



Office Memorandum

Date: August 31, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Retroactive Wage Adjustments for 2015-2017 MGEC Agreement

This memo provides information for processing retroactive wage adjustments for employees covered by the 2015-2017 Minnesota Government Engineering Council (MGEC) contract agreement.

Retroactive wage adjustment information

- The retroactive adjustment period is July 1, 2015 through September 6, 2016.
- There are two Retropay Process IDs because the retroactive adjustment involves two fiscal years.
 - 07/01/2015 to 06/30/2016 – **C16**
 - 07/01/2016 to 09/06/2016 – **D16**

Timeline for processing the wage adjustment

- **September 10-11:** Minnesota Management and Budget will adjust the salary rates of MGEC employees and for insufficient work time employees in related job classes. The salary rate increases will be effective July 1, 2015 and July 1, 2016.
- **September 12:** 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.
- **September 16:** Agencies must complete the review/approval process by this date.
- **September 20:** Retroactive pay for July 1, 2015 through September 6, 2016 will be processed during the pay period ending September 20, 2016.
- **September 30:** Retroactive pay for July 1, 2015 through September 6, 2016 will be paid on September 30, 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?

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