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

**SAP Updated to Reflect 9/1/2017 through 8/31/2020 Time Contract Changes for USGOA (R1/R2) – (L&I, DMVA, DGS, PSP, DHS, PHMC, DCNR and Agriculture Only)**

* Information regarding updates to SAP to reflect 9/1/2017 through 8/31/2020 time contract changes for UGSOA (R1/R2) – (L&I, DMVA, DGS, PSP, DHS, PHMC, DCNR and Agriculture Only)

SAP configuration involving absences, quota and accrual has been updated with the contract changes for UGSOA for the contract period of 9/1/2017 through 8/31/2020. Following is an explanation of the changes.

1. Personal Leave

Effective at the beginning of the 2018 leave calendar year, personal quota was combined with annual quota, and employees no longer earn personal quota.

Any unused personal quota from leave calendar year 2017 was converted to anticipated/actual annual quota. Unused personal quota **was not** included in the annual extension quota.

1. Annual Leave

Effective at the beginning of the 2018 leave calendar year, with the incorporation of personal leave into annual leave, the annual leave accrual rates increased as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leave Service Credit | New Earnings Rate | 75 Hour Employee | 80 Hour Employee | Number of Days |
| Up to 3 Years | 4.24% | 3.18 hrs ppd | 3.39 hrs ppd | 11 days |
| 3-15 Years | 7.32% | 5.49 hrs ppd | 5.86 hrs ppd | 19 days |
| Over 15 Years | 9.24% | 6.93 hrs ppd | 7.39 hrs ppd | 24 days |
| Over 25 Years\* | 11.55% | 8.66 hrs ppd | 9.24 hrs ppd | 30 days |

\*For employees hired/rehired prior to July 1, 2011.

1. Additional Annual Leave When No Sick Leave is Used

Effective at the beginning of 2018 leave calendar year, employees who use no sick leave in the first half (13 pay periods) and/or second half of a leave calendar year will earn an additional one-half day (3.75/4.0 hours) of annual leave. The additional earnings will be available for use in the pay period following the end of the half leave calendar year in which it was earned. The following absence types will count as sick leave usage:

* Sick leave for personal illness
* FMLA/SPF sick leave
* Sick family
* Unpaid sick leave for FMLA/SPF reasons
* Paid/unpaid leave used for work-related injuries

Note: Sick bereavement leave will not count as sick leave usage.

Employees must have at least one year of service since their most recent hire date (as reflected on IT0041/Z2 date) to be eligible to earn additional annual leave.

New Time Types have been created to allow users to identify employees who have earned the additional annual hours (PT\_BAL00 – Cumulated Time Evaluation Results – Day balances):

* ZAHH – Add. Daily Hrs Holder (replaces ZAPL in the cutover leave

calendar year)

* ZAQ1 – Ad. Annual Gen. 1st half
* ZAQ2 – Ad. Annual Gen. 2nd half
* ZAQB – Add. Annual Both Halves

Note: The additional annual hours were manually added to quota types 10 and 11 for those employees who used no applicable sick leave in LCY 2017.

1. Annual Leave Anticipation for Employees with Less than One Year of Service

Effective at the beginning of the 2018 leave calendar year (1/6/2018 for Z3/T3 payroll areas, 1/13/2018 for Z2/T2 payroll areas and 1/14/2018 for Z1 payroll area), employees with less than one year of service since their most recent date of hire/rehire will be able to anticipate up to one day (8.0 hours) of annual leave.

**5.** Holidays

Effective in calendar year 2017, the Day After Thanksgiving (4th Friday in November) will be a recognized holiday. Employees shall be compensated at one and on-half times the employee’s regular hourly rate of pay for all hours worked on said holiday.

Employees who worked on this day were compensated appropriately and the holiday hours earned were added to the 2018 holiday quota. If another absence type was used on DAT, it was changed to holiday absence. If DAT was a scheduled off day, the holiday hours were added to the 2018 holiday quota.

If you have policy questions, please contact Pam Andrews at ra-oaleave@pa.gov or 717.787.9872.

**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.