

Memo

Date: October 13, 2025

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Retroactive Wage Adjustments for 2025-2027 AFSCME Unit 8

This memo provides retroactive wage adjustments processing information for employees covered by the 2025-2027 AFSCME Unit 8 contract.

Retroactive wage adjustment information

The retroactive adjustment period is July 1, 2025, through October 21, 2025.

AFSCME Unit 8 employees receiving a contract increase will have adjustments made under processing ID **B25**.

Retroactive Process ID	Contract Settlement Agreement
B25	AFSCME Unit 8

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 31. Unapproved transactions will not load to mass time entry.

Date	Action
October 25-26, 2025	Minnesota Management and Budget will adjust the salary rates of employees in AFSCME Unit 8 and for insufficient work time employees in related job classes. There will be a 1.5% salary increase effective 7/1/2025.
October 27, 2025	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.
October 31, 2025	Agencies must complete the review/approval process by this date.

November 4, 2025	Retroactive pay for July 1, 2025, through October 21, 2025, will be processed during the pay period ending 11/4/2025.
November 14, 2025	Retroactive pay for July 1, 2025, through October 21, 2025, will be paid on November 14, 2025, 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 \(Standard Report Viewer/InfoPac ID 1071\)](#)
 - [PDHR7063, Mass Update Before and After Values for Salary \(Standard Report View/InfoPac ID 7041\)](#)
 - [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 and Individual Retroactive Pay Adjustment - Steps](#).

Contact

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

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF