

Office Memorandum

Date: February 27, 2018
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Retroactive Wage Adjustments for AFSCME Unit 25 and Unit 208, and MMA**

This memo provides information for processing retroactive wage adjustments for employees covered by the 2017-2019 contract agreements: AFSCME Unit 25 and Unit 208, and Middle Management Association (MMA).

Retroactive wage adjustment information

- The retroactive adjustment period is July 1, 2017 through March 6, 2018.
- The Retropay Process ID is **A18**.

Timeline for processing the wage adjustment

- **March 10-11:** Minnesota Management and Budget will adjust the salary rates of employees in these bargaining units and for insufficient work time employees in related job classes. Salary rates will be effective July 1, 2017.
- **March 12:** 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.
- **March 16:** Agencies must complete the review/approval process by this date.
- **March 20:** Retroactive pay for July 1, 2017 through March 6, 2018 will be processed during the pay period ending March 20, 2018.
- **March 30:** Retroactive pay for July 1, 2017 through March 6, 2018 will be paid on March 30, 2018 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 work-out-of-class, 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.