

Date: January 28, 2022
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Retroactive Wage Adjustments for 2021 - 2023 Agreements**

This memo provides information for processing retroactive wage adjustments for employees covered by the following 2021-2023 contract agreements and plans:

- Middle Mgmt Association (MMA)
- Minnesota Nurses Association (MNA)
- State Residential Schools Education Association (SRSEA)

Retroactive wage adjustment information

- The retroactive adjustment period is July 1, 2021, through February 1, 2022.
- The Retropay Process ID is **A22**.

Timeline for processing the wage adjustment

- **February 5-6:** Minnesota Management and Budget (MMB) will adjust the salary rates of employees in these bargaining units and plans, and for insufficient work time employees in related job classes. Effective July 1, 2021, there will be a 2.5% salary increase.
- **February 7:** 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 11:** Agencies must complete the review/approval process by this date.
- **February 15:** Retroactive pay for July 1, 2021, through February 1, 2022, will be processed during the pay period ending February 15, 2022.
- **February 25:** Retroactive pay for July 1, 2021, through February 1, 2022, will be paid on February 25, 2022, paychecks.

Range Reassignment

On the evening of Monday, February 7, 2022, MMB will be processing a range reassignment for selected job classifications in the MMA and MNA contracts. The range reassignment will move the employee to a step on a different salary range on the salary grid and is effective January 19, 2022. For the majority of employees this will not result in a change to their compensation rate. For those employees, where the range reassignment will result in a change to the compensation rate, Payroll Services will contract the agency and provide instructions for adjusting the Mass Retro amounts.

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?

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