# Agency Interface – Definitions for Selected HR Data Items

**Personnel Area**

The Personnel Area identifies the agency, board, commission, authority, council or office to which a position and employee is assigned. It is similar to the IPPS Department Code (DPCDC). The personnel area is used in SAP to identify the high level organization and establish rules and entitlements for benefits, time, pay, etc.

The personnel area consists of four digits. The first two digits are used to identify the agency. The last two digits are to provide a further breakout of the agency or to identify a separate group within an agency for which special rules, entitlements or calendars apply.

The following spreadsheet contains the conversion logic used to determine the SAP Personnel Area:

| **IPPS Dept Cd** | **IPPS Pay Group** | **IPPS Org Code** | **IPPS Headquarters Code** | **SAP Personnel Area** |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 001 |  |  |  | 99 | Governor's Office |  |
| 004 |  |  |  | 68 | Agriculture |  |
| 005 |  |  |  | 75 | Banking |  |
| 006 |  |  |  | 66 | Securities Commission |  |
| 007 |  |  |  | 67 | Health |  |
| 008 | 2 |  |  | 7802 | Transportation | Transportation Pyrl Area 2 |
| 008 | 3 |  |  | 7803 | Transportation | Transportation Pyrl Area 3 |
| 009 |  |  |  | 79 | Insurance |  |
| 010 |  |  |  | 10 | Aging |  |
| 011 |  |  |  | 11 | Corrections |  |
| 012 | 2 |  |  | 1202 | Labor & Industry | Labor & Industry Pyrl Area 2 |
| 012 | 3 |  |  | 1203 | Labor & Industry | Labor & Industry Pyrl Area 3 |
| 013 |  |  |  | 13 | Dept Miltry/Vets Aff |  |
| 013 |  | 0380 |  | 1301 | Dept Miltry/Vets Aff | DMVA Scotland School Vet Child |
| 014 |  |  |  | 14 | Attorney General |  |
| 015 |  |  |  | 15 | General Services |  |
| 016 |  |  |  | 16 | Education |  |
| 016 |  | 0391 |  | 1601 | Education | DOE Scranton St School Deaf |
| 016 |  | 0390 |  | 1602 | Education | DOE Thaddeus Stevens Tech |
| 017 |  |  |  | 17 | Public Utility Commission |  |
| 018 |  |  |  | 18 | Revenue |  |
| 019 |  |  |  | 19 | State |  |
| 020 |  |  |  | 20 | State Police |  |
| 021 | 2 |  |  | 2102 | Public Welfare | Public Welfare Pyrl Area 2 |
| 021 | 3 |  |  | 2103 | Public Welfare | Public Welfare Pyrl Area 3 |
| 022 |  |  |  | 22 | Fish And Boat Commission |  |
| 023 |  |  |  | 23 | Game Commission |  |
| 024 |  |  |  | 24 | Cmunity & Econ Dvpt |  |
| 025 |  |  |  | 25 | Probation And Parole Board |  |
| 026 |  |  |  | 26 | Liquor Control Board |  |
| 027 |  |  |  | 27 | Milk Marketing Board |  |
| 028 |  |  |  | 28 | Lieutenant Governor's Office |  |
| 029 |  |  |  | 29 | Community Affairs |  |
| 030 |  |  |  | 30 | Historical & Museum Commission |  |
| 031 |  |  |  | 31 | Emergency Management Agency |  |
| 032 |  |  |  | 32 | Civil Service Commission |  |
| 033 |  |  |  | 33 | Pennvest |  |
| 034 |  |  |  | 34 | Pa Public Tv Network |  |
| 035 |  |  |  | 35 | Environmntl Protectn |  |
| 036 |  |  |  | 36 | State Tax Equalization Board |  |
| 037 |  |  |  | 37 | Environmental Hearing Board |  |
| 038 |  |  |  | 38 | Cnsvn & Natrl Resrcs |  |
| 040 |  |  |  | 40 | Ethics Commission |  |
| 070 |  |  |  | 70 | State Emp Retirement Board |  |
| 071 |  |  |  | 71 | Municipal Retirement Board |  |
| 072 |  |  |  | 72 | Psers |  |
| 081 |  |  |  | 81 | Executive Offices |  |
| 081 |  | 9000 - 9330 |  | 8101 | Executive Offices | PA Human Relations Commission |
| 081 |  | 8400 | 21806 | 8102 | Executive Offices | JCJC at Shippensburg Univ |
| 088 |  | 0100 - 0899 |  | 8801 | PA Port Authorities | Philadelphia Reg Port Auth |
| 088 |  | 1000 - 4410 |  | 8801 | PA Port Authorities | Philadelphia Reg Port Auth |
| 088 |  | 0900 |  | 8802 | PA Port Authorities | Port of Pittsburgh Commission |

**Personnel Sub Area**

The Personnel Sub Area is a breakout within the Personnel Area and is used to further define rules and entitlements.

