



Date: 09/13/2018

To: HR Directors & Designees, SEMA4 HR and Payroll Users

From: Kristin Batson, HR Systems Director
Mary Muellner, Statewide Payroll Services Director

RE: Updated Deadline for Requesting Retro Pay for Separated Employees

In response to questions from state agency HR regarding processing retro pay for separated employees after the fiscal year deadline, MMB has made the following decision. Effective immediately, employees have two years from the date of the retro paycheck to request their general adjustment. The current fiscal year requirement is no longer in effect.

For AFSCME Council 5, MAPE, MGEC, MNA, SRSEA, Commissioner's Plan, Commissioner's Plan Medical Specialists' Addendum and Managerial Plan

- Employees who separated from state service between 7/1/2017 and 4/21/2018 (the date the salary mass update was run for active status employees) must make a written request to their HR office by **5/11/2020** to receive the general adjustment.

For AFSCME Unit 8, AFSCME Unit 25 and MMA

- Employees who separated from state service between 7/1/2017 and 3/9/2018 (the date the salary mass update was run for active status employees) must make a written request to their HR office by **3/30/2020** to receive the general adjustment.

Questions?

- For SEMA4 HR questions, contact your MMB SEMA4 HR Transaction Specialist.
- For question regarding payroll processing, contact [Statewide Payroll Services](#).