

Memo

Date: July 10, 2024
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services

RE: Statewide Cost Code for Summer 2024 Floods

A new Statewide Cost Code **DD7** has been established. State agencies may begin using this code to track costs related to the Summer 2024 Floods effective June, 16, 2024. This code may be used in SEMA4 to capture costs related to hours worked and employee travel expenses. The code may be used in SWIFT for tracking non-payroll related costs.

Why do we need to track?

To report in the future what the state spent on the Summer 2024 Flood activities.

How do we track?

Each agency's finance and payroll teams must determine the process to track costs within their agency and communicate the process and expectations to their 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: DD7**. This is NOT a payroll earnings code. Employees involved in Summer 2024 Flood activities will use normal payroll earnings codes (for example: REG) to report time on timesheets.
2. In SEMA4, agency payroll staff must use **DD7** to track and report costs related to hours worked and employee business and travel expenses. To do this, you must first determine the best method to gather this information from employees (see #3 below). Then:
 - a. Enter the **DD7** SW Cost code while processing labor distribution. When processing labor distribution for timesheets or business expenses, add the DD7 code to the existing ChartString. By coding time and expenses to the DD7 code, Summer 2024 Flood costs will be automatically calculated within SEMA4 and available for reporting purposes.
3. In Self Service Time Entry:
 - a. Employees who are 'Time and Labor' reporters can use DD7 in the SW Cost code field when enter their timesheet.
 - b. Employees who are 'Time Only' or 'Exception Time' reporters can indicate the hours worked with the code DD7 in the 'Comments' section (example: MSP = 20 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 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 DD7 SW Cost code while processing labor distribution.
4. In Self Service Business Expenses:
 - a. Employees can use the DD7 code as part of the Expense Description to identify these costs.
 - b. Agency payroll staff can then record the expense to the DD7 SW Cost code while processing labor distribution.
5. In SWIFT you can use the DD7 code to indicate Summer 2024 Floods costs such as supplies, and travel expenses paid to a vendor. To do this, enter DD07 in the SW Cost field on the accounting distribution line of purchase order and/or payment transactions.

Questions?

- **SWIFT** - Accounting coordinators with questions regarding tracking Summer 2024 Floods 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 or Lorelei Peters at 651-201-8066 or 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 or Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF