

Memo

Date: January 17, 2024

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Retroactive Wage Adjustments for 2023-2025 Commissioner's Plan

This memo provides retroactive wage adjustments processing information for employees covered by the 2023-2025 Commissioner's Plan agreement.

Retroactive wage adjustment information

The retroactive adjustment period is July 1, 2023, through January 16, 2024.

Employees receiving a contract increase will have adjustments made under processing ID **A24**

Retroactive Process ID	Contract Settlement Agreement
A24	Commissioner's Plan

Processing Timeline

The following table outlines specific action steps agencies are required to take to process retroactive wage adjustment. Agencies **must** complete their review and approval of retroactive pay transactions by January 26.

Unapproved transactions will not load to mass time entry.

Date	Action
January 20-21, 2024	Minnesota Management and Budget will adjust the salary rates of employees in this bargaining unit and for insufficient work time employees in related job classes. There will be a 5.5% salary increase effective 7/1/2023.
January 22, 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 recommend agencies review a sampling of system-approved retroactive pay amounts for reasonableness.
January 26, 2024	Agencies must complete the review/approval process by this date.

January 30, 2024	Retroactive pay for July 1, 2023, through January 16, 2024, will be processed during the pay period ending 1/30/2024.
February 9, 2024	Retroactive pay for July 1, 2023, through January 16, 2024, will be paid on February 9, 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.