

HR/LR Procedure #1426P  
Look Back Method and Agency Duties

Issued October 10, 2014  
Revised October 12, 2015  
Authority Enterprise Human Resources

## General Information

### Purpose of this procedure is to:

- Determine which employees are Full-Time for employee insurance benefit (coverage) purposes
- Offer coverage to new Full-Time employees on a timely basis

### This procedure explains:

- The Look Back Method
- Agency responsibilities and due dates under the Look Back Method
- The reports used to manage the Look Back Method

### This procedure applies:

- To all executive branch state agencies, boards, and commissions with employees
- Regardless of size or delegation status

### Agencies must conduct this procedure:

- Annually, beginning in late October (Standard Administrative Period)
- Monthly, beginning in approximately the third week of each month (Initial Administrative Period)

<b>Contacts</b>	Full list of your <a href="https://extranet.mmb.state.mn.us/hr-labor/hr/staff-comp/contact.htm">Agency Account Representative - Staffing or SEMA4</a> . ( <a href="https://extranet.mmb.state.mn.us/hr-labor/hr/staff-comp/contact.htm">https://extranet.mmb.state.mn.us/hr-labor/hr/staff-comp/contact.htm</a> ).
<b>References</b>	26 CFR Parts 1, 54, and 301, <a href="http://www.gpo.gov/fdsys/pkg/FR-2014-02-12/pdf/2014-03082.pdf">Shared Responsibility for Employers Regarding Health Coverage</a> ( <a href="http://www.gpo.gov/fdsys/pkg/FR-2014-02-12/pdf/2014-03082.pdf">http://www.gpo.gov/fdsys/pkg/FR-2014-02-12/pdf/2014-03082.pdf</a> ). <a href="http://mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp">MMB website</a> : ( <a href="http://mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp">http://mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp</a> )

## Definitions

**Administrative Period:** A period of no more than 90 days beginning immediately after a Measurement Period and ending immediately before the start of the associated Stability Period. During this period agency HR staff reviews the hours a measured employee worked during the Measurement Period and offer coverage to any employee who does not have the full employer contribution coverage but averaged 30 or more Hours of Service during the Measurement Period.

**Appointing Agency (authority):** A person or group of persons empowered by the Constitution, statute, or executive order to employ persons in, or to make appointments to, positions in the civil service. (M.S.43A.02)

**Appointment:** The act of filling a vacancy by placement of a person in a civil service position through selection from a finalist pool list or a noncompetitive or qualifying process including transfer, demotion or reinstatement. (M.S.43A.02). It also means the filled position or job.

**Appointment Date:** The first day the employee provides one Hour of Service is the appointment date for employee insurance eligibility purposes.

**Change in Employment Status:** Moving between full-time (1.0 FTE to .75 FTE) and Part-time employment (less than .75 FTE). Any change that either reduces an employee's hours to on average less than 30 hours per week (less than .75 FTE) or increases hours to, on average more than 30 hours per week (.75 FTE or more). Includes a new position and reassignment. The employee must remain within a Control Group.

**Concurrent Appointment:** An employee holds two or more appointments (or positions) at the same time within one Control Group. The appointments may be held in the same or different agencies.

**Continuing Employee:** An employee accepting a new appointment who provided at least one Hour of Service for any agency in the Control Group within the 13 weeks immediately preceding the first day the employee provides at least one Hour of Service for the new appointment. For educational organizations, any employee who provided at least one Hour of Service for an educational organization in the Control Group within the 26 weeks prior to the first day the employee provides at least one Hour of Service for the new appointment for an educational organization in the Control Group is a Continuing Employee. This definition applies only for insurance eligibility purposes.

**Control Group:** A group of agencies under the control of one or more individuals. The state is divided into four Control Groups: the legislative branch, judicial branch, the executive branch and MnSCU. The total hours an employee provides within a Control Group are added together to determine eligibility. All agencies within a Control Group are subject to Employer Shared Responsibility requirements regardless of size.

**Coverage:** Under Employer Shared Responsibility large employers are required to offer medical coverage to employees found to be Full-Time (either anticipated to or measured as working on average 30 or more hours per week). The executive branch has determined to offer an employee eligible under Employer Shared Responsibility all of the coverages available to a similarly situated employee eligible under the applicable labor agreement or compensation plan.

**Educational Organization:** The term educational organization means an entity described in § 1.170A–9(c)(1), whether or not described in section 501(c)(3) and tax-exempt under section 501(a). For insurance eligibility purposes, this includes MnSCU, Perpich Arts High School, and the Minnesota State Academies.

**Employer Shared Responsibility:** A provision of the Affordable Care Act (ACA, otherwise known as health care reform). Under Employer Shared Responsibility (ESR), an employer with 50 or more FTE must offer coverage to all employees averaging 30 or more Hours of Service each week or pay a penalty. ESR took effect on January 1, 2015.

**Full-Time:** For insurance eligibility purposes, it is an employee employed on average of 30 or more Hours of Service per week with an employer. Under the Monthly Measurement Method, 130 Hours of Service in a calendar month is treated as the monthly equivalent of at least 30 Hours of Service per week.

**Hour of Service:** An Hour of Service includes hours for which an employee is paid for the performance of duties for the employer; hours for which the employee is entitled to payment for a period of time during which no duties are performed due to vacation, holiday, sick leave, layoff, jury duty, military duty, or leave of absence; and unpaid hours for FMLA, and USERRA. It also includes employment break periods for employees of educational institutions (e.g. spring break and summer break). Hours a bona fide volunteer provides are not included, nor are Hours of Service performed as part of a Federal Work-Study Program as defined under 34 CFR 675 or a substantially similar program of a State or political subdivision. In determining Hours of Service and status as a Full-Time employee for insurance eligibility purposes, an Hour of Service for one agency is treated as an Hour of Service for all other agencies within the same Control Group.

**Initial Measurement Period:** A one-year period during which the Hours of Service are measured for a newly appointed employee who did not receive the full employer contribution insurance coverage at the time of appointment. If the employee averages 30 or more Hours of Service during the initial Measurement Period the employee will be considered Full-Time for insurance benefit purposes during the associated Initial Stability Period.

**Monthly Measurement Method:** A method used to determine if an employee is Full-Time by anticipating the employee's Hours of Service prior to each calendar month.

**Look Back Method:** A method used to determine if an employee is Full-Time which involves measuring the employee Hours of Service for a set period and then providing the employee the level of coverage determined for an additional set period.

**New Hire:** An employee accepting a new appointment who has NOT provided at least one Hour of Service for any agency in the Control Group within the 13 weeks immediately preceding the first day the employee provides at least one Hour of Service for the new appointment (26 weeks for educational institutions). This definition applies only for insurance eligibility purposes.

**Not Seasonal Basis Employee:** An employee not appointed to provide services for a season.

**Ongoing Employee:** An employee employed by any agency in the Control Group on the first day of any Standard Measurement Period.

**Part-Time:** The term Part-Time employee, for employee insurance purposes, means an employee who is employed on average less than 30 Hours of Service per week. Under the Monthly Measurement Method a Part-Time employee is an employee anticipated to work less than 130 Hours of Service in a calendar month.

**Position:** A group of duties and responsibilities assigned or delegated by competent authority, requiring the Full-Time or less than Full-Time employment of one person.

**Primary Agency:** The agency that employs an employee in a primary job.

**Primary Job:** The record that has "Primary Job" in the Job Indicator field on the Work Location page of the Job Data component. An employee must have exactly one primary job.

**Reg/Temp Codes:** A category in SEMA4 that includes Emergency, Intern, Limited, Temporary, Unlimited, Non-state, and Trainee.

**Season:** A period of time that begins each calendar year in approximately the same part of the year, such as summer or winter.

**Seasonal Basis Employee.** An employee who was both appointed to work for a season and who provides services directly related to the season. A Seasonal Basis Employee may include an employee who is appointed for no more than 10 months during any 12 consecutive months but who is expected to return to work year after year. A variety of Reg/Temp coded positions can be made on a Seasonal Basis, including Seasonal, Intern, Student Worker, and Unclassified Temporary.

**Sequential Appointment:** An employee held an appointment for any agency in the Control Group in which the employee provided at least one Hour of Service within the past 13 weeks (or 26 weeks for educational institutions). The employee is not currently providing Hours of Service in that position but may, or may not provide additional Hours of Service within the next 12 months.

**Special Eligibility Code:** A code used in SEMA4 to denote the level of an employee's insurance benefit eligibility.

**Stability Period:** The term Stability Period means a one-year period that immediately follows an Administrative Period and is associated with an immediately preceding standard measurement period or initial Measurement Period. It is part of the Look Back Method. An employee will hold the level of coverage identified in the Measurement Period during the associated Stability Period.

**Standard Measurement Period.** Is a one-year period during which the Hours of Service for an Ongoing Employee are measured. If the employee averages 30 or more Hours of Service during the Standard Measurement Period the employee will be considered Full-Time for insurance benefit purposes during the following standard Stability Period.

**Variable Hour Employee:** An employee who, based on the facts and circumstances known on the employee's start date, the appointing authority cannot determine whether the employee is reasonably expected to average 30 or more Hours of Service per week during the initial Measurement Period because the employee's hours are variable or otherwise uncertain.

## Background

ESR requires that all Full-Time employees be offered the full employer contribution level coverage at least once per year. Through the Look Back Method, agencies will determine which employees are Full-Time or not for insurance benefit purposes and offer the appropriate level of coverage.

The Look Back Method provides a smoothing effect by classifying employees as Full-Time or not for a set period even if the employee's hours fluctuate from month to month. If the Look Back Method was not used, agencies would be required to determine each employee's eligibility each month by anticipating the number of hours the employee is expected to work during that month. The Look Back results in a practice that is more predictable for both agencies and employees.

Agencies will not be subject to a penalty for any employee correctly placed in a Look Back. For example, a Part-Time employee may work Full-Time for a period and still be considered Part-Time and the agency will not be subject to a penalty.

### The Look Back Method consists of three stages.

1. **Measurement Period:** during which employee hours are measured. During this period, agencies are encouraged to monitor employees' rolling weekly hour average to ensure employees work the correct number of hours to maintain their current level of eligibility.
2. **Administrative Period:** during which agencies determine which employees were Full-Time (averaged 30 or more hours per week) and offer those employees coverage.
3. **Stability Period:** employees who earned coverage during a Measurement Period may not lose coverage during the associated Stability Period unless the employee:
  - Ceases to be employed by any agency within the Control Group; or
  - Ceases to provide an hour of service for any agency within the Control Group; or
  - Experiences a Change in Employment Status and the agency measures the employee's weekly average for 3 months and finds the employee to be Part-Time (averaged less than 30 hours per week during the 3-month Measurement Period).

### There are two Look Back Methods.

#### 1. Standard Look Back (Ongoing Employee Look Back):

- **Purpose:** measure the hours of all Ongoing Employees to ensure all Full-Time employees are offered coverage.
- **Ongoing Employee:** is any employee actively at work on the first day of the Measurement Period. It also includes any Continuing Employee who returns to work within 13 weeks (or 26 weeks for educational institutions) of the first day of the Measurement Period.
- **Continuing Employee:** is an employee that provided an hour of service within the 13 (26 weeks for an educational institution) weeks before the first hour of service is provided for the new appointment. A Continuing Employee resumes its place in the Standard Look Back and is not placed in an Initial Look Back.
- **Ongoing Employee Hours Measurement report:** manages the Standard Look Back Method. It is an exception report and only includes NOT Seasonal Basis Employees within a certain rolling weekly average. A supplement to this memo explains the criteria for this report.

- **Seasonal Basis Employees:** is any employee appointed for six months or less in a position that occurs year after year at the same time of year. Seasonal Basis Employees are managed in the Seasonal Basis Employee Report. This report manages both New Hire and Ongoing Seasonal Basis Employees. A supplement to this memo explains the criteria for this report.
- **Included in the Standard Look Back:** is any employee employed in the Control Group on the first day of the Standard Measurement Period. It also includes any Continuing Employee who returns to any agency in the Control Group within 13 weeks (or 26 weeks for educational institutions) of the first day of the Standard Measurement Period.

