***Please distribute this alert to any users within your agency who are responsible for pay increase information.***

**October 2016 Management and Non-Represented Pay Increases**

* Information regarding eligibility and the mass processing schedule for the October 2016 management and non-represented pay increases.

Several pay increases have been authorized for certain management and non-union employees, effective October 1, 2016. Please refer to each pay schedule below for more detailed information regarding the increases.

Transaction processing for **all pay areas** will occur from 09/22/16 through 09/30/16.

Eligible employees will receive the higher monies for the increases as follows:

**Pay Area Z1/Z2/T2:** Pay Date 10/21/16 (higher monies for partial pay period from 10/1/16 through 10/7/16)

**Pay Area Z3/T3:** Pay Date 10/28/16 (higher monies for full pay period beginning 10/1/16)

**Management (MA) Pay Schedule**

Employees on the MA Pay Schedule are authorized to receive the following pay increases:

1. One-step longevity increment and/or one-time cash payment in lieu of the increment if continuously employed by the commonwealth since 10/31/15 and did not receive a longevity increment on any other commonwealth Pay Schedule on or after January 1, 2016. In addition, management employees within the State Ethics Commission are ineligible for the increase due to receiving a longevity increment on the MA Pay Schedule in January 2016.
2. Approximately 1.44% increase as a result of placement onto the Standard (ST) Pay Schedule.
3. 2.75% General Pay Increase (GPI) and/or one-time cash payment in lieu of the GPI.

As announced by Governor Wolf, employees on the Management (MA) Pay Schedule are to be reassigned to the Standard (ST) Pay Schedule, effective October 1, 2016. In order to minimize the processing of pay freeze/remove pay freeze actions for union employees on the ST pay schedule, the transactions to place MA employees on the ST Pay Schedule will be processed once the AFSCME union contracts are signed.

In the interim, the approximately 1.44% increase as a result of placement onto the ST Schedule and the 2.75% General Pay Increase will be applied to the MA Pay Schedule effective 10/1/16 to ensure timely receipt of all pay increases that were granted. These two increases will be processed together as a single GPI transaction on Infotype 0000 (Actions) after the longevity increment/cash payment processing is complete. Once the AFSCME contract is signed, pay scale group change transactions will be processed effective 10/1/16 to change the pay schedule on IT0008 (Basic Pay) from MA to ST. The pay scale group change transaction will result in **no** change in pay.

Union employees on the ST Pay Schedule will continue to be paid in accordance with the pay schedule in effect as of July 1, 2014. Those rates will remain in place until a valid contract is received for that respective bargaining unit.

Further details regarding the MA/ST Pay Schedule merger will be provided at a later time.

**Liquor Store Management (LS: LS16-LS20) Pay Schedule**

Employees in Pay Groups LS16 through LS20 on the LS Pay Schedule are authorized to receive the following pay increases:

1. One-step longevity increment and/or one-time cash payment in lieu of the increment if continuously employed by the commonwealth since 10/31/15 and did not receive a longevity increment on any other commonwealth Pay Schedule on or after January 1, 2016.
2. 1.44% increase equivalent to placement onto the Standard (ST) Pay Schedule.
3. 2.75% General Pay Increase (GPI) and/or one-time cash payment in lieu of the increment.

The 1.44% equivalent increase and 2.75% GPI will be processed together as a single pay increase. Employees will receive one GPI transaction on Infotype 0000 (Actions) that will cover both pay increases.

**Corrections Management (CM) Pay Schedule**

Employees on the CM Pay Schedule are authorized to receive the following pay increases:

1. One-step longevity increment provided they meet the following criteria:
	1. **Pay Groups CM02-CM08:** One-step longevity increment if continuously employed by the commonwealth since 10/31/15 and will achieve the years of service associated with the next higher pay step by June 30, 2017.
	2. **Pay Groups CM09-CM15**: One-step longevity increment and/or one-time cash payment in lieu of the increment if continuously employed by the commonwealth since 10/31/15.
2. 3.00% General Pay Increase (GPI) and/or one-time cash payment in lieu of the GPI.

**Attorney (AT) Pay Schedule**

Attorneys on the AT Pay Schedule are authorized to receive the following pay increases:

1. 2.25% Longevity Increase and/or one-time cash payment in lieu of the increase if continuously employed by the commonwealth since 10/31/15.
2. 1.44% Increase equivalent to placement onto the Standard (ST) Pay Schedule.
3. 2.75% General Pay Increase (GPI) and/or one-time cash payment in lieu of the GPI.

The 1.44% equivalent increase and 2.75% GPI will be processed together as a single pay increase. Employees will receive one GPI transaction on Infotype 0000 (Actions) that will cover both pay increases.

**Investment SERS (IS) Pay Schedule**

Employees on the IS Pay Schedule are authorized to receive the following pay increases:

1. 2.25% Longevity Increase if continuously employed by the commonwealth since 10/31/15.
2. 1.44% Increase equivalent to placement onto the Standard (ST) Pay Schedule.
3. 2.75% General Pay Increase (GPI).

The 1.44% equivalent increase and 2.75% GPI will be processed together as a single pay increase. Employees will receive one GPI transaction on Infotype 0000 (Actions) that will cover both pay increases.

**Deputy Secretaries (DS) and Misc. Management (XH: XH99) Pay Schedules**

Certain employees on the DS Pay Schedule and in Pay Group XH99 are authorized to receive the following pay increases:

1. 2.25% Longevity Increase if in the position for 6 months or longer as of 10/1/16.
2. 2.75% General Pay Increase (GPI) if in the position for 6 months or longer as of 10/1/16.

The 2.25% longevity increase and 2.75% GPI will be processed together as a single pay increase. Employees will receive one GPI transaction on Infotype 0000 (Actions) that will cover both pay increases.

Please keep in mind that deputy secretaries and other miscellaneous management employees in Pay Group XH99 are limited to 95% of their agency head’s salary. If the increases above would place them higher than 95%, the pay increase would be limited to an amount that would place them at 95%. Not all XH99 employees are eligible for the pay increases regardless of the 95% agency head threshold.

**Auditor General (AU) and PUC (UT) Management Pay Schedules**

Management and non-union employees within the Department of the Auditor General and Public Utility Commission are authorized to receive a 2.75% General Pay Increase, effective October 1, 2016.

**Questions?**
If you have any questions regarding October 2016 Management and Non-Represented Pay Increases, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.