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

**January 2018 Mass Compensation Processing**

* Information regarding the schedule for the January 2018 mass compensation processing.

**Longevity/Annual Increments**

Effective January 2018, longevity/annual increments and cash payments will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Processing Date(s)** | **Effective Date(s)** | **Pay Date(s)** |
| AFSCME (A1, A4, B1, B4, G1, G4, J1, N1, A2, B2, G2, G5, J2, N2, 61, 64, 65, W1, W2, W4, W5, W7, W8, W9) | ST | **All Pay Areas**  12/28/2017  through 01/04/2018 | **Z1**  01/14/2018  **Z2/T2**  01/13/2018  **Z3/T3**  01/06/2018 | **Z1/Z2/T2**  02/09/2018  **Z3/T3**  02/02/2018 |
| AFSCME (G2, G4, G5) | AC |
| CBA (Z4) | ST |
| CIVEA (E4) | ED |
| Corrections Management (A3, F3, H3, J3, N3) \* | CM |
| FOSCEP (C4, C5) | ST |
| ISSU (M2) | LS (LS08 – LS12) |
| Liquor Store Management (M8) | LS (LS16-LS20) |
| Management & Non-represented (98, 99, A3, A5, B3, B5, C3, F3, G3, J3, K3, M3, N3, P3, R3, S3, S5) | ST |
| NARC (G9) | AC |
| OGC Attorneys (A3) | AT |
| OPEIU (P5) | ST |
| PDA (T4, T5) | DR |
| PLEA (K4) | ST |
| PSEA (S4) | ED |
| PSSU – Referees Unit (I5) | ST |
| PUC Management (99, A3, A5, B3, B5, G3, Z3) | UT |
| SEIU-Healthcare PA (P4) | ST |
| SEIU-Local 668 (F1, F4, F5) | ST |

\*Employees in Pay Groups CM02 though CM08 must achieve the years of service associated with the next higher pay level by June 30, 2018 to be eligible for the longevity increment. Additionally, employees in Pay Groups CM02 through CM08 are not eligible for cash payments in lieu of the one-step longevity increment.

**General Pay Increases**

Effective January 2018, General Pay Increases will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Processing Date(s)** | **Effective Date(s)** | **Pay Date(s)** |
| PSEA (S4) | ED (Pay Scale Area TF) | **Z1/Z3**  01/05/2018 | **Z1**  01/14/2018  **Z3**  01/06/2018 | **Z1**  02/09/2018  **Z3**  02/02/2018 |
| CIVEA (E4, E7) | ED (Pay Scale Area TE) |

**Monthly Enforcement Increments**

Effective January 2018, 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**  01/14/2018  **Z2**  01/13/2018  **Z3**  01/06/2018 | **Z1**  02/09/2018  **Z2**  02/09/2018  **Z3**  02/02/2018 |
| FOP – Capitol Police (L4) | CP |
| PSRA (R4) | RG |
| PSTA (L1) | SP |

Corrections Supervisory employees (AFSCME Bargaining Units A2, J2, N2 on the CS Pay Scale) will be **excluded** from the January 2018 monthly enforcement increment processing due to an expired side letter agreement as of June 30, 2017.

**Statutory Salaries**

Statutory employees will receive a cost-of-living adjustment (COLA), effective January 1, 2018. The increase for certain elected and appointed officials will process according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **Pay Date** | **Payment** |
| Z3/T3 | 01/19/2018 | Partial payment for 01/01/2018 to 01/05/2018.  First full payment will be received on pay date 02/02/2018. |
| Z2/T2 | 01/26/2018 | Partial payment for 01/01/2018 to 01/12/2018.  First full payment will be received on pay date 02/09/2018. |
| Z1 | 01/26/2018 | Partial payment for 01/01/2018 to 01/13/2018.  First full payment will be received on pay date 02/09/2018. |

**Tool Allowance**

Effective January 2018, tool allowances will process for eligible Diesel and Construction Equipment Mechanics (Job Code 93130) in the Department of Transportation according the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payroll Area** | **Processing Date** | **Effective Date** | **Pay Date** | **Payment Amount** |
| T3 | 01/17/2018 | 01/06/2018 | 02/02/2018 | $200 |

**System Non-Availability**

There is no scheduled downtime for SAP.

**Questions?**   
If you have any questions regarding January 2018 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.