***Please distribute this alert to any users within your agency who are responsible for time administration in SAP.***

**SAP Updated to Reflect 9/1/2023 through 8/31/2027 Time Contract Changes for UGSOA (DMVA and DHS Only)**

* Information regarding updates to FTE configuration in SAP to reflect 9/1/2023 through 8/31/2027 time contract changes for UGSOA (R1, R2).

FTE configuration in SAP involving absences and overtime calculation has been updated with the contract change for UGSOA for the contract period of 9/1/2023 through 8/31/2027. The following is an explanation of the change:

**Overtime**

Effective 9/1/2023, FTE configuration in SAP will count paid sick absences as “hours worked” for the purpose of computing overtime pay.

The following is a list of paid sick absence types that count as “hours worked” for the purpose of computing overtime pay for employees covered in these bargaining units:

|  |  |  |
| --- | --- | --- |
| **A/A Code** | **Description** | **Wage Type** |
| S | Pd-Sick | 2810 |
| SB | Pd-Sick Bereavement | 2811 |
| SC | Pd-Sick-Additional SF | 2812 |
| SF | Pd-Sick Family | 2814 |
| SI | WRI-Sick | 2885 |
| SM | WRI-Sick: Med Appt | 2894 |
| SM2 | Pd-Sick: Military | 28M2 |
| YS | FMLA/SPF Sick | 2834 |
| YSC | FMLA/SPF Add’l Sick Fam | 2835 |
| YSF | FMLA/SPF Sick Family | 2836 |
| YSM2 | FMLA/SPF Sick: Mil | 28MB |
| YZD | Donated Employee | 2837 |
| YZD2 | Donated Employee  | 28MC |
| YZDF | Donated Family Member | 2838 |
| YZSE | Spec Ext | 2839 |

**Questions?**

Policy related questions should be directed to ra-oaleave@pa.gov.

System related questions should be directed to the HR Service Center, Time Services team. Timekeepers and field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.