***Please distribute this alert to any users within your agency who are responsible for pay increase information.***

**Standard Pay Schedule and Union Pay Freeze Actions**

* Information regarding the October 1, 2016 Standard Pay Schedule and Union Pay Freeze Actions.

The increased pay rates for the Standard (ST) Pay Schedule, effective 10/01/2016, are now reflected in SAP. Users will begin to see the new rates on Monday, September 26, 2016.

**Pay Freezes**

Employees who are on the Standard (ST) Pay Schedule and in bargaining units with an expired contract are not eligible for the higher monies at this time. Effected employees will be frozen at their current rate of pay and will continue to be paid in accordance with the [July 1, 2014 Standard Pay Schedule](http://www.hrm.oa.pa.gov/class-comp/Documents/paysched-standard-st-2014.pdf). When signed contracts are received, the pay freeze actions will be removed as dictated by the new contracts.

On Thursday, 09/29/2016, pay freeze actions will be processed for employees who are on the Standard Pay Schedule and who are in a bargaining unit with an expired contract. The pay freeze actions will be applied in SAP effective 09/30/2016. Until the pay freeze actions are processed on Thursday, IT0008 (Basic Pay) will reflect the higher pay rate based on the 10/01/2016 Standard (ST) Pay Schedule.

The HR Service Center will monitor all employees who move in and out of the Standard (ST) Pay Schedule to ensure the pay freezes are applied and removed appropriately.

If seasonal hires are processed by your agency for employees on the Standard Pay Schedule in a bargaining unit with an expired contract, please ensure the pay freeze action is entered effective the date of hire or rehire. On IT0008 (Basic Pay), the pay scale level needs to be set to ‘ZF’ and an hourly rate override needs to be added using the hourly rate from the [July 1, 2014 Standard Pay Schedule](http://www.hrm.oa.pa.gov/class-comp/Documents/paysched-standard-st-2014.pdf). Please refer to the [Pay Freeze – Add or Remove Employee Transaction Guide](http://www.hrm.oa.pa.gov/_layouts/download.aspx?SourceUrl=http://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Action%20Guides/pay-freeze.docx) for further transactional information related to entering the pay freeze action.

Agencies that have employees on leave without pay (LWOP) when the pay freezes are applied will need to ensure the pay freeze action is applied the date the employee returns from LWOP if returning prior to the end of the pay freeze. This also applies to employees who have a begin or return from LWOP entered after the pay freeze actions are applied.

As signed contracts for these bargaining units are received and implemented, further information will be provided regarding the removal of the pay freeze actions.

**Questions?**
If you have any questions regarding Standard Pay Schedule and Union Pay Freeze Actions, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.