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

**July 2021 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2021 mass compensation processing and fiscal year end blackout periods.

**Minimum Wage**

In accordance with Executive Order 2016-02 Amended, minimum wage for employees under the Governor’s jurisdiction will increase to $13.50 per hour effective July 1, 2021. 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**  07/01/2021 | **Z1/Z2/T2**  07/23/2021  **Z3/T3**  07/16/2021 |
| 00002 | Limited-Term Clerk Typist | XH56 | A |
| 00006 | Tax Season Clerk | XH57 | 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 |  |  |

Additionally, employees in Job Codes 02060 (Intermittent Liquor Store Clerk) and 02120 (Liquor Store Clerk 1) who are at Pay Level ‘A’ will receive a salary differential of $0.19 per hour effective 07/01/2021 through 09/30/2021. This is to ensure salaries are in keeping with Executive Order 2016-02 Amended. The salary differential will be included in the base pay rate for the affected employees increasing the hourly rate for LS02-A from $13.31 to $13.50.

**Clothing Allowances**

Annual clothing allowance payments for Fiscal Year 2020-2021 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | 06/30/2021 | **All Pay Areas:** 07/01/2021 | 07/23/2021 |
| Z3/T3 | 06/30/2021 | 07/16/2021 |

**Monthly Enforcement Increments**

Monthly enforcement increments for July 2021 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 | **Z2** 07/10/2021 | **Z2** 07/03/2021 and 07/04/2021 | **Z2** 08/06/2021 |
| PSTA (L1) | SP |

Bargaining Units H1 (PSCOA), R4 (PSRA) and AFSCME Corrections Supervisory (A2, J2, N2) will be **excluded** from the processing of the July 2021 monthly enforcement increments due to expired contracts/side letters. When signed contracts for the time period beginning on 07/01/2021 are received, the implementation of any pay increases will be processed as dictated by the new contracts.

**Expired Union Contracts**

The union contracts and side letters listed below are set to expire on 06/30/2021. 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 | 06/30/2021 |
| FOP-Conservation Police Officers Lodge 114, Fish and Boat Commission | K1, K9 | FB |
| PSCOA | H1 | CO |
| PSRA | R4 | RG |
| AFSCME-Corrections Supervisory | A2, J2, N2 | CS |

**System Non-Availability**

Non-available Time: Thursday, July 1 at 3:00 p.m. to Friday, July 2 at 3:00 p.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 2021 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.