**Standard Look Back timeline:**

The first three years are:

<b>Standard Measurement Period</b> October 23, 2013 to October 21, 2014	<b>Admin Period</b> 10.22 to 12.31.14	<b>Standard Stability Period</b> January 1, to December 31, 2015
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<b>Standard Measurement Period</b> October 22, 2014 to October 20, 2015	<b>Admin Period</b> 10.21 to 12.31.15	<b>Standard Stability Period</b> January 1, to December 31, 2016
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<b>Standard Measurement Period</b> October 21, 2015 to October 18, 2016	<b>Admin Period</b> 10.19 to 12.31.16	<b>Standard Stability Period</b> January 1, to December 31, 2017
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**2. Initial Look Back (New Hire Look Back):**

- **Purpose:** measure the hours of all New Hires to determine if they are Full-Time.
- **New Hire:** is an employee that did not provide an hour of service within the 13 weeks (26 weeks for educational institutions) before the first hour of service is provided from the new appointment.
- **Continuing Employee** is an employee that provided an hour of service within the 13 (26 weeks for an educational institution) weeks before the first hour of service is provided from the new appointment. A Continuing Employee resumes its place in the Standard Look Back and not in the Initial Look Back.
- **New Hire Hour Measurement report:** is an exception report and only includes Not Seasonal Basis Employees within a certain rolling week average range. A supplement to this memo explains the criteria for this report.
- **Seasonal Basis Employees** are managed in the Seasonal Basis Employee Report. This report manages both New Hire and Ongoing Seasonal Basis Employees. A supplement to this memo explains the criteria for this report.
- **Included in the Initial Look Back:** A new Initial Look Back begins each month. It includes all New Hires appointed in the previous month.

**Initial Look Back timeline:**

- All employees who did not receive the full employer contribution level coverage at the time of appointment are placed into a one-year Initial Measurement Period that begins the first day of the month following the appointment.

**Example:** An employee appointed on March 15 who does not receive the full employer contribution coverage will begin a one-year Initial Measurement Period on April 1.

Example of three months (the other nine months in a year are not illustrated):

- Employee appointed in December 2014:

<b>Initial Measurement Period</b> January 1, 2015 to December 31, 2015	<b>Admin Period</b> January 2016	<b>Initial Stability Period</b> February 1, 2016 to January 31, 2017
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- Employees appointed in January 2015:

<b>Initial Measurement Period</b> February 1, 2015 to January 31, 2016	<b>Admin Period</b> February 2016	<b>Initial Stability Period</b> March 1, 2016 to February 28, 2017
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- Employees appointed in February 2015:

<b>Initial Measurement Period</b> March 1, 2015 to February 29, 2016	<b>Admin Period</b> March 2016	<b>Initial Stability Period</b> April 1, 2016 to March 31, 2017
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## Procedure

### **A. Measurement Period. During the Measurement Period, SEMA4 tracks and agencies monitors the number of hours of service employees provide.**

1. Review the associated Look Back report to monitor each employee's rolling week average. These reports (which are each fully explained in supplements to this procedure) are in Document Direct (InfoPac):
  - a. HP4010E Ongoing Employee Hours Measurement Report.
  - b. HP4011E New Hire Hour Measurement Report.
  - c. HP4012E Seasonal Basis Employee Report.
  - d. HP4013E Yearly Summary Total Report.

*Hint:* DO NOT change the coverage level **based on this review** during the Measurement Period. This review provides agencies time to adjust employee work schedules as necessary to retain the proper level of coverage.

*Note:* **Report numbers end in a letter.** L is for Legislative branch agencies; J is for Judicial branch agencies; E is for Executive branch agencies; and M is for MnSCU campuses.

2. **Review the associated Look Back report as often as necessary for the needs of the agency.**

**Example: Agencies with a large staff and a variety of schedules may choose to review the report frequently.**

**Example: Agencies with a small staff and uniform schedules may choose to review the report once or twice a year.**

3. Work with supervisors and managers to ensure employees provide the number of hours necessary to maintain their current level of eligibility (the level of eligibility the employee was promised).

### **A. Administrative Period.** During the Administrative Period, agencies count the hours of service an employee included in the Look Back provided during the Measurement Period and offer coverage accordingly.

*Hint:* Not all employees are included in a Standard Measurement Period. Supplements to this procedure describe which employees are included in a Look Back.

1. Perform the Administrative Period duties for the:
  - a. Initial Administrative Period (IAP): monthly between the date the report is issued and the last day of the month.
  - b. Standard Administrative Period (SAP): annually, when the report is issued in late October and mid-December.
2. Obtain necessary reports from Document Direct (InfoPac):
  - a. IAP: New Hire Hour Measurement Report (HP4011E).
    - i. Purpose: to determine if a NOT Seasonal basis employee was Full-Time based on the average weekly hours provided during the Initial Measurement Period and so must be offered the full employer contribution level coverage.
    - ii. Available: On the Monday after the weekend following the first pay period of the month.



*Example:* The August 2015 report will be available on August 17, 2015.

- iii. All agencies must use this report during each Initial Administrative Period.
  - b. SAP: Ongoing Employee Hours Measurement Report (HP4010E).
    - i. Purpose: To determine if any NOT Seasonal Basis Employees require a change in insurance eligibility status based on the average hours in a Standard Measurement Period.
    - ii. Available: On the first Monday after the last day of the last payroll period of the Measurement Period.
    - iii. All agencies must use this report each Standard Administrative Period.
  - c. IAP/SAP: Seasonal Basis Employee Report (HP4012E).
    - i. Purpose: To determine if any Seasonal Basis Employees may require a change in insurance coverage level.
    - ii. The report is available on the Monday after the weekend following the first pay period of the month.
    - iii. All agencies with Seasonal Basis Employees must use this report.
  - d. SAP: Yearly Summary Total Report (HP4013E ).
    - i. Purpose: To clarify which employees were included in a Standard Look Back. It is a companion to the Ongoing Employee Hours Measurement Report (which includes a subsection of the employees listed on this report).
    - ii. The report is available on the first Monday after the last day of the last payroll period of the Measurement Period.
    - iii. Use of this report is optional.
  - e. IAP/SAP: Review HP6609 to ensure all hours are counted for employees with more than one appointment. All agencies must use this report.
3. Determine which sections of the applicable report (HP4010E (SAP) or HP4011E (IAP)) to use:
- a. Averaged 30 or more hours but do not have any coverage or partial employer contribution – these employees may need an offer of coverage.
  - b. Averaged less than 30 hours and have the full employer contribution level coverage – these employees may lose the full employer contribution.
  - c. Averaged 30 hours per week and has the full employer contribution – these employees do not require a change in coverage but are included for informational purposes.
  - d. Averaged 29 hours per week and does not have the full employer contribution – these employees do not require a change in coverage but are included for informational purposes.

Note: This step does not apply to HP4012 and HP6609.

4. Determine if there are employees included in the current Initial Administrative Period.

- a. The number of employees included in each Initial Look Back will vary from month to month depending on how many were appointed during the initial month.
- b. If there are no employees on the relevant section of HP4011E no action needed.

*Note:* There will always be employees included in the Standard Administrative Period.

