

Office Memorandum

Date: February 13, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services

Subject: Retroactive Wage Adjustments for AFSCME Unit 208 and SRSEA

This memo provides information for processing retroactive wage adjustments for employees covered by the 2019-2021 contract agreements: AFSCME Unit 208 and SRSEA. Because of a step reassignment in AFSCME Unit 208, there will be **three retroactive process IDs**.

Retroactive wage adjustment information

- The retroactive adjustment period for 2.25% increase is July 1, 2019 through February 18, 2020.

Retroactive Process ID	Contract Settlement Agreement
A20	AFSCME bargaining unit 208

- The retroactive adjustment period for step reassignment is January 1, 2020 through February 18, 2020.

NOTE: The date range for the A20 and B20 retroactive process IDs overlap. As a result, all employees who received an increase as a result of the step reassignment will be flagged for review.

Retroactive Process ID	Contract Settlement Agreement
B20	AFSCME bargaining unit 208 Step Reassignment

NOTE: Due to the step reassignment and subsequent changes, agency staff may need to adjust the mass retroactive pay. The mass retroactive pay earnings may be adjusted prior to approving any retroactive pay in review or adjusted in mass time entry.

- The retroactive adjustment period for 2.25% increase is July 1, 2019 through February 18, 2020.

Retroactive Process ID	Contract Settlement Agreement
C20	SRSEA

Timeline for processing the wage adjustment

- **February 22 - 23:** 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, 2019.
- **February 24:** 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.
- **February 28:** Agencies must complete the review/approval process by this date.
- **March 3:** Retroactive pay for July 1, 2019 through February 18, 2020 will be processed during the pay period ending March 3, 2020.
- **March 13:** Retroactive pay for July 1, 2019 through February 18, 2020 will be paid on March 13, 2020 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.