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

**SAP Updated to Reflect 7/1/2015 through 6/30/2019 Arbitration Award Time Change for PSRA (BU R4) – (DCNR Only)**

* Information regarding updates to SAP to reflect 7/1/2015 through 6/30/2019 arbitration award time change for PSRA

SAP configuration involving attendances has been updated with the arbitration award time change for PSRA for the period of 7/1/2015 through 6/30/2019. Following is an explanation of the change.

Shift Differential

Effective 1/1/17, the shift differential rate increased from $1.00 per hour to $1.25 per hour for hours worked before 6am and hours worked after 3pm. Employees are not required to work a full shift (8.0 hours) during their scheduled work shift nor during an overtime shift (including off days) to be eligible to receive shift differential.

SAP has been configured to automatically generate shift differential at the appropriate rate for all hours (within and/or outside scheduled shift) worked before 6am and for all hours worked after 3pm. Therefore, do not manually enter shift differential for overtime shifts or when an attendance (such as higher class, insufficient time) overlaps with the planned working time.

If a user manually enters shift differential (S1, S4, or S9), a new time evaluation message will generate to alert the user of the incorrect entry:

* PF – Shift Diff Entry May be Invalid

Removing the shift differential from CATS will remove the warning message from the Time Evaluation Messages Display.

Please note: This new configuration to fully automate shift differential is only applicable to BU R4 employees. Manual entry of shift differential is still required for other bargaining units.

**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 the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.