5. Compare the Rolling Week Average to other codes on each applicable report (HP4010, HP4011 HP1012):
  - a. Compare average hours worked to the Special Eligibility Code. Determine if the employee is working the correct number of hours compared to the assigned Special Eligibility Code and the agency's expectations.
  - b. Compare average hours worked to the FTE, Appointment Status and Full/Part time status. Determine if the employee is working the correct number of hours compared to the assigned codes and the agency's expectations.
6. Make an analysis of why each employee is on the list. There may be many reasons why an employee may be on the report and has the correct level of coverage. Possible examples include that the employee may:
  - a. *Have been miscoded in SEMA4.* Identifying a mistake in the SEMA4 codes assigned to the employee and correcting it may result in the employee being correctly placed on the report.

**Example:** The employee is a Seasonal Basis Employee with a series "M" Special Eligibility Code. This will result in the employee appearing eligible although coverage is not required. Changing the Special Eligibility Code to the comparable series "D" will result in the employee being placed on the correct measurement report.

- b. *Have had a recent Change in Employment Status.* An employee who recently moved from a Full-Time to a Part-Time position may have a Rolling Week Average of more than 30 hours per week and still not receive the full employer contribution level coverage.

**Example:** An employee moved from a Full-Time to a Part-Time position during the Standard Measurement Period under review. The agency measured the employee's hours for three full months and found that the employee measured less than 30 hours per week. The employee was moved to the level of coverage provided under the applicable labor agreement or compensation plan. Despite measuring 30 or more hours per week during the Standard Measurement Period the employee is not eligible for the full employer contribution level coverage.

- c. *Have the correct level of coverage under the applicable labor agreement or compensation plan.* An employee that is eligible for the full employer contribution coverage under the applicable labor contract or compensation plan must remain at that level despite a Rolling Week Average of less than 30 hours per week.

**Example:** An employee with a Rolling Week Average of 23.09 may be insurance eligible if the employee is Full-Time but the Rolling Week Average was low due to an unpaid leave of absence that left many weeks with no hours provided.

- d. *Be on the bubble.* The employee may have the correct level of coverage and is included on the report because the employee is on the bubble of gaining or losing eligibility for the full employer contribution level coverage.

**Example:** An employee with a Rolling Week Average of 30.0 in the 30 Hour Ave / Coverage with Full ER Contribution section is eligible for the full employer contribution. However, the employee's

average may be increasing or decreasing and being in this category is an indication of that movement.

6. Determine if the employee has hours of service in another agency within the Control Group.
  - a. Determine if the agency has an Interagency Agreement to provide coverage for an employee and, if so, see HR/LR Procedure #1428P Interagency Agreement for Concurrent and Sequential Appointments.
  - b. Review the HP6609 to determine if an employee is providing hours or service to another state agency within the Control Group outside of an Interagency Agreement.
  - c. Combine the hours of service an employee provides in all agencies within the Control Group to determine the employee's 52-week average hours of service. These hours may or may not have been combined on the report (depending on coding in SEMA4).
  
7. Determine which employees will require a coverage status change.
  - a. Make no change in the coverage level for an employee whose hours did not change between Full-Time (on average 30 or more hours per week) or Part-Time (on average less than 30 hours per week).
  - b. Change the level of coverage for employees whose status changed between Full-Time (on average 30 or more hours per week) and Part-Time (on average less than 30 hours per week):
    - i. Employee became Full-Time: Offer the full employer contribution level coverage to all employees *newly* identified as Full-Time (averaged 30 or more hours per week during the just completed Measurement Period).  
  
Coverage will begin on the first day of the associated Stability Period.
    - ii. Employee became Part-Time: Determine if the level of coverage will change for an employee that averaged less than 30 hours per week during this Measurement Period.  
If an employee with the full employer contribution level coverage averaged less than 30 hours per week during the Measurement Period the agency may withdraw coverage for the following Stability Period.  
  
*See the memo [Guidelines for Continuing Employer Contribution for Full-Time and Part-Time Employee Working a Reduced Schedule](#) issued on March 27, 2007.*
  
8. **Coverage will begin or end on the first day of the month following the Administrative Period.**
  - a. Initial Administrative Period: Effective date is the first day of the month following the Initial Administrative Period.
  - b. Standard Administrative Period: Effective date is always January 1 of the upcoming year.
  
9. **Change the employees Special Eligibility Code in SEMA4:**
  - a. Sign in to SEMA4.
  - b. Select Workforce Administration > Job Information > Job Data.
  - c. Enter the employee ID or name and click the Search button.

- d. Select the most recent Work Location page. (If there is more than one employment record, select the record that has a Job Indicator of Primary Job on the Work Location page. The agency of the primary job must enter the data.
  - e. Add row by clicking “+” next to “Go to Row.”
  - f. Enter the appropriate effective date (the system will automatically default to today's date) in the Effective Date field. Initial Admin Period: the effective date is the first day of the next month.
  - g. Select Data Change in the “Action” field.
  - h. Click the magnifying glass and select BJC (Benefits Job Change) in the Reason field.
  - i. Select the Compensation page tab.
  - j. Click the “Calculate Compensation” button.
  - k. Click the “Benefits Program Participation” link at the bottom of the page.
  - l. Click the “magnifying glass” icon and select the appropriate Special Eligibility Code in the “Special Elig” field.
  - m. Click Save at the bottom right of the screen.
8. Notify Employee of Insurance Change of Status.

- a. Agencies must inform employees when their insurance coverage status changes during the Administrative Period.
- b. Provide the Waiver of Medical Coverage, Coverage NOT Required Under Contract/Plan to employees eligible for the full employer contribution under law but NOT under the applicable labor agreement or compensation plan.

<http://mn.gov/mmb/images/waiver-form.pdf>

*Note:* SEGIP will provide employees with the appropriate enrollment notification and enrollment packet.

*Note:* Employees whose coverage level changed during an Administrative Period will follow the newly eligible process and will not use the Open Enrollment process.

A. **Stability Period.** During the Stability Period an employee retains the level of coverage earned in the Measurement Period unless a specific action occurs.

1. An employee may lose coverage during a Stability Period if she or he:
  - a. Ceases to be employed by an agency within the Control Group (for example, resigns or retires).
  - b. Does not provide an hour of service (for example goes on an unpaid leave or layoff).
  - c. Has a Change in Employment Status.

*See:* HR/LR Procedure #1427P Eligibility at Appointment to learn how to process a Change in Employment Status.

