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

**SAP Updated to Reflect 7/1/2016 through 6/30/2019 Time Contract Changes for UFCW (M1) (PLCB Only)**

* Information regarding updates to SAP to reflect 7/1/2016 through 6/30/2019 time contract changes for UFCW (PLCB Only)

SAP configuration involving absences, quota and accrual has been updated with the contract changes for UFCW for the contract period of 7/1/2016 through 6/30/2019. Following is an explanation of the changes.

1. Sunday Premium

Employees hired on or after October 11, 2016 are not entitled to the Sunday Premium for hours worked on a Sunday. Employees will earn their regular rate of pay for all hours worked on Sunday.

1. Personal Leave

Effective at the beginning of the 2017 leave calendar year, personal quota was combined with annual quota, and employees no longer earn personal quota.

Any unused personal quota from leave calendar year 2016 was converted to anticipated/actual annual quota. Unused personal quota **was not** included in the annual extension quota.

1. Annual Leave

Effective at the beginning of the 2017 leave calendar year, with the incorporation of personal leave into annual leave, the annual leave accrual rates for full-time employees increased as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Leave Service Credit | New Earnings Rate | 75 Hour Employee | Number of Days |
| Up to 3 Years | 4.24% | 3.18 hrs ppd | 11 days |
| Over 3 Years to 15 Years Inclusive | 7.70% | 5.78 hrs ppd | 20 days |
| Over 15 Years | 9.62% | 7.22 hrs ppd | 25 days |
| Over 25 Years\* | 11.93% | 8.95 hrs ppd | 31 days |

\*For employees hired/rehired prior to July 1, 2012.

Note: The annual accrual rate increase is not applicable to regular part-time employees.

1. Annual Leave Payout for Regular Part-Time Employees

Regular part-time employees who have two or more years of service as of June 30, will be paid annual leave based upon the number of regular hours paid during the previous fiscal year as follows:

|  |  |
| --- | --- |
| Regular Hours Paid | Annual Leave Payment |
| 650-999 | 4 hours |
| 1000 to 1449 | 8 hours |
| 1450 or more hours | 12 hours |

1. Holidays

President’s Day and Columbus Day are not recognized holidays for employees hired on or after October 11, 2016.

Full-time employees hired on or after October 11, 2016 who work on Martin Luther King Jr.’s Birthday, Memorial Day, Independence Day and Veterans Day will be paid at time and one-half but will not earn compensatory leave for hours worked on these holidays.

* The holiday quota will automatically be reduced if an employee works on one of these holidays.
  + Code 94 error message generates on Time Evaluation Messages Display to alert users that the holiday quota was reduced.
    - RT hours on Holiday, Check Q25

Regular part-time employees hired on or after October 11, 2016 who are:

* Paid for 1450 hours or more during a fiscal year will receive 4 hours of holiday pay in the next fiscal year for New Year’s Day, Martin Luther King Jr.’s Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. (Note: President’s Day and Columbus Day are no longer recognized as holidays.)
* Paid for 1000-1449 hours during a fiscal year will receive 4 hours of holiday pay during the next fiscal year for New Year’s Day, Memorial Day, Labor Day, Veterans Day and Christmas Day. (Note: President’s Day is no longer recognized as a holiday.)
* Paid for 650-999 hours during a fiscal year, there is no change. Employees will receive holiday payment for New Year’s Day, Memorial Day, Labor Day and Christmas Day.

**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.