



Office Memorandum

Date: June 1, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Retroactive Wage Adjustments for Commissioner's Plan

This memo provides information for processing retroactive wage adjustments for employees covered by the 2015-2017 Commissioner's Plan.

Medical Specialists and Managerial Plan agreements are not part of this mass retroactive wage adjustment because salary increases are discretionary for these agreements.

Retroactive wage adjustment information

- The retroactive adjustment period is July 1, 2015 through May 31, 2016.
- The Retropay Process ID is **B16**.

Timeline for processing the wage adjustment

- **June 4-5:** Minnesota Management and Budget will adjust the salary rates of employees in the Commissioner's Plan. Salary rates will be effective July 1, 2015.
- **June 6:** 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.
- **June 10:** Agencies must complete the review/approval process by this date.
- **June 14:** Retroactive pay will be processed during the pay period ending June 14, 2016.
- **June 24:** Retroactive pay will be paid on June 24, 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 Medical Specialists/Managerial Plan employees or 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?

- Contact [SEMA4 HR Services](#) with pay rate questions.
- Contact [Statewide Payroll Services](#) with mass retroactive pay calculation questions.