Date: May 27, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Retroactive Wage Adjustments for 2019 – 2021 Agreements

This memo provides information for processing retroactive wage adjustments for employees covered by the following 2019-2021 contract agreements and plans:

- Commissioner’s Plan
- Minnesota Government Engineer’s Council (MGEC)
- Minnesota Nurses Association (MNA)

Retroactive wage adjustment information

- The retroactive adjustment period is July 1, 2019 through May 26, 2020.
- The Retropay Process ID is D20.

NOTE: The Medical Specialists and Managerial Plan agreements are not part of this mass retroactive wage adjustment because salary increases are discretionary for these agreements.

Timeline for processing the wage adjustment

- **May 30-31:** Minnesota Management and Budget will adjust the salary rates of employees in these bargaining units and plans, and for insufficient work time employees in related job classes. Salary rates will be effective July 1, 2019.

- **June 1:** 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 5:** Agencies must complete the review/approval process by this date.

- **June 9:** Retroactive pay for July 1, 2019 through May 26, 2020 will be processed during the pay period ending June 9, 2020.

- **June 19:** Retroactive pay for July 1, 2019 through May 26, 2020 will be paid on June 19, 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 Medical Specialists/Managerial Plan, work-out-of-class, trainee assignments, missing active employees, or separated employees, will require manual processing.
  - For SEMA4 Help information, in the Index, enter and select retroactive pay adjustment. Then select Mass Retroactive Pay Adjustments - Reference. Scroll down to Retroactive Pay Situations Requiring Special Attention.
  - For SEMA4 Help instructions, in the Index, enter and select Individual Retroactive Pay. Then select Process an Individual Retroactive Pay Adjustment - Steps.
  - For separated employees, the calculation includes all payoffs.
  
  **NOTE:** All retroactive pay will be paid in cash.

Questions?

- Try the SEMA4 Help documents (special situations reference and steps to process an individual adjustment) in the SEMA4 system.
- Contact SEMA4 HR Services with pay rate questions.
- Contact Statewide Payroll Services with mass retroactive pay calculation questions.