***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 ISSU and PLCB Management (M2 & M8) (PLCB Only)**

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

SAP configuration involving absences, quota and accrual has been updated with the contract changes for ISSU for the contract period of 7/1/2016 through 6/30/2019. These changes are also applicable to PLCB Management. 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 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, 2011.

1. Holidays

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

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 holiday/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

1. Additional Annual for No Sick Leave Usage

Effective at the beginning of the 2017 leave calendar year, employees who use no sick leave in an entire leave calendar year will earn an additional day of annual leave. Leave calendar year 2017 is the measurement year, and the additional earnings will be available for use in the 2018 leave calendar year. The following absence types will count as sick leave usage:

* Sick leave for personal illness
* FMLA/SPF sick leave
* Sick family
* Unpaid sick leave for FMLA/SPF reasons
* Paid/unpaid leave used for work related injuries

Note: Sick bereavement leave will not count as sick leave usage.

Employees must have at least one year of service since their most recent hire date (as reflected on IT0041/Z2 date) to be eligible to earn additional annual leave.

New Time Types have been created to allow users to identify employees who have earned the additional annual hours (PT\_BAL00 – Cumulated Time Evaluation Results – Day Balances)

* ZAHH – Add. Daily Hrs Holder
* ZAQB – Add. Annual Both Halves

If you have policy questions, please contact Pam Andrews at [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov) or 717.787-9872.

**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.