

Memo

Date: November 3, 2025

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: Retroactive Wage Adjustments for 2025-2027 for Middle Management Association Agreement

This memo provides retroactive wage adjustments processing information for employees covered by the 2025-2027 Middle Management Association (MMA) agreement.

Retroactive wage adjustment information

The retroactive adjustment period is July 1, 2025, through November 4, 2025.

Middle Management Association (MMA) employees receiving a contract increase will have adjustments made under processing ID **C25**.

Retroactive Process ID	Contract Settlement Agreement
C25	Middle Management Association (MMA)

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 November 14. Unapproved transactions **will not load** to mass time entry.

Date	Action
November 8-9 2025	Minnesota Management and Budget will adjust the salary rates of employees in this agreement, and for insufficient work time employees in related job classes. There will be a 1.5% salary increase effective 7/1/2025.
November 10, 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.

November 14, 2025	Agencies must complete the review/approval process by this date.
November 18, 2025	Retroactive pay for July 1, 2025, through November 4, 2025, will be processed during the pay period ending 11/18/2025.
November 26, 2025	Retroactive pay for July 1, 2025, through November 4, 2025, will be paid on November 26, 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](#).

SEMA4 Hours

During the week of November 17-20, 2025, SEMA4 will be available as follows:

- Monday through and Thursday 7:00 a.m. through 9:00 p.m.
- Friday 7:00 a.m. through 5:00 p.m.

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