***Please distribute this alert to any users within your agency who are responsible for benefit enrollments.***

**SAP Configuration Change for Employees Placed on Leave Without Pay with Benefits Due to Suspension (Excluding Bargaining Units L1 and L3)**

* Information regarding an SAP configuration change for employees placed on leave without pay with benefits due to suspension (excluding bargaining units L1 and L3)

Effective immediately, when a leave without pay with benefits action **due to suspension** is processed, the annuitant health and life insurance infotypes will be delimited in the background. The infotypes will be delimited with an effective date equal to the end of the pay period in which the LWOP action is effective. In accordance with ACA, medical, supplemental and/or prescription coverage (if applicable) will continue for the first 91 days in the LWOP status.

In addition, the employer contribution will no longer be taken while an employee is on LWOP with benefits due to suspension. Bargaining units L1 and L3 are excluded from this configuration change.

Employees are no longer eligible for annuitant health and life insurance benefits until they return from the leave without pay status. These benefit records should not be reinstated on IT0167 while the employee is LWOP. Once the return from LWOP action is processed, the infotypes will be reinstated dynamically in the background. Please ensure the ‘with benefits’ reason code is used when processing the return from LWOP action.

Any policy questions regarding this process should be directed to ra-benhelp@pa.gov.

**Questions?**
If you have any questions regarding SAP Configuration Change for Employees Placed on Leave Without Pay with Benefits Due to Suspension (Excluding Bargaining Units L1 and L3), please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the benefits category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.