



Office Memorandum

Date: November 12, 2015
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Retroactive Wage Adjustments for AFSCME, MAPE, and MMA

This memo provides information for processing retroactive wage adjustments for employees covered by the following 2015-2017 contract agreements: AFSCME, AFSCME Unit 25 (Radio Communications Operators), MAPE, and MMA.

Retroactive wage adjustment information

- The **retroactive adjustment period** is July 1, 2015 through December 1, 2015.
- The **Retropay Process ID** is F15.

Timeline for processing the wage adjustment

- **December 5-6: Minnesota Management and Budget will adjust the salary rates of employees** in these bargaining units/compensation plans and for insufficient work time employees in related job classes. Salary rates will be effective July 1, 2015.
- **December 7: 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 *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.
Note: SEMA4 may not be available on Monday, December 7 due to the implementation of Recruiting Solutions.
- **December 11: Agencies must complete the review/approval process** by this date.
- **December 15: Retroactive pay will be processed** during the pay period ending December 15, 2015
- **December 24: Retroactive pay will be paid** on December 24th paychecks.

SEMA4 Help

- For retroactive wage adjustment information, go to [SEMA4 Help](#). In the Index, type and select *retroactive pay adjustment*. Then select [Mass Retroactive Pay Adjustments - Reference](#).
- Special situations, such as 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](#).

Questions?

- For questions regarding pay rates, contact SEMA4 HR Services.
- For questions regarding mass retroactive pay calculation, contact Statewide Payroll Services.
- You can find agency contact information on the [MMB website](#).