***Please distribute this alert to any users within your agency who are responsible for FTE attendance entry in SAP.***

**New Full Time Evaluation Message (DOC, DMVA, and DHS only)**

* Information regarding a new full time evaluation message, PD - Pay Area or FTE Status Chg – Check OT

A new FTE message PD – “Pay Area or FTE Status Chg – Check OT” became effective 11/20/2016.

**PD “Pay Area or FTE Status Chg – Check OT”**

This message will generate when an employee in full time evaluation (FTE) whose overtime eligibility is based on 8 hours in a day (or 80 hours in a pay period) has a pay area change in the middle of the pay period, or has a change in FTE status in the middle of the pay period. In other words, the employee was in an 8/80 position and moves to a non 8/80 position in FTE or the employee was not in an 8/80 position and moves to an 8/80 position in FTE.

Timekeepers must review the automated overtime calculation to ensure accuracy of the employee’s pay. If the pay is incorrect, the employee must be removed from FTE for the entire pay period and the employee’s attendances must be entered manually.

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.