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

**SAP Updated to Reflect 7/1/2019 through 6/30/2023 Time Contract Changes for ISSU (M2) and Management (M8) (PLCB Only)**

* Information regarding updates to SAP to reflect 7/1/2019 through 6/30/2023 time contract changes for ISSU and Management (PLCB Only)

SAP configuration involving absences and quota has been updated with the contract changes for ISSU and Management for the contract period of 7/1/2019 through 6/30/2023. Following is an explanation of the changes.

**Sick**

Effective 7/1/2019, grandchildren and stepparent have been added to the definition of immediate family for the purposes of sick family leave.

Effective 7/1/2019, niece and nephew have been added to the definition of immediate family for the purpose of the three-day sick bereavement leave benefit.

Effective at the start of the 2021 leave calendar year, employees will no longer be able to use sick leave or sick bereavement for domestic partner relationships. Domestic partner relationships will be ineligible for FMLA leave.

**Holiday**

Beginning in calendar 2020, employees can carry earned, unused holiday quota into the next calendar year for up to seven pay periods. On 12/31/XXXX, unused holiday hours are removed from the holiday quota (Quota type 25). On 1/1/XXXX, a holiday extension quota (Quota type 26) will generate with the amount removed and the same number of hours will be added to the current year’s holiday quota (Quota type 25). Holiday absences used on a day other than New Year’s Day, Martin Luther King Day and Presidents’ Day will deduct from the yearly holiday quota (Quota type 25) and reduce the holiday extension quota (Quota type 26) until it is exhausted. The holiday absence is deducted from the holiday quota (Quota type 25) when requested and approved and reduces the holiday extension quota (Quota type 26) when used.

Any positive balance remaining in the holiday extension quota will automatically pay out at the end of the seven pay period extension at the rate of pay in effect at that time. A new Time Type, ZQ26, was created and will generate on the last day of the extension period to signify a payout of unused holiday extension quota. The hours will be paid using Wage Type 2754 (Accumulated Unused Holiday).

Note: The previous years unused holiday amount is also included in the next year’s holiday quota (Quota type 25). Therefore, if a Quota Compensation (STy 1026) is created prior to the end of the extension period to payout unused holiday quota, the Quota Compensation will reduce the holiday extension quota (Quota type 26) only. A Quota Correction will need to be created to remove the hours from the holiday quota (Quota type 25).

**Compensatory**

Beginning with leave calendar year 2020, employees can carry earned, unused compensatory quota into the next leave calendar year for up to seven pay periods. In addition to having a compensatory quota (Quota type 15), a compensatory extension quota (Quota type 16) will generate for employees who have unused compensatory quota. Compensatory absences used will deduct from the compensatory extension quota (Quota type 16) until it is exhausted.

Any positive balance remaining in the compensatory extension quota (Quota type 16) will automatically pay out at the end of the seven pay period extension at the rate of pay in effect at that time. A new Time Type, ZQ16, was created and will generate on the last day of the extension period to signify a payout of unused compensatory extension quota. The hours will be paid using Wage Type 2753 (Accumulated Unused Comp).

**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.