2. An employee may gain coverage during a Stability Period if he or she:

- a. Moves from Part-Time to Full-Time (anticipated to average 30 or more hours per week).
  - b. Earns coverage during a Quarterly Look Back required under a labor agreement.
3. An agency may provide a greater level of coverage than the employee earned during the Measurement Period. The coverage level may be reduced from the greater level as long as it is not lower than that earned in the Measurement Period.

*Example:* Employee was measured to be Part-Time and is in a Stability Period. After completing a Quarterly Look Back review agency found the employee to be Full-Time. Agency may increase the employee's coverage to the full employer contribution.

*Example:* Employee was measured to be Full-Time and is in a Stability Period. After completing a Quarterly Look Back Review agency found the employee to be Part-Time. Agency may NOT reduce the employee's coverage level at this time.

## FORMS AND SUPPLEMENTS

### Special Eligibility Code Chart Eligibility at Appointment (June 2015)

Any position intended to last 12 weeks or less is not insurance eligible unless the appointed individual is entering the position as an insurance eligible Continuing Employee. A Continuing Employee will receive the better of either the level of coverage associated with the new position or the level the employee is entitled to due to his or her place in a Stability Period. Coverage attributable to the individual, and not to the position, may only be required for three months.

### Not Seasonal Basis Appointment

Reg/Temp	Full/Part/Int	Scheduled Average Hours Per Week	Minimum Appointment Length	Special Eligibility Code
Column 1	Column 2	Column 3	Column 4	Column 5
Emergency	n/a	30 or more	45 days or less <sup>1</sup>	MX
	n/a	1-29	45 days or less	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9 <sup>2</sup>
Intern	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Full / Part time	1-40	12 weeks or less	MX
	Part time	1-29	Any length	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9
Limited (Unclassified) (Not including Student Workers)	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Part time	1044 to 1565 hours but less than 30 hours week <sup>3</sup>	More than 12 weeks	MP12
	Part time	1-1043 but less than 30 hours week	More than 12 weeks	MX
	Full / Part time	1-40	12 weeks or less	MX
	Intermittent	Variable	unknown	MX
n/a	n/a	Position ineligible, employee eligible	AW12 / AW9	
Student Workers (Limited, Unclassified)	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Full / Part time	1-40	12 weeks or less	MX
	Part time	1-29	Any length	MX
	Intermittent	Variable	Any length	MX

<b>Reg/Temp</b>	<b>Full/Part/Int</b>	<b>Scheduled Average Hours Per Week</b>	<b>Minimum Appointment Length</b>	<b>Special Eligibility Code</b>
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9
Provisional	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Part time	20-29	Any length	MP12
	Part time	1-19	Any length	MX
	Full / Part time	1-40	12 weeks or less	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9
Temporary (Classified)	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Full /Part time	1-40	12 weeks or less	MX
	Part time	1-29	Any length	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9
Unlimited	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Part time	20-29	Any length	MP12
	Part time	1-19	Any length	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9

**Non-State<sup>4</sup>** Limited to MVH resident worker, State Summer Aide, NR Smoke chaser, Student (not Student Worker), MNSCU Academic Exam Monitor, AmeriCorps Worker, Jobs and Training PA Work Experience, MAEF Employee, MN Foundation Student Org Employee. Agencies with these appointments must contact MMB to determine eligibility.

<b>Reg/Temp</b>	<b>Full/Part/Int</b>	<b>Scheduled Average Hours Per Week</b>	<b>Minimum Appointment Length</b>	<b>Special Eligibility Code</b>
Trainee Assignments	Corrections Officer Trainee			
	Full time	40	6 weeks or more	MF12
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9
EBO Trainee	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9
	Forensic Scientist 1			
Forensic Scientist 1	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AW12 / AW9

<i>Reg/Temp</i>	<i>Full/Part/Int</i>	<i>Scheduled Average Hours Per Week</i>	<i>Minimum Appointment Length</i>	<i>Special Eligibility Code</i>
	Graduate Engineer Full time n/a	40 n/a	More than 12 weeks Position ineligible, employee eligible	MF12 AW12 / AW9
<i>Reg/Temp</i>	<i>Full/Part/Int</i>	<i>Scheduled Average Hours Per Week</i>	<i>Minimum Appointment Length</i>	<i>Special Eligibility Code</i>
Trainee Assignments	State Patrol Trooper Trainee 2 Full time n/a	40 n/a	More than 12 weeks Position ineligible, employee eligible	MF12 AW12 / AW9
	Weights & Measures Investigator Full time n/a	40 n/a	More than 12 weeks Position ineligible, employee eligible	MF12 AW12 / AW9

### Seasonal Basis Appointment

<i>Reg/Temp</i>	<i>Full/Part/Int</i>	<i>Scheduled Average Hours Per Week</i>	<i>Minimum Appointment Length</i>	<i>Special Eligibility Code</i>
Seasonal	Full time	40	More than 6 months	DSF
	Part time	30-39	More than 6 months	DWF <sup>5</sup>
	Full / Part time	1566 - 2088	More than 6 months	DSF
	Full / Part time	1044-1565 per year	More than 6 months	DSP
	Part time	1-19	More than 6 months	DX
	Full / Part time	1044-1565 hours <sup>3</sup>	6 months or less	DSP
	Full / Part time	1043 hours and less	6 months or less	DX
	Intermittent n/a	Variable n/a	Any length Position ineligible, employee eligible	DX DWF
Temps, Interns and Student Workers	Full time	40	More than 6 months	DWF
	Part time	30-39	More than 6 months	DWF
	Part time	1-29	More than 6 months	DX
	Full / Part time	any number of hours	6 months or less	DX
	Intermittent	Variable	Any length	DX
	n/a	n/a	Position ineligible, employee eligible	DWF



<sup>1</sup> An Emergency Worker is limited to a 45 days appointment. Consequently, an Emergency Worker position will never be insurance eligible unless the individual is eligible due to a Stability Period or a Concurrent or Sequential Appointment.

<sup>2</sup> The AW12, AW9 and DWF codes must be used when an employee is insurance eligible under the law as but not under their applicable labor agreement or compensation plan. This code indicates that the position is eligible to waive under the appropriate conditions.

<sup>3</sup> The range 1044-1565 is included in most labor agreements and compensation plans and so is included here. Although it is unlikely that an employee will work 1565 hours in less than six months it is technically possible.

<sup>4</sup> The insurance eligibility of Non State employees varies widely. The employee may be insurance eligible if the number of hours and length of appointment is anticipated to be such that the position is eligible and if the employee is a common law employee of the appointing agency. It is advised agencies consult with MMB before making an eligibility determination.

