***Please distribute this alert to any users within your agency who are responsible for time activity related to the Statute of Limitations.***

**Statute of Limitations – Resetting of the Earliest Recalculation Date (Earl.pers.rec.date) on IT0003 is fast approaching**

* Information regarding the impact of resetting the Earliest Personal Recalculation Date on IT0003 on March 21, 2020.

This alert provides additional information for time advisors to PA Alert 2020-03 regarding the annual reset of the Earliest Personal Retroactive Accounting Date (Earl.pers RA Date). You can find more detailed information in the attachment.

Time advisors should be aware of the following dates:

* Time advisors have until 3/9/2020 to enter time transactions **affecting pay** with effective dates between the “Earl.pers RA Date” on IT0003 and 12/16/16 for **employees in payroll areas \*Z2/T2**.
* Time advisors have until 3/9/2020 to enter time transactions **affecting pay** with effective dates between the “Earl.pers RA Date” on IT0003 and 12/17/16 for **employees in payroll area \*Z1**.
* Time advisors have until 3/16/2020 to enter time transactions **affecting pay** with effective dates between the “Earl.pers RA Date on IT0003” and 12/9/16 for **employees in payroll areas \*Z3/T3**.
* Time transactions for ALL payroll areas that only impact quota can be entered through the end of the business day on 3/20/2020.

\*The “Earl.pers.rec.” date is set to the payroll area the employee is in when the date is reset. Therefore, if an employee transferred to an agency with a different payroll area during the last year, it is critical that IT0003 is viewed to identify the current “Earl.pers.rec.date”.

In preparation for resetting the date, users must review and resolve warning messages/errors on reports including, but not limited to:

* Time Transfer Error Report (Y\_DC1\_32000598)
* Time Evaluation Messages Display (Y\_DC1\_32000670)
* HR Error Reporting Tool
* Any outstanding errors for ***active employees***

This project should be given a high priority. **Concentrate your efforts on the errors with effective dates between the “Earl.pers RA Date” on IT0003 and December 2016**, since this is the period that will be affected by the upcoming Earliest Personal Retroactive Accounting Date/Recalculation Date changes.

After the reset, all time corrections for dates prior to the reset date will require additional effort with manual calculations of quota/pay and coordination between the HR Service Center, agency time advisors and the Bureau of Commonwealth Payroll Operations. If errors are not corrected before the date is reset, agencies will be required to spend additional time working with HR Service Center staff to correct these issues. An [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) with complete details must be submitted for any changes prior to the Earliest Personal Retroactive Accounting Date that is displayed on IT0003.

**NOTE**: Errors from before the earliest recalculation date that is displayed on Infotype 0003 that benefitted the employee (i.e. overpayments, incorrect quota, seniority, leave service credit adjustments, etc.) will not be corrected unless the amount of pay/leave is extraordinary. In scenarios where an employee **is due $10 or more** due to changes prior to the “Earl.pers.RA date” and/or the “Earl.pers.rec.date”, OA-HRSC will create a CM case and work closely with BCPO.

**Questions?**

Field time advisors can direct any questions related to this alert to their agency time advisor. Agency time advisors may submit questions via an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services Division at 877.242.6007, Option 2.