



## Statewide Payroll Services & Labor Relations Memo

**Date:** September 24, 2025

**To:** Human Resources Directors, Labor Relations Managers, and Agency Payroll Staff

**From:** Katie Karow, Statewide Payroll Director and Jennifer Ziegler, Enterprise Director Labor Relations

### RE: Earnings Codes for Collective Bargaining Agreements

As new collective bargaining agreements are implemented and payroll earnings codes are needed to implement the changes, agencies need to request access to earnings codes from Statewide Payroll Services.

#### Procedure

Agencies requesting continued access to earnings codes or requesting new earnings codes after implementation of a successor collective bargaining agreement must submit the documentation to Statewide Payroll Services to [earncode.leave.mmb@state.mn.us](mailto:earncode.leave.mmb@state.mn.us) from the collective bargaining agreement (CBA) or memorandum of understanding (MOU) authorizing the new incentive, pay type or differential.

Statewide Payroll Services will confirm the agency's eligibility for the incentive, pay type or differential with the assigned MMB Labor Relations Consultant.

#### Tips for Agencies

To assist with the approval process, agencies should consider:

- Include screenshots from the CBA highlighting applicable language and indicate whether the language is in the agency's supplement or the main body of the agreement;
- Attach the MOU; and/or
- Review and verify the dates in the CBA to confirm that the authorizing language did not sunset.

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