<sup>5</sup> Code a Seasonal employee as "DSF" if the employee is eligible for the full employer contribution level coverage under the applicable labor agreement or compensation plan. Code a Seasonal Employee as "DWF" if the employee is offered a full employer contribution but it not eligible for one under the applicable labor agreement or compensation plan. Under most labor agreements and compensation plans, a Seasonal employee is eligible for the full employer contribution when anticipated to work at least 1,566 hours in a calendar year.

## About the Standard Look Back Report

- **Purpose:** Provides a list of employees whose insurance coverage may need to be changed or may be on the cusp of needing to be changed during the Administrative Period of the Standard Look Back (Ongoing Employee Look Back). It is also used during the Standard Measurement Period to monitor the number of hours employees are working.
- **Where the report is located:** Document Direct (InfoPac).
- **Title:** Ongoing Employee Hours Measurement Report.
- **Report ID:**
  - HP4010E for agencies in the executive branch control group.
  - HP4010J for agencies in the judicial branch control group.
  - HP4010L for agencies in the legislative branch control group.
  - HP4010M for agencies in the MnSCU control group.
- **Available:** On the first Monday after the last day of the last payroll period of the Measurement Period.
  - Example. In 2014, the Ongoing Report will end on October 21, 2014 (which is the last day of the pay period). The report will be available on Monday, October 27, 2014.
- **Rolling and ongoing report.**
  - It runs for one full year and then starts over.
  - It is based on pay periods. Weeks follow the payroll week.
  - The average hours per week includes the number of weeks that the report has covered. In most years the report will conclude with the 52nd week but it will vary based on the payroll calendar.
- **Employees included in this report:** All employees active on the first day of the Standard Measurement period (and Continuing Employees who provide one hour of service within the first 13 weeks of the report) are including the Standard Measurement Period, this report only lists employees that fall into in these categories:
  1. **30 Hour Avg or More / No Coverage or Coverage with Partial ER Contribution.**
    - These employees measured on average 30 or more hours per week during the Measurement Period and will receive a full employer contribution in the upcoming Stability Period provided they continue to provide hours of service within the Control Group. Coverage may be lost under certain circumstances after a Change in Employment Status.
    - This section must be used during the Administrative Period. Optional during the Measurement Period.
  2. **29 Hour Avg / No Coverage or Coverage with Partial ER Contribution.**
    - Helps ensure agencies are aware of the employees “on the bubble.” These employees may be working the correct number of hours or their weekly average may be changing and a coverage level change could be required for the next Stability period.
    - Optional section used during the Measurement Period.
  3. **30 Hour Avg / Coverage with Full ER Contribution.**
    - Helps ensure agencies are aware of the employees “on the bubble.” These employees may be working the correct number of hours, or their weekly average may be changing which may lead to a coverage level change for the next Stability period.
    - Optional section used during the Measurement Period.

#### 4. 29 Hour Ave or Less / Coverage with Full ER Contribution.

- These averaged less than 30 hours per week during the Measurement Period and are not eligible for the full employer contribution level coverage under ESR. These employees may be eligible for the full employer contribution level coverage under the applicable labor agreement or compensation plan. If the employee is not eligible under the applicable labor agreement or compensation plan the agency must determine the correct course of action to take. See the memo ***Guidelines for Continuing Employer Contribution For Full-Time and Part-Time Employee Working a Reduced Schedule*** issued on March 27, 2007.
  - Must be used during the Administrative Period and is optional during the Measurement Period.
- **Classes of employees included on the report:**
    - **Ongoing employees:** Any employee active on the first day of the reporting period is included in this report.
    - **An employee who terminates but returns within 13 weeks** (or 26 weeks for educational institutions) to any agency within the same Control Group retains their place in the Look Back and so will be put back on the report.
    - **Employees on unpaid FMLA leave or military leave:** are treated as if they were at work for the purposes of counting hours to determine insurance eligibility for the upcoming Stability Period.
    - **Hours paid:** The report includes all hours paid. The earn code used to identify hours paid is included in the attachments.
  - **Classes of employees NOT included on this report:**
    - **Seasonal Basis Employee:** An employee who was appointed to work for a “season” and to provide services directly related to the season. A variety of Reg/Temp coded positions may be made on a Seasonal Basis, including Seasonal, Intern, Student Worker, and Unclassified Temporary. Identified in SEMA4 by the use of the series “D” Special Eligibility Codes.
    - **New Hire:** An employee accepting a new appointment who has NOT provided at least one Hour of Service for any agency in the Control Group within the 13 weeks immediately preceding the first day the employee provides at least one Hour of Service for the new appointment (26 weeks for educational institutions). This definition applies only for insurance eligibility purposes.
    - Any employee with a rolling week average of 31 or more hours who has the full employer contribution level coverage.
    - Any employee, in any branch, whose hours are not reported in SEMA4.
    - **Dropped from the report** are any employees that separate or otherwise become inactive.
    - **An employee who terminates but returns after 13 weeks** (or 26 weeks for educational institutions) will be placed on the New Hire report.
  - **Issues.** Reports are limited to the capabilities of SEMA4 and the information in SEMA4.
    - **Dual Appointments.** The report lists all the appointments the employee holds unless the appointment is a Seasonal Basis appointment or if the appointment began after the first day of the report.
      - **During the Administrative Period agencies are advised to review a Dual Appointment Report to ensure all the hours are included for all employees.**

