

## Office Memorandum

**Date:** April 22, 2024

**To:** HR Directors and Designees, SEMA4 HR Users, Payroll Users, and Agency Accounting Coordinators  
(**special attention to agencies with employees covered by the Minnesota Nurses Association**)

**From:** Dori Leland, Enterprise Director, Employee Classification and Compensation

**Subject:** **Salary Adjustments for the 2023 - 2025 Biennium – Year 1  
Minnesota Nurses Association (MNA)**

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Minnesota Management and Budget (MMB) will implement the Year 1 salary provisions of the Minnesota Nurses Association (MNA) contract over the weekend of April 26, 2024. MMB will apply retroactive wage adjustments to the job records of employees covered by the MNA contract and for any “insufficient work time employees” in related job classes. The wage adjustments provide a 5.5% General Salary Adjustment, effective July 1, 2023.

MMB will distribute instructions regarding range reassignments in a separate communication in the near future.

### **July 1, 2023 Year 1 General Salary Adjustment**

Over the weekend of April 26, MMB will insert a SEMA4 job row with an effective date of **7/1/2023** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2023 and include a Job Data comment to indicate the rate of pay has been updated by the mass salary update. The new rates of pay will display in SEMA4 on Monday, April 29.

### **Mass update reports available April 29, 2024**

On April 29, 2024, report HP7041, *Mass Update Before and After Values for Salary*, will be available in the Standard Report Viewer. This report reflects the old and new rates of pay for each employee. Please review this report for accuracy. Note: After you open report HP7041, you will see Report ID PDHR7063 in the upper left corner.

### **New appointments**

Employees with new appointments effective after 7/1/2023 will not receive a 7/1/2023 Pay Rate Change / GEN row. However, the mass update program will update the appointment row and any subsequent rows, to reflect the increase.

### **Separated employees**

- Employees who are separated (with an Inactive HR status) when the mass update runs on April 26, 2024 will not be included in the general adjustment mass update.
- Employees who have a future-dated separation effective after April 26, 2024, will receive the general adjustment. However, the rate of pay on the separation row will not be updated. Agencies must manually update the separation row with the new rate of pay. MMB will send agencies a list of these employees on April 29, 2024.

Employees who separated from state service between 7/1/2023 and April 26, 2024 (the date the salary mass update will be run for active HR Status employees) must make a written request to their HR office to receive the general adjustment. Agencies are responsible for updating the job records with the 7/1/2023 general adjustment row, and any subsequent rows. Agencies are also responsible for calculating retroactive pay and recalculating any vacation payoffs and severance payments previously made to the employee. These employees must make a written request to their HR office by **5/17/2026** to receive the general adjustment. These separated employees should be advised to contact MSRS regarding the updated compensation rate.

**Work-out-of-class pay rates**

Agencies must calculate and enter the rates of pay for work-out-of-class differentials assignments. MMB will send agencies with employees on work-out-of-class and trainee assignments separate instructions and a list of employees on April 29, 2024.

**SEMA4 Salary Adjustment Timeline – MNA Year 1**

Date	Event
Weekend of 04/26/2024	MMB processes Mass Updates for employees covered by MNA: <ul style="list-style-type: none"> <li>• 5.5% general adjustment, effective 7/1/2023.</li> </ul>
04/29/2024 – 05/03/2024	Agencies review salary update report in the Standard Report Viewer. <ul style="list-style-type: none"> <li>• HP7041, <i>Mass Update Before and After Values for Salary</i>.</li> </ul>
04/29/2024 – 05/03/2024	Agencies update compensation rates for employees on a Work-out-of-Class. MMB will provide additional details.
05/17/2024	Paycheck reflects the general adjustment for employees covered by MNA.

**Questions?**

For SEMA4 HR questions, please contact your MMB SEMA4 HR Specialist:

- Kaeley Cazin – [Kaeley.Cazin@state.mn.us](mailto:Kaeley.Cazin@state.mn.us)
- Diane Clemens – [Diane.Clemens@state.mn.us](mailto:Diane.Clemens@state.mn.us)
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For questions regarding payroll processing, contact [Statewide Payroll Services](#).