



## Office Memorandum

**Date:** May 23, 2013

**To:** Agency Payroll, HR and Accounting Staff

**From:** Mary Muellner, Director  
Statewide Payroll Services

**Subject:** Retroactive Wage Adjustments for AFSCME Unit 25, MGEC, and MNA

This memo outlines procedures for processing retroactive wage adjustments for employees covered by the following contract agreements:

- AFSCME Unit 25 (Radio Communications Operators)
- Minnesota Government Engineering Council (MGEC)
- Minnesota Nurse's Association (MNA)

On the weekend of May 25-26, 2013, Minnesota Management and Budget will adjust the salary rates of employees in these bargaining units and related classes. Salary rates will be effective January 2, 2013. Retroactive pay for January 2, 2013 through May 21, 2013 will be processed during the pay period ending June 4, 2013 and paid on June 14, 2013 paychecks.

Agencies must review all non-approved retroactive pay transactions, adjust the retroactive pay as needed and mark them *approved* 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. **Agencies must complete the review/approval process no later than Friday, May 31, 2013.**

**NOTE: Additional information in this memo is organized by the topics listed below.** We recommend you review this information as it may have changed.

- Tools – page 1
- Salary Rate Adjustments – page 2
- Retroactive Pay Adjustments – page 2
- Special Situations – page 4
- Assistance and SEMA4 Hours – page 5

### **TOOLS**

#### **HELP**

**Mass Retroactive Pay:** We recommend you use SEMA4 Help to assist you in processing mass retroactive pay. In the Index, type and select *retroactive pay adjustment*. Then select *Review/Approve a Mass Retroactive Pay Adjustment - Steps*. Review the step-by-step instructions.

**Individual Retroactive Pay:** For special situations requiring individual retroactive pay adjustments, agencies may use the Individual Repay Build and Trans pages to process the retroactive payment for each employee. We recommend using SEMA4 Help to assist you. In the Index, type and select *Individual*

*Retroactive Pay*. Then select *Process an Individual Retroactive Pay Adjustment - Steps*. Review the step-by-step instructions.

## **REPORTS**

- FIHR1060, *Report of Non Approved Mass RetroPay Transactions* (Document Direct/InfoPac ID HP1060)
- FIHR1070, *Detail Report of Mass RetroPay Transactions in Review* (Document Direct/InfoPac ID HP1070)
- FIHR1071, *Detail Report of All Mass RetroPay Transactions* (Document Direct/InfoPac ID HP1071)
- PFHR7041, *Mass Update Before and After Values for Salary* (Document Direct/InfoPac ID HP7041)

## **SALARY RATE ADJUSTMENTS**

### **BEFORE AND AFTER SALARY RATES**

The PFHR7041, *Mass Update Before and After Values for Salary* (Document Direct/InfoPac ID HP7041), will be available on Tuesday, May 28, 2013. Employees are sorted by agency, HR processing unit, and department ID. This report lists each employee's rate of pay before and after the mass update.

## **RETROACTIVE PAY ADJUSTMENTS**

### **RETROACTIVE PAY CALCULATION**

Retroactive pay is scheduled to be calculated the weekend of May 25-26, 2013, with the resulting reports and page information available on Tuesday, May 28, 2013.

### **RETROPAY PROCESS ID**

- **B13**

### **JOB RECORDS AND THE CALCULATION OF RETROACTIVE PAY**

The following parameters will affect the system calculation of retroactive pay:

- Human resources and payroll transactions entered through Friday, May 24, 2013, effective-dated January 2, 2013 (or earlier) through May 21, 2013, will be utilized to calculate retroactive pay. Information from job record(s) effective-dated January 2, 2013 (or earlier) through May 21, 2013, entered **after** Friday, May 24, 2013 will **not** be used in this calculation.
- For employees who have one job record (active, on leave, or layoff) in the bargaining unit at the time retroactive pay is calculated, the system will include all retroactive pay in the department ID in effect on Friday, May 24, 2013.
- For employees who have multiple job records (active, on leave, or layoff) in the bargaining unit at the time retroactive pay is calculated, the system will calculate retroactive pay for each job record and include it with the department ID(s) in effect on Friday, May 24, 2013.
- For employees who are separated on one job record, but are active, on leave, or layoff in another, the system will **not** calculate retroactive pay for the separated record. If the employee is eligible, the agency must calculate retroactive pay manually for the separated record.

## **JOB RECORDS ADDED AFTER CALCULATION OF RETROACTIVE PAY**

Manual adjustments to retroactive pay may be needed when job records effective-dated January 2, 2013 (or earlier) through May 21, 2013, are added after Friday, May 24, 2013. Adjustments (positive or negative) to retroactive pay may be made:

- On the Approve Mass RetroPay Trans page (for records not yet approved) through Friday, May 31, 2013, or
- In mass time entry the following week, or
- By processing a prior period adjustment for the pay period ending June 4, 2013.

Examples of job record transactions that may require adjusting retroactive pay are progression increases, promotions or demotions.

## **NON-APPROVED RETROACTIVE PAY**

The FIHR1060, *Report of Non-Approved Mass Retro Pay Transactions* (Document Direct/InfoPac ID HP1060), will be available Tuesday, May 28, 2013. This report lists employees by department whose retroactive pay has NOT been approved for payment. This report is a summarized version of report FIHR1070, *Detail Report of Mass Retro Pay Transactions in Review* (Document Direct/InfoPac ID HP1070).

## **RETROACTIVE PAY IN REVIEW**

Employees whose retroactive pay could not be calculated or may not be accurate will display on the Approve Mass RetroPay Trans page. **Agencies must review these records, adjust the retroactive pay as needed and mark them *approved* before they can be loaded to mass time entry.** This page will become available on Tuesday, May 28, 2013. Complete the review/approval process no later than Friday, May 31, 2013.

