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

**July 2020 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2020 mass compensation processing and fiscal year end blackout periods.
* **Revised Alert (07.10.2020):** This revision adds pay increases for PSCOA (H1), PSTA (L1) and Corrections Management and removes bargaining units H1 and L1 from the list of expired union contracts.

**Minimum Wage**

In accordance with Executive Order 2016-02 Amended, minimum wage for employees under the Governor’s jurisdiction will increase to $13.00 per hour effective July 1, 2020. Minimum wage increases will process for eligible employees according to the following schedule:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Code | Job Name | Pay Group | Pay Level | Processing Dates | Pay Date |
| 00001 | Limited-Term Clerk | XH50 | A | **All Pay Areas**06/25/2020 and 06/26/2020 | **Z1/Z2/T2**07/24/2020**Z3/T3**07/17/2020 |
| 00002 | Limited-Term Clerk Typist | XH56 | A |
| 00006 | Tax Season Clerk | XH57 | A |
| 00007 | Tax Season Clerk Typist | XH58 | A |
| U2530 | Summer Youth Program Intern | XH98 | 00 |
| U2540 | Secondary School Intern | XH28 | A |
| U2541 | Student Employee State School | XH01 | A |
| U2650 | Conservation Aide | XH11 | A |
| U2725 | Planning, Research and Statistics Intern, DOC | XH98 | 00 |
| U2730 | Summer Food Service Program Field Monitor | XH09 | A |
| U2800 | Liquor Store Clerk Seasonal Part Time | XH07 | A |
| U6150 | Game Farm Worker | XH31 | A |
| U8021 | Temporary Adjunct Custodial Worker | XH27 | A |  |  |

**Clothing Allowances**

Annual clothing allowance payments for Fiscal Year 2019-2020 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | 06/30/2020 | **All Pay Areas:** 07/02/2020 | 07/24/2020 |
| Z3/T3 | 06/30/2020 | 07/17/2020 |

**General Pay Increases**

Effective July 1, 2020, a 2.50% General Pay Increase will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Processing Date(s)** | **Pay Date(s)** |
| Corrections Management (B3, F3, H3, J3, N3)  | CM | **All Pay Areas**07/10/2020 | **Z1/Z2**07/24/2020**Z3**07/31/2020 |
| PSCOA (H1) | CO |
| PSTA (L1) | SP |

**Monthly Enforcement Increments**

Monthly enforcement increments for July 2020 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)** |
| FOP-Capitol Police (L4) | CP | **Z1**07/12/2020**Z2**07/11/2020**Z3**07/04/2020 | **All Pay Areas**07/11/2020 and 07/12/2020 | **Z1/Z2**08/07/2020**Z3**07/31/2020 |
| PSCOA (H1) | CO |
| PSTA (L1) | SP |

Bargaining Unit R4 (PSRA) and AFSCME Corrections Supervisory (A2, J2, N2) will be **excluded** from the processing of the July 2020 monthly enforcement increments due to expired contracts. When signed contracts for the time period beginning on 07/01/2020 are received, the implementation of any pay increases will be processed as dictated by the new contracts.

**Expired Union Contracts**

The union contracts listed below have expired or are set to expire on 06/30/2020. When signed successor contracts are received, the implementation of any pay increases will be processed as dictated by the new contracts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Name** | **Bargaining Unit(s)** | **Pay Scale** | **Expiration Date** |
| FOP-Conservation Police Officers Lodge 114, Game Commission | K8 | GO | 06/30/2020 |
| FOP-Conservation Police Officers Lodge 114, Fish and Boat Commission | K1 | FB | 06/30/2020 |
| FOP-Assistant Regional Supervisor Lodge 114, Fish and Boat Commission | K2 | FB | 06/30/2020 |
| PSEA | S4 | ED | 06/30/2019 |
| PSRA | R4 | RG | 06/30/2019 |

**System Non-Availability**

Non-available Time: Wednesday, July 1 at 3:00 p.m. to Thursday, July 2 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 2020 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.