The Personnel Sub Area is a four digit code. The first digit was populated based on the two digit IPPS Bargaining Unit Group Code (CBCBG). As only one character was available, similar bargaining unit groups were assigned the same 1 digit code to start the personnel sub area.

The second and third characters of the Personnel Sub Area were populated using the IPPS Bargaining Unit Code (CBCBU).

The final character of the Personnel Sub Area was populated for most positions using the IPPS Fair Labor Standards Act Code (CLCFL). There are limited cases where the IPPS Fair Labor Standards Act Code Override was used.

For three classes, a further definition was required because the rules and entitlements were at the class level rather than at the bargaining unit level. In these three cases, a special character was assigned as the last digit of the Personnel Sub Area.

Class Code 06590, Intermittent Intake Interviewer - PSA Last Digit “I”

Class Code 02050, Intermittent Liquor Store Sales Cashier - PSA Last Digit “L”

Class Code 02060, Intermittent Liquor Store Clerk - PSA Last Digit “L”

Class Code 44680, Energy Assistance Worker - PSA Last Digit “E”

**Employee Group & Employee Sub Group**

The Employee Group is used to identify a positions and employees subject to the same rules and entitlements.

The Employee Sub Group is a further breakout of positions and employees within an Employee Group. It is used in SAP to establish the appropriate rules and validations.

Each Employee Sub Group is assigned the appropriate Employee Group(s).

The following is a list of the Employee Group Employee Sub Group combinations that have been established:

| **Employee Group** | **Employee Sub Group** | **Employee Group Name** | **Employee Sub Group Name** |
| --- | --- | --- | --- |
| A | F2 | Annuitant | Instructor 22 Pays Full-time |
| A | F3 | Annuitant | Instructor 26.08 Pays Full-time 75 Hr |
| A | F4 | Annuitant | Instructor 26.08 Pays Full-time 80 Hr |
| A | F6 | Annuitant | Instructor 26 Pays Full-time |
| A | F7 | Annuitant | Full-time 75 Hr |
| A | F8 | Annuitant | Full-time 80 Hr |
| A | P2 | Annuitant | Instructor 22 Pays Part-time |
| A | P3 | Annuitant | Instructor 26.08 Pays Part-time 75 Hr |
| A | P4 | Annuitant | Instructor 26.08 Pays Part-time 80 Hr |
| A | P6 | Annuitant | Instructor 26 Pays Part-time |
| A | P7 | Annuitant | Part-time 75 Hr |
| A | P8 | Annuitant | Part-time 80 Hr |
| A | U5 | Annuitant | Other |
| C | C1 | PA Conservation Corps | PA Conservation Corps |
| E | E1 | Official/Board Member | Part-time Executive Board Salary |
| E | E2 | Official/Board Member | Per Diem |
| E | E3 | Official/Board Member | Statutory Salary |
| E | E7 | Official/Board Member | Full-time Executive Board Salary |
| E | E9 | Official/Board Member | External |
| G | G1 | PA National Guard | PA National Guard |
| N | F2 | Non-Permanent | Instructor 22 Pays Full-time |
| N | F3 | Non-Permanent | Instructor 26.08 Pays Full-time 75 Hr |
| N | F4 | Non-Permanent | Instructor 26.08 Pays Full-time 80 Hr |
| N | F6 | Non-Permanent | Instructor 26 Pays Full-time |
| N | F7 | Non-Permanent | Full-time 75 Hr |
| N | F8 | Non-Permanent | Full-time 80 Hr |
| N | P2 | Non-Permanent | Instructor 22 Pays Part-time |
| N | P3 | Non-Permanent | Instructor 26.08 Pays Part-time 75 Hr |
| N | P4 | Non-Permanent | Instructor 26.08 Pays Part-time 80 Hr |
| N | P6 | Non-Permanent | Instructor 26 Pays Part-time |
| N | P7 | Non-Permanent | Part-time 75 Hr |
| N | P8 | Non-Permanent | Part-time 80 Hr |
| P | F2 | Permanent | Instructor 22 Pays Full-time |
| P | F3 | Permanent | Instructor 26.08 Pays Full-time 75 Hr |
| P | F4 | Permanent | Instructor 26.08 Pays Full-time 80 Hr |
| P | F6 | Permanent | Instructor 26 Pays Full-time |
| P | F7 | Permanent | Full-time 75 Hr |
| P | F8 | Permanent | Full-time 80 Hr |
| P | P3 | Permanent | Instructor 26.08 Pays Part-time 75 Hr |
| P | P4 | Permanent | Instructor 26.08 Pays Part-time 80 Hr |
| P | P6 | Permanent | Instructor 26 Pays Part-time |
| P | P7 | Permanent | Part-time 75 Hr |
| P | P8 | Permanent | Part-time 80 Hr |
| R | R1 | Health Registrar | Health Registrar |
| U | U5 | Per Unit | Other |
| U | U9 | Per Unit | Volunteer |
| X | X1 | External Person | Patient Resident Workers |
| X | X9 | External Person | Non Commonwealth Employee |
| Z | ZY | Conversion | Conversion Dual Employment |
| Z | ZZ | Conversion | Conversion Primary Employment |

