***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 CIVEA (E4/E7) (DOC Only)**

* Information regarding updates to SAP to reflect 7/1/2019 through 6/30/2023 time contract changes for CIVEA (DOC Only)

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

**Shift Differential**

Effective at the beginning of the 2020 leave calendar year there are two pay rates for shift differential.

* A full shift which begins at or after 8:00 p.m. and before 6:00 a.m. will be paid a shift differential of $1.15 per hour.
  + Continue to use the premium types listed below:

|  |  |  |
| --- | --- | --- |
| **Premium** | **Wage Type & Text** | **Mandated Wage Type & Text** |
| S1 | 2480 - SDiff 1.0 | 2680 - SDiff 1.0-Mandated |
| S4 | 2482 - SDiff 1.5 | 2682 - SDiff 1.5-Mandated |
| S9 | 2483 - SDiff 2.0 | 2683 - SDiff 2.0-Mandated |
| SH | 2492 - SDiff .50 | 2692 - SDiff .50-Mandated |
| SQ | 2491 - SDiff .25 | 2691 - SDiff .25-Mandated |

* A full shift which begins at or after 12:00 noon and before 8:00 p.m. will be paid a shift differential of $1.25 per hour.
  + Use the premium types listed below:

|  |  |  |
| --- | --- | --- |
| **Premium** | **Wage Type & Text** | **Mandated Wage Type & Text** |
| P3 | 2481 - SDiff 1.0 Prem | 2681 - SDiff 1.0 Prem-Mandated |
| P5 | 2487 - SDiff 1.5 Prem | 2687 - SDiff 1.5 Prem-Mandated |
| P6 | 2488 - SDiff 2.0 Prem | 2688 - SDiff 2.0 Prem-Mandated |

Shift differential pays automatically, if applicable, based on the employee’s work schedule. However, users will need to code overtime with the appropriate shift differential premium when manually coding overtime.

Reminders:

* The beginning of the regular work shift defines the rate of shift differential to be paid. This is also true for overtime that is connected to a shift differential qualifying work shift.
* Shift differential that is auto generated based upon the employee’s regular work shift pays at the rate in effect on the last day of the pay period.
* If the shift differential is manually entered, the shift differential pays at the rate in effect on the date of the record.
* Shift differential associated with a mandated overtime assignment must be manually coded.
* Reference the [Shift Differential Timekeeper Guide](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Resources/timekeeper-guide-shift-differential.pdf) for scenario examples.

**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 family or sick bereavement for domestic partner relationships. Domestic partner relationships will be ineligible for FMLA leave.

**Questions?**   
Field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.