

Date: May 22, 2013

To: HR Directors/Designees/SEMA4 HR Users

From: Laurie Hansen, Enterprise Human Resources Division
Minnesota Management and Budget

Phone: 651/259-3620

Subject: Salary Adjustments: AFSCME Unit 25, MNA, MGEC

This memo provides details and instructions related to implementing the salary provisions of the newly approved contracts. Statewide Payroll Services will be sending payroll-specific information and instructions in a separate memo.

2% General Salary Adjustment, Effective 1/2/2013

Over the weekend of May 25 & 26, 2013, Minnesota Management & Budget will update job records with the 2% general wage adjustment for employees covered by AFSCME Unit 25, MNA, and MGEC, and for insufficient-work time employees in related job classes. A row will be inserted with an effective date of 1/2/2013 and PAY/GEN as the action/reason. Rows with effective dates greater than 1/2/2013 will also be updated. The new rates of pay will display in SEMA4 on Tuesday, May 28, 2013.

A standard report reflecting employees' new rates of pay will be available in Document Direct for your review. HP7041, *Mass Update Before and After Values for Salary*, will be available on Tuesday, May 28, 2013. Please review the information on this report and contact your SEMA4 HR Services Specialist immediately if you have any questions or concerns about the data.

This mass update will adjust employee permanent rates of pay only. Agencies are responsible for calculating and adjusting the rates of pay for work out of class pay rates. Agencies will receive a separate set of instructions and a report of employees on work out of class to assist them in this process. MMB will send this memo and report to agencies the week of May 28, 2013.

Agencies are also responsible for updating the rates of pay for trainees if the general adjustment is allowed by the trainee plan. Use action/reason code PAY/STN (Salary Adjustment for Trainees) for this increase. MMB will send a listing of employees in training assignments to affected agencies the week of May 28, 2013, to assist them in this process.

Agencies must evaluate the impact of HR transactions entered after the mass update has been run. If a row entered after the mass update has an effective date prior to 1/2/2013, agencies must make sure that data changes on that row are also reflected on the 1/2/2013 general adjustment row and on any

subsequent rows updated by the mass update. Do not enter additional rows; use Correction mode to make the changes, and if necessary, include a job comment.

Retroactive pay from January 2, 2013, through May 21, 2013, will be processed during the pay period ending June 4, 2013, and paid on the June 14, 2013 paycheck. Statewide Payroll Services will provide detailed processing instructions in a separate bulletin.

Range Reassignment for the classification *Registered Nurse Advanced Practice*

Over the weekend of May 25 & 26, 2013, the 2% general adjustment mass update effective 1/2/2013 will be processed for employees in the classification ***Registered Nurse Advanced Practice*** using the existing range (59H) and the step the employee was on as of January 1, 2013. The retroactive wage adjustment will be based on this information. Agencies will process the range reassignment for this class the following pay period (PPE June18, 2013). A separate memo will be sent to agencies with instructions for processing the range reassignment on the position and job records in your agency.

If you have any questions regarding the implementation of these salary adjustments, please feel free to contact your SEMA4 HR Services Specialist:

Diana Evensen at 651/259-3641 or Diana.Evensen@state.mn.us
 Lorie Huerta at 651/259-3631 or Lorie.Huerta@state.mn.us
 Mary O’Connor at 651/259-3633 or Mary.OConnor@state.mn.us

SEMA4 Salary Adjustment Timeline

May/June 2013	
May 25 & 26	Mass Update (2% general adjustment, effective 1/2/2013) for AFSCME Unit 25, MNA, and MGEC.
May 28 - June 3	Agencies enter rate increases for Work Out of Class and Trainee assignments. Further instructions regarding Work Out of Class transactions and Trainee assignments will be provided.
May 28 - 31	Agencies review and approve mass retro payments for AFSCME Unit 25, MNA, and MGEC.
June 14	Paycheck includes 2% general adjustment and retroactive pay for AFSCME Unit 25, MNA, and MGEC.