**Payroll Area**

The Payroll Area is assigned to identify all employees for whom the payroll runs at the same time. This is similar to the IPPS Pay Group (DPCPG).

In SAP, the following Payroll Areas have been identified:

Z1 - Payroll Area 1

Z2 - Payroll Area 2

Z3 - Payroll Area 3

Z4 - Payroll Area Health Registrars

Z5 - Payroll Area National Guard

# Pay Scale Type

The Pay Scale Type identifies the pay structure. It is similar to the IPPS Pay Schedule (PACPS). The following is a list of the Pay Scale Types which

have been established in SAP:

| **Pay Scale Type** | **Pay Scale Type Name** |
| --- | --- |
| AG | Attorney General Management |
| CM | Corrections Management |
| CO | CO and FSE |
| CP | Capitol Police |
| CS | CO and FSE Supervisory |
| DR | Physicians |
| DS | Deputy Secretaries |
| ED | Teachers |
| EP | ERP Project Team |
| GO | Game Conservation Officer |
| IP | Investment PSERS |
| IS | Investment SERS |
| LS | Liquor Store CMW |
| PA | Philadelphia Port Authority |
| PO | Public Officials |
| RG | DCNR Ranger |
| SP | State Police |
| ST | Standard |
| VR | Variable Rates |
| XD | Misc Per Diem |
| XH | Misc Hourly |
| XX | Miscellaneous X |
| ZZ | Miscellaneous Z |

# Pay Scale Area

The Pay Scale Area defines the area to which a pay scale applies. The majority of employees fall under CW. Pay Scale Areas

TA through TE are associated with the ED Teachers Pay Scale.

|  |  |
| --- | --- |
| **Pay Scale Area** | **Pay Scale Area Name** |
| CW | Commonwealth |
| TA | Scranton – Thaddeus 22 Pays |
| TB | Scranton – Thaddeus 26 Pays |
| TC | Scotland School – 22 Pays |
| TD | Scotland School – 26 Pays |
| TE | E4 and S4 Employees |
| ZZ | Default |

# Pay Scale Group

The Pay Scale Group is similar to the IPPS Pay Range (PACPR). In SAP, the four character field has been set up as a combination

of the Pay Scale Type and IPPS Pay Range. For example, an employee on the IPPS Standard Pay Schedule at Pay Range 02 will be

converted to SAP with a Pay Scale Group of ST02.

# Pay Scale Level

The Pay Scale Level identifies a pay rate within the Pay Scale Group. It is being populated in SAP with a value which

is based on the IPPS Pay Step (PACSP) and Longevity Level (PACLL) or Academic Level (PACAC) as applicable. For example, an employee

at IPPS Pay Step 2 will be converted to Pay Scale Level 02. An employee on the State Police Schedule at IPPS Pay Step A and Longevity Level

05 will have a SAP Pay Scale Level of AA.