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

**SAP Updated to Reflect 7/1/2017 through 6/30/2020 Time Contract Changes for PSTA (L1) - (PSP Only)**

* Information regarding updates to SAP to reflect 7/1/2017 through 6/30/2020 time contract changes for PSTA

SAP configuration involving absences has been updated with the contract changes for PSTA for the contract period of 7/1/2017 through 6/30/2020 Following is an explanation of the changes.

1. Extraordinary Personal Leave

Effective at the beginning of the 2018 leave calendar year, members will be able to use up to two personal leave days as extraordinary personal (PE) leave per leave calendar year. PE absences will deduct from personal extension quota, if applicable, until exhausted. Upon exhaustion of the extension quota, PE absences will deduct from anticipated/actual personal quota.

**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 for time support at 877.242.6007, Option 2.