***Please distribute this alert to any users within your agency who are responsible for pay increase information.***

**January 2023 Mass Compensation Processing**

* Information regarding the schedule for the January 2023 mass compensation processing.
* **Revised Alert (01.13.2023):** This revision includes an update to the Longevity Increment section to include AFSCME.

**AFSCME and SEIU - 668 Longevity Increment**

Effective January 2023, certain employees who held trainee job classifications represented by AFSCME and SEIU-668 will be eligible to receive a one-step increase according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Processing Date** | **Effective Date** | **Pay Date** |
| Z1 | 01/12/2023 | 01/08/2023 | 02/03/2023 |
| Z2/T2 | 01/07/2023 |
| Z3/T3 | 01/14/2023 | 02/10/2023 |

To be eligible for the increase, employees must have met the following criteria specified in the side letter of agreement:

1. Employed continuously by the Commonwealth since January 31, 2022
2. Held an eligible trainee job classification in an agency under the Governor’s jurisdiction as of 08/13/2022 and received the expedited pay scale level increase
3. Promoted into an eligible higher-level working job classification between August 14, 2022 and the end of the first full pay period in January 2023
4. Were at Pay Scale Level 3 or below when the promotion action occurred

**Statutory Salaries**

Statutory employees will receive a cost-of-living adjustment (COLA), effective January 1, 2023. The increase for certain elected and appointed officials will process according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **Pay Date** | **Payment** |
| Z3/T3 | 01/27/2023 | Partial payment for 01/01/2023 to 01/13/2023.  First full payment will be received on pay date 02/10/2023. |
| Z2/T2 | 01/20/2023 | Partial payment for 01/01/2023 to 01/06/2023.  First full payment will be received on pay date 02/03/2023. |
| Z1 | 01/20/2023 | Partial payment for 01/01/2023 to 01/07/2023.  First full payment will be received on pay date 02/03/2023. |

**SEIU-HCPA and OPEIU Retention Payments**

Effective January 1, 2023, eligible permanent full-time employees in SEIU-Healthcare PA and OPEIU will receive a retention incentive payment according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Contract Name & Bargaining Unit** | **Payment Amount** | **Pay Dates(s)** |
| SEIU-Healthcare PA (P4) | $1,000.00 | **Z1/Z2**  01/20/2023  **Z3**  01/27/2023 |
| OPEIU (P5) | $1,250.00 |

Eligible permanent part-time employees are entitled to receive a pro-rated payment based on hours worked during the previous calendar year. Outreach will be performed to the appropriate Delivery Center HR Offices to obtain the hours worked and payment amount for eligible permanent part-time employees.

As a reminder, certain newly hired Commonwealth employees into bargaining units P4 and P5 with employment effective dates on or after July 1, 2020 are entitled to receive the retention incentive payment upon successful completion of the initial probationary period. It will be the agency and Delivery Center HR Office responsibility to ensure these payments are processed for eligible new hires in accordance with the SEIU-Healthcare PA union contract and OPEIU memorandum. Please provide the following information on the E-PAR when requesting payments:

* Action Type: Supplemental One-Time Payment (Action Type ZQ)
* Reason for Action: Action Reason 41 (Physn QAP/Nrs Retention)
* Wage Type; 5706 (Nurse Retention Pmt)
* Payment Amount:
  + SEIU-HCPA (P4) - $1,000.00
  + OPEIU (P5) - $1,250.00

**Tool Allowance**

Effective January 2023, tool allowances will process for eligible Diesel and Construction Equipment Mechanics (Job Code 93130) within the Department of Transportation according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payroll Area** | **Processing Date** | **Effective Date** | **Pay Date** | **Payment Amount** |
| T3 | 01/19/2023 | 01/14/2023 | 02/10/2023 | $200.00 |

**Questions?**   
If you have any questions regarding January 2023 Mass Compensation Processing, please submit an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the personnel administration category.