## About the Yearly Summary Total Report

- **Purpose:** Provides a list of all employees measured during a Standard Look Back (Ongoing Employee Look Back). Agencies can review this list to help understand which employees were included in the Standard Look Back.
- **Where the report is located:** Document Direct (InfoPac).
- **Title:** Ongoing Employee Hours Measurement Report.
- **Report ID:**
  - HP4013E for agencies in the executive branch control group.
  - HP4013J for agencies in the judicial branch control group.
  - HP4013L for agencies in the legislative branch control group.
- **Available:** On the first Monday after the last day of the last payroll period of the Measurement Period.
  - Example. In 2014, the Ongoing Report will end on October 21, 2014 (which is the last day of the pay period). The report will be available on Monday, October 27, 2014.
- **Rolling and ongoing report.**
  - It runs for one full year and then starts over.
  - It is based on pay periods. Weeks follow the payroll week.
  - The average hours per week includes the number of weeks that the report has covered. In most years the report will conclude with the 52nd week but it will vary based on the payroll calendar.
- **Employees included in this report:** This report includes all employees in the current Standard Look Back. That is any employee employed in the Control Group on the first day of the Standard Measurement Period. It also includes any Continuing Employee who returns to any agency in the Control Group within 13 weeks (or 26 weeks for educational institutions) of the first day of the Standard Measurement Period.
- **Not included on this report:**
  - **Seasonal Basis Employee:** An employee who was appointed to work for a “season” and to provide services directly related to the season. A variety of Reg/Temp coded positions may be made on a Seasonal Basis, including Seasonal, Intern, Student Worker, and Unclassified Temporary. Identified in SEMA4 by the use of the series “D” Special Eligibility Codes.
  - **New Hire:** An employee accepting a new appointment who has NOT provided at least one Hour of Service for any agency in the Control Group within the 13 weeks immediately preceding the first day the employee provides at least one Hour of Service for the new appointment (26 weeks for educational institutions). This definition applies only for insurance eligibility purposes.
  - Any employee with a rolling week average of 30 or more hours who has the full employer contribution level coverage.
  - Any employee, in any branch, whose hours are not reported in SEMA4.
  - **Dropped from the report** are any employees that separate or otherwise become inactive and:
    - **An employee who terminates but returns within 13 weeks** (or 26 weeks for educational institutions) to any agency within the same Control Group retains their place in the Look Back and so will be put back on the report.
    - **An employee who terminates but returns after 13 weeks** (or 26 weeks for educational institutions) will be placed on the New Hire report.
- **Issues.** Reports are limited to the capabilities of SEMA4 and the information in SEMA4.

- **Dual Appointments.** The report lists all the appointments the employee holds unless the appointment is a Seasonal Basis appointment or if the appointment began after the first day of the report.
  - **During the Administrative Period agencies are advised to review a Dual Appointment Report to ensure all the hours are included for all employees.**

## About the Initial Look Back Report

- **Where the report is located:** Document Direct (InfoPac).
- **Title:** New Hire Hour Measurement Report.
- **Report ID:**
  - HP4011E for agencies in the executive branch control group.
  - HP4011J for agencies in the judicial branch control group.
  - HP4011L for agencies in the legislative branch control group.
  - HP4011M for agencies in the MnSCU control group.
- **Available:** The report is available on the Monday after the weekend following the first pay period of the next month.

Example. The report for July 2014 will be ready on Monday August 18, 2014. This is the first Monday after the last day of the first payroll period of the following month.
- **An exception report:** All New Hires that do not receive the full employer contribution level coverage at the time of appointment are included in the Initial Measurement Period. The report only displays employees that fall into two categories:
  - 30 or More Hour Ave / No Coverage or Coverage with Partial ER Contribution.
  - 29 Hour Ave / No Coverage with Partial ER Contribution.
- **Criteria.**
  - Employees will drop from report when action or coverage is Terminated, Retired, Died, or waived or if coverage is changed to full employer contribution during the year.
  - The report is based on hours worked in each month, displayed as payroll periods:
    - Hours will not start to accumulate until the first day of the month after the hire date (and may display as a partial payroll period).
    - Hours will stop accumulating at the end of the month being reported (and may display as a partial payroll period).
  - When a New Hire begins a concurrent appointment during the Initial Measurement Period the second position will be included beginning the first day of the month after the position begins.
    - Seasonal Basis appointment may not display. Run the Dual Appointment report to ensure all hours are counted (Crystal Report).
- **Extract Logic:**
  - ACTION code **HIR, REH, RFL, or REC**
  - EFFDT between **(begin of month / end of month)**
  - HR\_STATUS = **A**
  - EMPL\_STATUS = **A , L (if action is RFL) , P (if action is REC)**
  - PER\_ORG = **EMP**
  - Bypass any employee with the following:
    - ELIG\_CONTIG4 = **(CF12, MF12, CF9, MF9, DSF, DSN, DSP,DX)**
    - REG\_TEMP = **N** or REG\_TEMP = **I** and **COMPRATE = 0**
    - Secret Employee

- If previous jobs are found for employee in the same reporting group, only those hire codes outside the 13/26 week rule will be included in the report. Those within the 13/26 week rule are not considered a New Hire. About the

## About the Seasonal Basis Employee Report

- **Where the report is located:** Document Direct (InfoPac).
- **Title:** Seasonal Basis Employee Report
- **Report ID:**
  - HP4012E for agencies in the executive branch control group.
  - HP4012J for agencies in the judicial branch control group.
  - HP4012L for agencies in the legislative branch control group.
  - HP4012M for agencies in the MnSCU control group.
- **Available:** The report is available on the Monday after the weekend following the first pay period of the next month.

Example. The report for July 2014 will be ready on Monday August 18, 2014. This is the first Monday after the last day of the first payroll period of the following month.
- **An exception report:** This report includes all Seasonal Basis Employees that have a series “D” Special Eligibility Code. However, only employees averaging 25 or more hours per week are displaced on the report.
- **Criteria:**
  - Serves as both the New Hire and Ongoing Employee reports for Seasonal Basis Employees.
  - Employees will drop from report when action or coverage is Terminated, Retired, Died, or waived or if coverage is changed to full employer contribution during the year.
  - The report is based on hours worked in each month but displayed as payroll periods:
    - Hours will not start to accumulate until the first day of the month after the hire date (and may display as a partial payroll period).
    - Hours will stop accumulating at the end of the month being reported (and may display as a partial payroll period).
- **Report Format:**
  - Displays seasonal appointment for each department and hours worked within the last 12 months.
  - Will drop from report when action is **T, R, D** during the year.
  - Hours for the employee will accumulate from the date of hire or from the first workday in the starting month of the reporting period month through the last pay period work day of the ending reporting month.
  - Employee will display a message on the report when his weekly avg. is greater than 30 hours per week over a period of 6 months or longer.
    - If an employment break of less than 13/26 weeks is encountered, the weeks of NO work are counted in the 6 months and weekly avg.
    - When the employee has a new action of layoff or termination he is dropped from the report. Will reappear if he returns within the 13/16 week rule.
    - When a new action of **HIR, REH, RFL, or REC is** found during the year, and the new job hire action is within the 13/26 week rule and within the same Control Group, the original hire date data is reinstated in the hire month and will continue to accumulate hours with the new job in the original hire reporting month. The report will display the information for both departments. The new job must meet the Extract logic below.
- **Fields:**
  - Hours worked: totals the number of hours worked in the period measures.



- From Date and Apt End dates: explains the period being measured.
- Duration: totals the number of weeks worked.

Example: 25.77 is 25 weeks and 77% of a 7 day period.

