***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 PSEA (S4) - (L&I Only)**

* Information regarding updates to SAP to reflect 7/1/2016 through 6/30/2019 time contract changes for PSEA

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

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 | 80 Hour Employee | Number of Days |
| 0 - 3 Years | 4.62% | 3.47hrs ppd | 3.70 hrs ppd | 12 days |
| 3-15 Years | 7.70% | 5.78 hrs ppd | 6.16 hrs ppd | 20 days |
| Over 15 Years | 9.62% | 7.22 hrs ppd | 7.70 hrs ppd | 25 days |
| Over 25 Years\* | 11.93% | 8.95 hrs ppd | 9.54 hrs ppd | 31 days |

\*For employees hired/rehired prior to July 1, 2011.

1. Extraordinary Annual/Emergency Annual

Effective at the beginning of the 2017 leave calendar year (1/1/2017 for Z1 payroll area, 1/7/2017 for Z3/T3 payroll areas and 1/14/2017 for Z2/T2 payroll areas), employees may request up to five annual days as emergency annual per leave calendar year (AEM).

AEM absences will deduct from the annual extension quota and annual actual quota, if applicable, until exhausted. Upon exhaustion of the annual extension quota, AEM absences will deduct from the anticipated annual quota and annual actual quota.

1. Annual Leave Anticipation for Employees with Less than One Year of Service

Effective at the beginning of the 2017 leave calendar year (1/1/2017 for Z1 payroll area, 1/7/2017 for Z3/T3 payroll areas and 1/14/2017 for Z2/T2 payroll areas), employees with less than one year of service since their most recent date of hire/rehire will be able to anticipate up to one day (7.5/8.0 hours) of annual leave.

If you have policy questions, please contact Pam Andrews at 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 for time support at 877.242.6007, Option 2.