The path for this page is: Payroll > Retroactive Pay > Approve Mass RetroPay Trans. In the RetroPay Process ID field, enter the retropay process ID: B13. The maximum number of employees that can be accessed is 300. If the message, *More matching entries were found than can be displayed* displays, return to the search page and enter the retropay process ID and a department ID. By entering a department ID, only those records assigned to that department ID will display.

The FIHR1070, *Detail Report of Mass RetroPay Transactions in Review* (Document Direct/InfoPac ID HP1070), will be available on Tuesday, May 28, 2013. This report lists information used to calculate retroactive pay for the employees who display on the Approve Mass RetroPay Trans page. The detail for each pay period includes department ID, earn codes, hours, job class(es), old pay rate, new pay rate and gross amount of retroactive pay for which each employee may be eligible. Employees will appear on this report if, from January 2, 2013 through May 21, 2013, they:

- Were paid any lump sum amount with earn codes IRR, IRO, IRP, MRR, MRO, MRP, RGL, RPR, RPO, RPP, MSD, MRS or OTL.
- Were working out of class for part or all of this time period.
- Have a system calculated retroactive pay amount that exceeds \$1,000.00.

We recommend agencies calculate retroactive pay for each employee listed. Compare amounts you calculate with the amounts on report FIHR1070.

## **RETROACTIVE PAY FOR ALL EMPLOYEES**

Retroactive pay for all employees will display on the Mass RetroPay Transactions page. For each retroactive pay amount that is most likely correct and system-approved, a check mark will display in the Approve? column. This page will become available on Tuesday, May 28, 2013. Complete the review process on this

page no later than Friday, May 31, 2013. You may view, adjust and approve retroactive pay that was **not** system-approved on the Approve Mass RetroPay Trans page.

**We suggest agencies review a small sampling of system-approved retroactive pay amounts for reasonableness.** Give special attention to those employees whose job records, effective-dated from January 2, 2013 (or earlier) through May 21, 2013, were changed using the Correct History mode or where rows were deleted. If a system-approved retroactive amount is found to be in error, it **cannot** be modified on this page. It will display and must be changed in mass time entry for pay period ending June 4, 2013. The path for this page is: Payroll > Retroactive Pay > Mass RetroPay Transactions. In the RetroPay Process ID field, enter the retro pay process ID: B13.

The maximum number of employees that can be accessed is 300. If the message, *More matching entries were found than can be displayed* displays, return to the search page and enter the retro pay process ID and a department ID. By entering a department ID, only those records assigned to that department ID will display.

The FIHR1071, *Detail Report of All Mass RetroPay Transactions* (Document Direct/InfoPac ID HP1071), will be available on Tuesday, May 28, 2013. This report lists information used to calculate retroactive pay for all employees, including department ID, earn codes, hours, job class(es), old pay rate, new pay rate and gross amount of retroactive pay for which each employee may be eligible.

## **MASS TIME ENTRY**

All system-approved and agency-approved retroactive pay will be loaded to mass time entry for the pay period ending June 4, 2013. If an amount is in error, change it on the Mass Time Entry page. All retroactive pay must be entered on or after the first day the employee's job record is active in that department. The earn codes to use for retroactive pay are:

- MRR- Mass Retro Lump Sum (all earnings that are not overtime or premium)
- MRO - Mass Retro Lump Sum Overtime
- MRP - Mass Retro Lump Sum Premium

Use these earn codes if you need to add additional rows of retroactive pay in mass time entry.

## **SPECIAL SITUATIONS**

### **MISSING ACTIVE EMPLOYEES**

If there are active eligible employees who do not display on the Mass RetroPay Transactions page, calculate their retroactive pay and enter it on the Mass Time Entry page during the pay period ending June 4, 2013.

Use earn codes MRR, MRO and MRP and enter lump sum dollar amounts, not hours.

### **EMPLOYEES ON LEAVE OR LAYOFF**

Employees who went on leave or layoff after January 2, 2013, are eligible for retroactive pay. Review and process retroactive pay in the same manner as for active employees. Process a current period adjustment for employees who do not display in mass time entry. Use earn codes MRR, MRO and MRP and enter lump sum dollar amounts, not hours.

### **WORK-OUT-OF-CLASS**

Agencies are responsible for updating the rates of pay for employees on work-out-of-class assignments. Employees on work-out-of-class will be flagged for review by the mass retroactive pay process. After agency HR staff updates the rates of pay for the employees on work-out-of-class assignments, agency Payroll staff will need to adjust the employee's retroactive pay accordingly.

## **TRAINEES**

Agencies are responsible for updating the rates of pay for trainees if the general adjustment is allowed by the trainee plan. Agency Payroll staff must check with agency HR staff to determine if there are any affected trainees. After agency HR staff updates the rate of pay for the trainees, agency Payroll staff will need to enter individual retroactive pay adjustments for the trainees.

## **OFF-CYCLE CHECKS**

Starting the week of May 27, 2013, off-cycle checks that include pay January 2, 2013 through May 21, 2013 will use the new rate of pay. This should be taken into account when calculating the correct amount of retroactive pay for an employee.

## **ASSISTANCE AND SEMA4 HOURS**

### **SEMA4 HOURS**

During the week of May 27, 2013, SEMA4 will be available as follows:

- Monday—Memorial Day Holiday – SEMA4 will not be available.
- Tuesday through Thursday—7:00 a.m. through 7:00 p.m.
- Friday—7:00 a.m. through 5:00 p.m.

### **ASSISTANCE**

For questions regarding pay rates, contact SEMA4 HR Services. For questions regarding earn codes, current period adjustments and payroll processing, contact Statewide Payroll Services.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**