



Office Memorandum

Date: January 26, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Retroactive Wage Adjustments for AFSCME Unit 8, MLEA, MNA, and SRSEA

This memo provides information for processing retroactive wage adjustments for employees covered by the following 2015-2017 contract agreements:

- AFSCME Unit 8 (Corrections Officers)
- Minnesota Law Enforcement (MLEA)
- Minnesota Nurses Association (MNA)
- State Residential Schools Education Association (SRSEA)

Retroactive wage adjustment information

- The **retroactive adjustment period** is July 1, 2015 through January 26, 2016.
- The **Retropay Process ID** is **A16**.

Timeline for processing the wage adjustment

- **January 30-31: Minnesota Management and Budget will adjust the salary rates of employees** in these bargaining units and for insufficient work time employees in related job classes. Salary rates will be effective July 1, 2015.
- **February 1: 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.
- **February 5: Agencies must complete the review/approval process** by this date.
- **February 9: Retroactive pay will be processed** during the pay period ending February 9, 2016.
- **February 19: Retroactive pay will be paid** on 2/19/2016 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](#).