



TO: NURSING FACILITY STAKEHOLDERS
FROM: THE DEPARTMENT OF HEALTH CARE POLICY AND FINANCING
DATE: 2/19/2020
RE: Minimum Wage Data Template

The purpose of this memo is to describe the payroll journal data required for an eligible nursing facility to apply for the Minimum Wage Supplemental Payment. The Minimum Wage Supplemental Payment is calculated as the difference between the actual earnings of a nursing facility employee at the time the local government wage increase goes into effect and the locally enacted minimum wage.

It is the Department's intention to combine the application for the supplemental payment with the data submission process. This will most likely take the form of an Excel template. The template will include instructions for proper submission of the application and data, as well as a notes section for the nursing facility to explain any intricacies of the reported data¹. Nursing facilities should include the following data elements to demonstrate the facility minimum wage was increased to the local government minimum wage (or the adjacent local government's minimum wage). The earnings and hours fields should be populated with the period in question. It is expected that the Department will provide data templates twice a year for the previous six months.

- Employer Name
- Employee Identifier
- Employee Job Title
- Regular Earnings/Hours
- Overtime Earnings/Hours²
- Shift Differential Earnings/Hours
- Vacation Earnings/Hours
- Sick Earnings/Hours
- Holiday Earnings/Hours
- Effective Begin/End Dates

If an employee receives a raise in the reporting period, a separate line should be included with the wages earned and hours worked after the raise became effective³. Do not include any bonuses the employee receives, employer contributions to a retirement account, or any employees that earn over the locally enacted minimum wage.

¹ For example, how to allocate overtime earnings if combined with regular earnings.

² Specify the overtime multiplier in the notes section. It is typically 1.5 times the base rate.

³ The same is true if the employee gets a promotion or otherwise changes positions.

