

Memo

Date: 10/7/2022

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Retroactive Wage Adjustments for 2021-2023 MGEC Agreement

This memo provides retroactive wage adjustments processing information for employees covered by the 2021-2023 Minnesota Government Engineer's Council (MGEC) agreement. The retroactive adjustment period is 7/1/2021 through 10/11/2022.

Processing Timeline

The following table outlines specific action steps agencies are required to take to process retroactive wage adjustments. Agencies must complete their review and approval of retroactive pay transactions by October 21.

Date	Action
October 14	Minnesota Management and Budget (MMB) adjusts salary rates of: <ul style="list-style-type: none">• 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• Employees in these bargaining units and for insufficient work time employees in related job classes. There will be a 2.5% salary increase effective 7/1/2022.

Date	Action
October 17	<ul style="list-style-type: none"> • Agencies begin to review/approve retroactive pay transactions. <p>Agencies must review all non-approved retroactive pay transactions, adjust the retroactive pay as needed, and mark them <i>approved</i> before they can be loaded to mass time entry. See the Mass Retroactive Pay Adjustments - Reference for additional information.</p> <ul style="list-style-type: none"> • Agencies should review a small sampling of system-approved retroactive pay amounts for reasonableness.
October 21	Agencies must complete the review and approval process.
October 25	Retroactive pay for 7/1/2021 through 10/11/2022 will be processed during the pay period ending 10/25/2022.
November 4	Retroactive pay for 7/1/2021 through 10/11/2022 will be paid on 11/4/2022 paychecks.

Retroactive wage adjustment information

- The retroactive adjustment period is 7/1/2021 through 10/11/2022
- The Retropay Process IDs are:
 - Retro ID **F22** for 7/1/2021 through 6/30/2022
 - Retro ID **G22** for 7/1/2022 through 10/11/2022

SEMA4 Help Resources

- 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](#).

Contact

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