***Please distribute this alert to any users within your agency who are responsible for mass pay increases and fiscal year end blackout periods.***

**July 2019 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2019 mass compensation processing and fiscal year end blackout periods. **This Alert is being revised to include the following: 1) General Pay Increase (GPI) for employees on the Corrections Management (CM) scale, and 2) minimum wage increases for job codes under Executive Board Resolution CN-19-0101.**

**General Pay Increases (GPIs)**

Effective July 1, 2019, General Pay Increases (GPIs) will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name & Bargaining Units** | **Pay Scale** | **GPI Percentage** | **Processing Date(s)** | **Pay Date(s)** |
| PSCOA (H1) | CO | 1.75% | **All Pay Areas:**06/27/2019 | **Z1/Z2/T2**07/26/2019**Z3/T3**07/19/2019 |
| AFSCME-Corrections Supervisory (A2, J2, N2) | CS | 1.75% |
| FOP-Conservation Police Officers Lodge 114, Game Commission (K8) | GO | 2.50% |
| PSTA (L1) | SP | 2.00% |
| Corrections Management (B3, F3, H3, J3, N3) | CM | 1.75% | 7/9/2019 |

**Monthly Enforcement Increments**

Monthly enforcement increments for July 2019 will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name & Bargaining Units** | **Pay Scale** | **Effective Date(s)** | **Processing Date(s)** | **Pay Date(s)** |
| PSCOA (H1) | CO | **Z1**07/14/2019**Z2**07/13/2019**Z3**07/06/2019 |  | **Z1/Z2**08/09/2019**Z3**08/02/2019 |
| AFSCME-Corrections Supervisory (A2, J2, N2) | CS | **All Pay Areas:**07/06/2019 & 07/07/2019 |
| PSTA (L1) | SP |  |

Bargaining Units L4 (FOP-Capitol Police Lodge) and R4 (PSRA) will be **excluded** from the processing of the July 2019 monthly enforcement increments due to expired contracts as of June 30, 2019.

**Minimum Wage Increases**

Effective July 1, 2019, Minimum Wage Increases will process for eligible employees according to Executive Board Resolution No. CN-19-010. The job classifications are outlined below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Code | Job ID | Job Name | PSG | PSL |
| U2530 | 03025300 | Summer Youth Program Intern | XH98 | 00 |
| U2540 | 03025400 | Secondary School Intern | XH28 | A |
| U2541 | 03025401 | Student Employee State School | XH01 | A |
| U2650 | 03026500 | Conservation Aide | XH11 | A |
| U2725 | 03027205 | Planning, Research and Statistics Intern, DOC | XH98 | 00 |
| U2730 | 03027300 | Summer Food Service Program Field Monitor | XH09 | A/B |
| U6150 | 03061500 | Game Farm Worker | XH31 | A |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | 07/1/2019 | **All Pay Areas:** 07/10/2019 | 07/26/2019 |
| Z3/T3 | 07/1/2019 | 08/2/2019 |

**Clothing Allowances**

Annual clothing allowance payments for Fiscal Year 2018-2019 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | 06/30/2019 | **All Pay Areas:** 07/03/2019 | 07/26/2019 |
| Z3/T3 | 06/30/2019 | 07/19/2019 |

**System Non-Availability**

Non-available Time: Saturday, June 29 at 12:00 p.m. to Monday, July 1 at 6:00 a.m.

* Reason: Fiscal Year End Closing
* Systems: All SAP Systems including ESS (ECC, BW/BI, SRM, LSO, BPC, Employee and Vendor Portals, PennWATCH, and Kronos)

**Questions?**
If you have any questions regarding July 2019 Mass Compensation Processing and Fiscal Year End Blackout Periods, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category.