

Office Memorandum

Date: June 2, 2017
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Retroactive Wage Adjustments for 2015-2017 MGEC Agreement Reinstatement**

This memo provides information for processing retroactive wage adjustments for employees covered by the 2015-2017 Minnesota Government Engineering Council (MGEC) contract agreement reinstatement.

Retroactive wage adjustment information

- The retroactive adjustment period is May 23, 2017 through May 30, 2017.
- The Retropay Process ID is **A17**.

Timeline for processing the wage adjustment

- **June 5:** Minnesota Management and Budget will adjust the salary rates of MGEC employees and for insufficient work time employees in related job classes. The salary rate increases will be effective May 23, 2017.
- **June 6:** Agencies begin to review/approve retroactive pay transactions. Agencies must review all non-approved retroactive pay transactions, adjust the retroactive pay as needed, and mark them *approved* before they can be loaded to mass time entry. In addition, we suggest agencies review a small sampling of system-approved retroactive pay amounts for reasonableness.
- **June 9:** Agencies must complete the review/approval process by this date.
- **June 13:** Retroactive pay for May 23, 2017 through May 30, 2017 will be processed during the pay period ending June 13, 2017.
- **June 23:** Retroactive pay for May 23, 2017 through May 30, 2017 will be paid on June 23, 2017 paychecks.

SEMA4 Help

- For retroactive wage adjustment information, go to [SEMA4 Help](#). In the Index, type and select *retroactive pay adjustment*. Then select [Mass Retroactive Pay Adjustments - Reference](#).
- Special situations, such as trainee assignments or missing active employees, will require manual processing. For SEMA4 Help instructions, in the Index, type and select *Individual Retroactive Pay*. Then select [Process an Individual Retroactive Pay Adjustment - Steps](#).

Questions?

- Contact [SEMA4 HR Services](#) with pay rate questions.
- Contact [Statewide Payroll Services](#) with mass retroactive pay calculation questions.