***Please distribute this alert to any users within your agency who are responsible for July 2016 mass pay increases and fiscal year end blackout periods.***

**July 2016 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2016 mass compensation processing and fiscal year end blackout periods.
* **Revised Alert (06.28.2016):** The revision provides additional information regarding AFSCME job exclusions from the annual clothing allowance process.

**General Pay Increases (GPIs)**

General Pay Increases (GPIs) are effective July 1, 2016 and will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Percentage** | **Processing Date(s)** | **Pay Date(s)** |
| PSTA (L1) | SP | 3.00% | **All Affected Pay Areas**06/23/2016 | **Z1/Z2**07/15/2016**Z3**07/22/2016 |
| PSCOA (H1) | CO | 3.00% |
| AFSCME – Corrections Supervisory Unit (A2, J2, N2) | CS | 3.00% |

**July 2016 Monthly Enforcement Increments**

|  |  |  |
| --- | --- | --- |
| **Pay Scale** | **Effective Date(s)** | **Pay Dates(s)** |
| CO | **Z1**07/03/2016**Z2**07/02/2016**Z3**07/09/2016 | **Z1/Z2**07/29/2016**Z3**08/05/2016 |
| CS |
| SP |

Bargaining Units L4 (FOP-Capitol Police Lodge) and R4 (PSRA) will be **excluded** from the July 2016 monthly enforcement increment processing due to expired contracts as of June 30, 2015.

**Clothing Allowances**

Clothing allowance payments for Fiscal Year 2015-2016 are effective June 30, 2016 and will process for eligible employees according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | Non-update Mode: 06/23/2016Update Mode: 06/30/2016 | 07/15/2016 |
| Z3/T3 | Non-update Mode: 06/23/2016Update Mode: 06/30/2016 | 07/22/2016 |

Employees in bargaining units R4 and R3 will be **excluded** from the annual clothing allowance process due to an expired PSRA contract as of June 30, 2015.

The OA, Bureau of Labor Relations has advised that the following AFSCME job classifications previously considered eligible for payment will be **excluded** from the annual clothing allowance process:

* Job Code 05942 – Tourist Information Counselor
* Job Code 05943 – Tourist Information Supervisor
* Job Code 93090 – Motor Vehicle Program Inspector

The AFSCME Master Agreement and Memorandum do not contain any language stipulating payment nor are there any contractual side letter agreements prescribing payment to employees who hold these job classifications.

Please keep in mind that clothing allowance payments are calculated based on the employee’s eligible work hours in effect when the program runs. Agencies should ensure that all work hours through June 30, 2016 are entered and approved prior to the production run or the employee could be underpaid.

**Nurse Certification Payments**

The collective bargaining agreements covering employees in bargaining units P4 (SEIU – Healthcare PA) and P5 (OPEIU – Healthcare PA) are scheduled to expire on June 30, 2016. A final agreement on a new contract authorizing nurse certification payments for July 2016 has **not** been reached.

However, agencies should still submit [e-PARs](https://oaiss.state.pa.us/par/EntryForm.asp) to the HR Service Center for nurse certification payments that are effective July 1, 2016. The HR Service Center will hold all requests until advised by the OA, Bureau of Labor Relations that processing can occur.

**Management Employees of Bargaining Unit P3**

Agencies should also submit [e-PARs](https://oaiss.state.pa.us/par/EntryForm.asp) to the HR Service Center for payments to management employees in bargaining unit P3 who are eligible to receive a payment per EBR CN-07-240. The HR Service Center will hold all requests until advised by the OA, Bureau of Labor Relations that processing can occur.

**Expiring CBA & MOU**

Contracts for the following unions will expire on June 30, 2016:

|  |  |
| --- | --- |
| **Union** | **Bargaining Unit(s)** |
| AFSCME (includes TCP Agreement) | A1, A4, A7, B1, B4, G1, G4, J1, N1, A2, B2, G2, G5, J2, N2, 61, 64, 65, W1, W2, W4, W5, W7, W8, W9 |
| CIVEA | E4, E7 |
| PSEA | S4 |
| CBA (PUC) | Z4 |
| FOSCEP | C4, C5 |
| ISSU | M2 |
| UFCW | M1, M7 |
| OPEIU – Healthcare PA | P5 |
| SEIU – Healthcare PA | P4, P7 |
| SEIU – Local 668 | F1, F4, F5 |
| PSSU – Referees Unit | I5 |
| PLEA | K4 |
| ALES | K5 |
| PDA | T4, T5 |
| FOP – Conservation Police Officers Lodge 114, Fish and Boat Commission | K1 |
| FOP – Assistant Regional Supervisor Lodge 114, Fish and Boat Commission | K2 |
| FOP – Conservation Police Officers Lodge 114, Game Commission Act 111 Unit | K8 |

**System Non-Availability**

July 1 to July 3: Non-availability window

* Non-available time: Friday, July 1 at 5:00 p.m. to Sunday, July 3 at 12:00 p.m.
* Reason: FYE SAP System Blackout
* Systems: All SAP Systems including ESS
* Time Link systems will be available during the non-availability window

Due to the fiscal year end blackout periods, agencies served by the HR Service Center should submit any transactions with an effective date of 07/05/2016 or prior no later than 12:00 Noon on Wednesday, June 29, 2016, to ensure timely processing. This will help to avoid delays in Onboarding for newly hired employees and access of security permissions for employees transferring between agencies.

Agencies not served by the HR Service Center must suspend transaction processing as of 5:00 p.m. on Friday, July 1, 2016. Transaction processing can resume as normal on Tuesday, July 5, 2016.

**Questions?**
If you have any questions regarding the July 2016 Mass Compensation Processing, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.