***Please distribute this alert to all users within your agency who are responsible for transactional and time and attendance information in SAP.***

**Statute of Limitations – Annual Reset of the Earliest Personal Retroactive Accounting Date and Earliest Personal Recalculation Date on IT0003**

* Information regarding the annual reset of the Earliest Personal Retroactive Accounting Date (Earl.pers. RA Date) and Earliest Personal Recalculation Date (Earl.pers.rec.date)

As announced in [Personnel Administration Alert 2011-15](http://www.hrm.oa.pa.gov/_layouts/download.aspx?SourceUrl=http://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Pers%20Admin%20Alerts/PA_Alert_2011_15_Statute_of_Limitations_Archiving.doc), the Earliest Personal Retroactive Accounting Date (Earl.pers. RA Date) and the Earliest Personal Recalculation Date (Earl.pers.rec.date) on IT0003 will be reset annually. The W-2 Statute of Limitations guideline is three years, three months and 15 days after the last applicable tax year.

**Effective March 24, 2018**, these dates will be reset for all employees as follows:

* 12/06/2014 for employees in payroll area Z2/T2
* 12/07/2014 for employees in payroll area Z1
* 12/13/2014 for employees in payroll area Z3/T3

**Transactions Processing**

The reset will prevent any automatic payroll calculations for actions prior to the earliest retro dates stated above.

Due to the payroll processing schedule, any required transactions processing prior to the resetting of the Earl.pers. RA Date that **result in pay implications** must be entered by:

* 03/12/2018 for employees in payroll areas Z2/T2 and Z1
* 03/19/2018 for employees in payroll area Z3/T3

The reset also prevents time evaluation for changes to master data and/or time and attendance data prior to the new Earl.pers. RA Date. Any required transactions processing that **result in quota impacts only** must be entered by 3/23/2018.

Agencies should not enter transactions for effective dates prior to the Earl.pers. RA Date. An [E-PAR](https://oaiss.state.pa.us/par/EntryForm.asp) or [HR Help Desk Ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/Login.asp) in the time category (statute of limitations – retro type) must be submitted if a change is needed for a date prior to Earl.pers. RA Date. The reason for the change must be as a result of one of the following:

* Mandates by Court Orders or Awards
* Contractual Entitlements
* Exceptional circumstances mutually approved by the Office of Administration, BCPO and the agency central HR Office

Please reference Time Alert 2018-07, which will be distributed in the near future, for additional time information regarding the resetting of these dates.

**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 personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.