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

**SAP Updated to Reflect 9/1/2020 through 8/31/2021 Time Contract Changes for UGSOA (L&I, DMVA, PSP, DHS, PHMC, DCNR & Agriculture Only)**

* Information regarding updates to SAP to reflect 9/1/2020 through 8/31/2021 time contract changes for UGSOA (BU R1/R2)

SAP configuration involving absences and attendances has been updated with the contract changes for UGSOA for the contract period of 9/1/2020 through 8/31/2021. Following is an explanation of the changes.

**Shift Differential**

Effective 9/1/2020, 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 |
| S8 | 2484 - SDiff 2.5 | 2684 - SDiff 2.5-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 |
| P7 | 2489 - SDiff 2.5 Prem | 2689 - SDiff 2.5 Prem-Mandated |

Shift differential pays automatically based on the employee’s work schedule. Time evaluation was retroed to apply the new shift differential rates for employees whose work shift is eligible for shift differential. Users will need to reevaluate overtime entries with shift differential retroactive to the pay period that includes 9/1/2020 and may need to recode with the appropriate premium shift differential for overtime.

Full time evaluation rule Common #23 was updated to pay shift differential at the appropriate rate for both regular and overtime hours. Full time evaluation employees were included in the retro of time evaluation noted above, therefore no additional reevaluation of overtime is needed for these employees.

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 attached [Shift Differential Timekeeper Guide](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Resources/timekeeper-guide-shift-differential.pdf) for scenario examples.

**Holiday**

Effective in 2021, employees who work on the Day After Thanksgiving (DAT) will be paid at their regular rate of pay.

**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.