



Office Memorandum

Date: June 5, 2015
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director
 Statewide Payroll Services
Subject: Agencies must track costs related to shutdown activities

As stated in the *2015 State Agency Government Contingency Planning Guide*, provided to agency command teams on May 22, agencies must track costs related to shutdown activities.

You will need to report all shutdown related costs to MMB once all shutdown activity is complete. MMB will send you specific reporting directions at a later date. Examples of information we will request:

- Number of employees that performed shutdown related work (planning, executing, etc.)
- Number of hours of labor expended by employees on shutdown work
- Amount of money expended in personnel costs related to shutdown work
- Amount of other costs incurred for shutdown work (such as costs for mailings, postage, copying, long distance calls, etc.)

For agencies who use self service time entry in SEMA4

Employees who are set up as “Time and Labor Reporters” must report shutdown related activities on their timesheet by entering “SSD” in the “SW Cost” field in labor distribution (see example below).

Time & Labor Find [2]	First	1-4 of 4	Last													Total	Accounting Date	Fund	Fin DeptID	AppropriID	SW Cost
Earn Code	Wed 05-20	Thurs 05-21	Fri 05-22	Sat 05-23	Sun 05-24	Mon 05-25	Tues 05-26	Wed 05-27	Thurs 05-28	Fri 05-29	Sat 05-30	Sun 05-31	Mon 06-01	Tues 06-02							
REG		1.50	2.00				2.50	1.50	2.00				1.00	2.00	12.50		1000	E373B040	E370014	SSD	

If hours worked in shutdown planning-related activities exceed paid hours (for example, exempt employees), then only the paid hours would have the SW Cost code of “SSD” recorded in labor distribution.

Other employees using self service time entry should use normal earnings codes (such as “REG”) when reporting time and report their hours spent on shutdown activities in the “Comments” section (see example below).

Comments
Shutdown Planning: 5/20/15 1.0; 5/27/15 1.5; 5/28/15 1.25; 5/29/15 2.5; 6/1/15 1.0 Total 7.25

If using the Comments page, agency payroll staff must run “On Demand report, FIHU0608 *SelfSrcv TimeComments*,” for all self service time entry comments and update labor distribution with the SW Cost Code of “SSD.”

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For agencies who do NOT use self service time entry in SEMA4

Employees must manually track their hours worked on shutdown related activities and report them to agency payroll staff, who will update labor distribution with the SW Cost Code of “SSD.”

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Labor Distribution Questions

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