

Office Memorandum

Date: June 1, 2022 [Revised on 6/28/2022; revision is in **intense emphasis style**.]
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Holiday Schedule Code for Juneteenth Holiday**

Employees covered by contracts or compensation plans where Juneteenth is not observed as a holiday, will need to change the holiday schedule on the employee's Job Data record from HOL or an agency/college specific holiday schedule, which includes the Juneteenth holiday. Holiday schedule **HP22** has been established. This holiday schedule has all the observed holidays except for the Juneteenth holiday.

Agencies using Self Service Time Entry will need to update the holiday schedule on the employee's Job record using code **HP22** by end of day on June 7, 2022, to prevent ineligible employees from taking the Juneteenth holiday. Agencies using Interface Time Entry or Mass Time Only, will need to update the holiday schedule on the employee's Job Record using code **HP22** by end of day on June 17, 2022, to prevent ineligible employees from taking the Juneteenth holiday.

Edits exist in time entry to prevent an employee from receiving holiday pay in pay period where no holiday exists on the employee's holiday schedule. Updating the employee's holiday schedule ensures employees do not receive holiday pay in error.

List of contracts or plans where Juneteenth is not observed as a holiday

- Minnesota Government Engineers Council (MGEC)
- ~~Governor's Office Compensation Plan~~
- Minnesota Judicial Branch
 - AFSCME Council 5 and Council 65
 - Teamsters, Court Reporters
 - Teamsters, Clerical, Administrative, and Technical (CAT)
- ~~Legislative Coordinating Commission Legislative Plan for Employee Benefits and Policies, including employees from:~~
 - ~~Legislative Coordinating Commission (LCC)~~
 - ~~Office of the Legislative Auditor (OLA)~~
 - ~~Senate~~

Questions?

Agency Payroll, HR or Accounting staff should contact Statewide Payroll Services if there are questions. Jody Dahl at 651-201-8206 jody.dahl@state.mn.us

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF