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

**January 2017 mass compensation processing**

* Information regarding the schedule for the January 2017 mass compensation processing.

**General Pay Increases**

General Pay Increases, effective January 1, 2017, will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Percentage Increase** | **Processing Date(s)** | **Pay Date(s)** |
| PSCOA (H1) | CO | 3.00% | **Z1/Z2/Z3**12/23/2016 | **Z1**01/27/2017**Z2**01/27/2017**Z3**01/20/2017 |
| AFSCME - Corrections Supervisory (A2, J2, N2) | CS | 3.00% |
| Corrections Management (F3, H3, J3, N3) | CM | 3.00% |

**Longevity/Annual Increments**

Longevity increments and longevity cash payments, effective January 1, 2017, will process for eligible employees on the **Corrections Management (CM)** Pay Scale according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Pay Scale Groups** | **Eligibility Criteria**  | **Processing Date(s)** | **Pay Date(s)** |
| CM02-CM08 | Employees who have been employed continuously since January 31, 2016 and will achieve the years of service associated with the next higher pay step by June 30, 2017 will be eligible to receive a one-step longevity increment.Employees are not eligible for cash payments. | **Z1**12/22/2016 | **Z1**01/27/2017 |
| CM09-CM15 | Employees who have been employed continuously since January 31, 2016 will be eligible to receive a one-step longevity increment.Employees who meet the above criteria and are at or above max for their applicable pay group will receive cash payment of 2.50% of their annual salary in effect on 12/31/2016. |

**Monthly Enforcement Increments**

Effective January 2017, Monthly Enforcement Increments will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Effective Date(s)** | **Pay Dates(s)** |
| PSCOA (H1) | CO | **Z1**01/01/2017**Z2**01/14/2017**Z3**01/07/2017 | **Z1**01/27/2017**Z2**02/10/2017**Z3**02/03/2017 |
| AFSCME – Corrections Supervisory (A2, J2, N2) | CS |
| PSTA (L1) | SP |

Bargaining Units L4 (FOP-Capitol Police) and R4 (PSRA) are currently excluded from the monthly enforcement increment processing due to expired contracts as of June 30, 2015.

**Statutory Salaries**

Statutory employees will receive a cost-of-living adjustment (COLA), effective January 1, 2017. The increase for certain elected and appointed officials will process according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **Pay Date** | **Payment** |
| Z3/T3 | 01/20/2017 | Partial payment for 01/01/2017 to 01/06/2017.First full payment will be received on pay date 02/03/2017. |
| Z2/T2 | 01/27/2017 | Partial payment for 01/01/2017 to 01/13/2017.First full payment will be received on pay date 02/10/2017. |
| Z1 | 01/27/2017 | No partial payment. First full payment will be received on pay date 01/27/2017. |

**System Non-Availability**

There is no scheduled downtime for SAP.

**Questions?**
If you have any questions regarding January 2017 mass compensation processing, 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.