

## Memo

**Date:** 9/11/2023

**To:** Agency Payroll, HR, and Accounting Staff

**From:** Mary Muellner, Director, Statewide Payroll Services

### **RE: Retroactive Wage Adjustments for 2023-2025 AFSCME Council 5 and MAPE**

This memo provides retroactive wage adjustments processing information for employees covered by the 2023-2025 AFSCME Council 5 and MAPE contracts.

#### **Retroactive wage adjustment information**

The retroactive adjustment period is July 1, 2023, through September 12, 2023.

- AFSCME Council 5 and MAPE employees receiving a contract increase will have adjustments made under processing ID **A23**.
- AFSCME employees receiving a contract increase **and** a range reassignment, will be processed under **B23**, and will **not** be included in the A23 processing ID.

<b>Retroactive Process ID</b>	<b>Contract Settlement Agreement</b>
A23	AFSCME Council 5 and MAPE
B23	AFSCME Council 5 Range Reassignment

Employees in some steps of the pay grid for job classes below will receive a contract change increase and a range reassignment increase.

- 002214 - Building Maintenance Coordinator
- 001725 - General Maintenance Worker
- 001728 - General Maintenance Worker Lead
- 001564 - Human Services Technician

Employees who do not receive an increase as part of the range reassignment, will receive contract increases under the A23 processing ID.

#### **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 September 22. Unapproved transactions will not load to mass time entry.

Date	Action
September 16 - 18, 2023	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 5.5% salary increase effective 7/1/2023. On Monday September 18, Minnesota Management and Budget will adjust the salary rates of employees in AFSCME in the related job classes for the contract range reassignment effective 7/1/2023.
September 19, 2023	<b>Agencies begin to review/approve retroactive pay transactions.</b> 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. In addition, we suggest agencies review a small sampling of system-approved retroactive pay amounts for reasonableness.
September 22, 2023	Agencies must complete the review/approval process by this date.
September 26, 2023	Retroactive pay for July 1, 2023, through September 12, 2023, will be processed during the pay period ending 9/26/2023.
October 6, 2023	Retroactive pay for July 1, 2023, through September 12, 2023, will be paid on October 6, 2023, paychecks.

## SEMA4 Help Resources

- Agencies are encouraged to utilize the following reports:
  - [FIHR1060, Report of Non Approved Mass Retro Pay Transactions \(Standard Report Viewer/InfoPac ID HP1060\)](#)
  - [FIHR1070, Detail Report of Mass Retro Pay Transactions in Review \(Standard report Viewer/InfoPac ID 1070\)](#)
  - [FIHR1071, Detail Report of All Mass Retro Pay Transactions \(Standard Report Viewer/InfoPac ID HP1071\)](#)
  - [PDHR7063, Mass Update Before and After Values for Salary \(Standard report Viewer/InfoPac HP7041\)](#) Note: A separate version of HP7041 will be available for Range Reassignment.
  - [FIHU0626, Mass Retro Detail Download \(On-Demand\)](#)
- For retroactive wage adjustment information, refer to [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.