- **Extract Logic**

**FOR new jobs during the reporting period:**

ACTION code **HIR, REH, RFL, or REC**

EFFDT between **(begin of month / end of month)**

HR\_STATUS = **A**

PER\_ORG = **EMP**

ELIG-CONTIG4 = **(DSF, DSN, DSP or DX)**

Bypass any employee with the following:

REG\_TEMP = **N** or REG\_TEMP = **I** and **COMPRATE = 0**

Secret Employee

FULL-PART-TIME = **F (full)**

**FOR current jobs active at the start the reporting period:**

Most current EFFDT date of Job must be less than the begin date of the reporting period and:

HR\_STATUS = **A**

PER\_ORG = **EMP**

ELIG-CONTIG4 = **(DSF, DSN, DSP or DX)**

Bypass any employee with the following:

REG\_TEMP = **N** or REG\_TEMP = **I** and **COMPRATE = 0**

Secret Employee

FULL-PART-TIME = **F (full)**

## Earn Codes Used To Determine an Hour of Service under ESR

<b>Earn Code</b>	<b>Description</b>	<b>Add Gross</b>	<b>Payment Type</b>
AGT	Alt Hol Taken-P78 & P07 Only	Y	Hours Only
AHT	Alternate Holiday Taken	Y	Hours Only
ALV	Accrue Leave for Foster Care	N	Hours Only
ATE	Admin Time Earned @ 1.0	N	Hours Only
BON	Bone Marrow Donor	Y	Hours Only
BRC	Break Hours to Comp Time	N	Hours Only
BRK	Paid Break	Y	Hours Only
C15	Comp Time Earned @ 1.5	N	Hours Only
C23	Comp Time Earned @ .67%	N	Hours Only
CB1	Call Back/Call In @ 1.0	Y	Hours Only
CB2	Call Back/Call In CT earn @1.0	N	Hours Only
CB3	Call Back/Call In CT earn@1.5	N	Hours Only
CBR	Call Back/Call In @ 1.5	Y	Hours Only
CE1	Comp Time Earned @ 1.0	N	Hours Only
CGM	Comp Earned Gov. Office Mngrs	N	Hours Only
CTP	Court Time Pay @ 1.5	Y	Hours Only
DFS	Deadly Force Situation	Y	Hours Only
DLL	Disaster Leave Law	Y	Hours Only
DPN	Reduce Pool When Used-DNR	Y	Hours Only
DPO	Reduce Pool When Used-GEA	Y	Hours Only
DPP	Reduce Pool When Used-Patrol	Y	Hours Only
DQH	Leave Donation Used - Hourly	Y	Hours Only
DQL	Leave Donation Used - Salary	N	Hours and Amount OK
ESR	ER Shared Resp. - No Pay	N	Hours Only
FLH	Floating Holiday	Y	Hours Only
FLW	Fam Med Lve - LWO/Workers Comp	N	Hours Only
FMF	Fam Med Lve Floating Holiday	Y	Hours Only
FMH	Fam Med Lve Holiday	Y	Hours Only
FMI	Fam Med Lve Injured On Duty	Y	Hours Only
FML	Fam Med Lve No Pay	N	Hours Only
FMR	Fam Med Lv Refuse Mandatory OT	N	Hours Only
FMS	Fam Med Lve Sick	Y	Hours Only
FMV	Fam Med Lve Vacation	Y	Hours Only
FS1	FF FMS Used/Comp Ernd 1.0-P01	N	Hours Only
FS5	FF FMS Used/Comp Ernd 1.5-P01	N	Hours Only
FV1	FF FMV Used/Comp Ernd 1.0-P01	N	Hours Only
FV5	FF FMV Used/Comp Ernd 1.5-P01	N	Hours Only
HCT	Holiday Hours to Comp Time	N	Hours Only
HL3	Holiday OT @ 1.0	Y	Hours Only
HL4	Holiday OT @ 1.5	Y	Hours Only
HL5	Holiday Ot @ 1.0 for Part-Time	Y	Hours Only

<b>Earn Code</b>	<b>Description</b>	<b>Add Gross</b>	<b>Payment Type</b>
HOL	Holiday Pay	Y	Hours Only
IOD	Injured On Duty Pay	Y	Hours Only
JDY	Jury Duty Leave	Y	Hours Only
LCS	Leave Cancelled Shift	N	Hours and Amount OK
LSS	Leave Salary Savings	N	Hours and Amount OK
LWO	Leave W/O Pay-Workers Cmp Only	N	Hours Only
MC1	FF MIL Used/Comp Ernd 1.0-P01	N	Hours Only
MC5	FF MIL Used/Comp Ernd 1.5-P01	N	Hours Only
MIL	Military Leave	Y	Hours Only
MLU	Military Leave Unpaid	N	Hours Only
MSL	Miscellaneous Leave	Y	Hours Only
OP1	Overtime @ 1.5 -P78 & P07 Only	Y	Hours Only
OP2	Overtime @ 1.5 -P78 & P07 Only	Y	Hours Only
OP3	Overtime @ 1.5 -P78 & P07 Only	Y	Hours Only
OP4	Overtime @ 1.5 - P07 Only	Y	Hours Only
OP5	OT @ 1.5-P78 & P07 Escort-Govt	Y	Hours Only
OT1	Overtime @ 1.0	Y	Hours Only
OT2	Overtime @ 2.0	Y	Hours Only
OT3	Overtime @ \$40.00/Hr	Y	Unit/Override Rate
OT4	Overtime @ \$56.00/Hr	Y	Unit/Override Rate
OT5	Overtime @ \$39.00/Hr	Y	Unit/Override Rate
OT6	Overtime @ \$ 57.12/Hr	Y	Unit/Override Rate
OTD	Overtime @ 1.5 - DNR	Y	Hours Only
OTR	Overtime @ 1.5	Y	Hours Only
PLV	Personal Leave	Y	Hours Only
REG	Regular Pay	Y	Hours Only
SAF	Sabbatical	Y	Hours Only
SC1	FF Sick Used/Comp Ernd 1.0-P01	N	Hours Only
SC5	FF Sick Used/Comp Ernd 1.5-P01	N	Hours Only
SCP	Schedule Change/Penalty Pay	Y	Hours Only
SFX	Shift Exchange	Y	Hours Only
SIK	Sick Leave	Y	Hours Only
TNG	Training	Y	Hours Only
VAC	Vacation Leave	Y	Hours Only
VC1	FF Vac Used/Comp Ernd 1.0-P01	N	Hours Only
VC5	FF Vac Used/Comp Ernd 1.5-P01	N	Hours Only
VPH	Veterans Preference Hearing	Y	Hours Only