report has been created to help monitor the weekly cap.

- Agency staff must monitor the use of EVC and ESE to ensure the employee does not exceed the maximum number of hours.
- Earnings codes ERW, EVC, ESE and FEP will accrue leave.
- Earnings codes EEM and FEN will **not** accrue leave.

Resources

Two sample reports have been created in the EPM Data Warehouse and placed in the Shared Folders > _AgencyReportExchange > MMB > Payroll. Agencies may use these reports as a starting point for creating their own reports to accommodate their post-auditing needs of the use of the MNOSHA ETS leave.

- MNOSHA ETS – This report may be used to determine if an employee has exceeded the \$1,400 weekly cap.
- Sick Leave Balance – This report may be used to determine if an employee has exhausted their sick leave balance.
- Warehouse users must have the Payroll Paycheck Information (M_EPM_PYRL_PAYCHECK_INFO) role.

Questions?

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PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF