

Office Memorandum

Date: February 27, 2018
To: HR Directors and Designees, SEMA4 HR, and Payroll Users
From: Edwin Hudson, Deputy Commissioner

Subject: Salary Adjustments for the 2017-2019 biennium – Year 1: AFSCME Unit 8, AFSCME Unit 25 and MMA

Minnesota Management and Budget (MMB) will process a mass salary update to implement the Year 1 salary provisions of the AFSCME Unit 8, AFSCME Unit 25, and MMA contracts over the weekend of March 10-11, 2018.

MMB will apply a general wage adjustment to the job records of employees covered by these contracts and for “insufficient work time employees” in related job classes. This general adjustment provides a 2% increase.

This memo provides instructions and critical timelines for agency Human Resources offices. Statewide Payroll Services will provide a separate memo to agency staff with instructions regarding retroactive pay processing.

Year 1 General Adjustment, effective July 1, 2017

MMB will insert a SEMA4 job row with an effective date of 7/1/2017 and Pay Rate Change / GEN as the action / reason. MMB will update rows with effective dates greater than 7/1/2017. The new rates of pay will display in SEMA4 on March 12, 2018.

Pay rates over the maximum

Employees with a rate code of OFFOMD or OFFOMT:

- Employees whose rate of pay exceeded the maximum for their job class on 6/30/2017, but falls within the range on 7/1/2017, will be placed at the new range maximum step for the job class and the rate code will be changed to ONSTEP.
- Employees whose rate of pay exceeded the maximum for their job class on 6/30/2017, and continues to exceed the maximum on 7/1/2017, will not receive an update.

Employees with a rate code of OFFOMR will receive the full increase.

Mass update report available March 12

On March 12, 2018, report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. This report reflects employees’ new rates of pay. Please review this report for accuracy.

Work-out-of-class and trainee pay rates

The mass update will increase employee permanent rates of pay only. Agencies must calculate and enter the rates of pay for work-out-of-class and trainee assignments.

MMB will send agencies separate instructions and a list of employees on work-out-of-class assignments the week of March 12, 2018.

Agencies must also update the rates of pay for trainees. MMB will send agencies separate instructions and a list of employees in trainee assignments the week of March 12, 2018.

New appointments

Employees with new appointments effective after 7/1/2017 will not receive a 7/1/2017 PAY / GEN row. However, the mass update program will update the appointment row, and any subsequent rows to reflect the increase.

Separated employees

- Employees with an Inactive HR status on 3/9/2018 will not be included in the general adjustment mass update.
- Employees who have a future-dated separation effective after 3/9/2018 will receive the general adjustment. However the rate of pay on the separation row will not be updated. Agencies must manually update the separation row with the new rate of pay.

Employees who separated from state service between 7/1/2017 and 3/9/2018 must make a written request to their HR office in order to receive the general adjustment. They must request the increase in the same fiscal year that the general adjustment was approved and processed (no later than the close of business 6/30/2018). Agencies are responsible for updating the job records with the 7/1/2017 general adjustment row and any subsequent rows. Agencies are also responsible for calculating retroactive pay, and recalculating any vacation payoffs and severance payments previously made to the employee.

Questions?

For SEMA4 HR questions, please contact your MMB SEMA4 HR Specialist:

- Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us
- Mary O'Connor at 651-259-3633 or Mary.OConnor@state.mn.us
- Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us

For questions regarding payroll processing, contact [Statewide Payroll Services](#).

SEMA4 Salary Adjustment Timeline

Date	Event
Weekend of 3/10/2018	Mass salary update (2% general adjustment, effective 7/1/2017) for the AFSCME Unit 8, AFSCME Unit 25 and MMA contracts
3/12/2018 – 3/16/2018	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect.
3/12/2018 – 3/16/2018	Agencies enter rate increases for work-out-of-class and trainee assignments. MMB will provide further instructions regarding work-out-of-class and trainee assignments.
3/30/2018	Paycheck reflects a 2% general adjustment for employees covered by AFSCME Unit 8, AFSCME Unit 25 and MMA.