Date: May 26, 2022
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Retroactive Wage Adjustments for 2021 - 2023 Commissioner’s Plan

This memo provides information for processing retroactive wage adjustments for employees covered by the 2021 - 2023 contract agreements for Commissioner’s plan.

Retroactive wage adjustment information
- The retroactive adjustment period is July 1, 2021 through May 24, 2022.
- The Retropay Process IDs is C22.

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 27:** 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. There will be a 2.5% salary increase effective 7/1/2021.
- **May 31:** 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 3:** Agencies must complete the review/approval process by this date.
- **June 7:** Retroactive pay for July 1, 2021 through May 24, 2022 will be processed during the pay period ending June 7, 2022.
- **June 17:** Retroactive pay for July 1, 2021 through May 24, 2022 will be paid on June 17, 2022 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.