

Memo

Date: January 3, 2024

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Retroactive Wage Adjustments for 2023-2025 MMA, MGEC and SRSEA Agreements

This memo provides retroactive wage adjustments processing information for employees covered by the 2023-2025 Middle Management Association (MMA), Minnesota Government Engineering Council (MGEC) and State Residential Schools Education Association (SRSEA) agreements.

Retroactive wage adjustment information

The retroactive adjustment period is July 1, 2023, through January 2, 2024.

MMA employees receiving a contract increase will have adjustments made under processing ID **D23**

Retroactive Process ID	Contract Settlement Agreement
D23	MMA, MGEC and SRSEA

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 January 12. Unapproved transactions will not load to mass time entry.

Date	Action
January 6-7, 2024	Minnesota Management and Budget will adjust the salary rates of employees in MMA and for insufficient work time employees in related job classes. There will be a 5.5% salary increase effective 7/1/2023.
January 8, 2024	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 <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.

January 12, 2024	Agencies must complete the review/approval process by this date.
January 16, 2024	Retroactive pay for July 1, 2023, through January 2, 2024, will be processed during the pay period ending 1/16/2024.
January 26, 2024	Retroactive pay for July 1, 2023, through January 2, 2024, will be paid on January 26, 2024, 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 \(Standard Report Viewer/InfoPac ID HP7041\)](#)
 - [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.