***Please distribute this alert to any users within your agency who are responsible for mass pay increases and fiscal year end blackout periods.***

**July 2018 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2018 mass compensation processing and fiscal year end blackout periods.

**General Pay Increases (GPIs)**

Effective July 1, 2018, General Pay Increases (GPIs) will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name & Bargaining Units** | **Pay Scale** | **GPI Percentage** | **Processing Date(s)** | **Pay Date(s)** |
| AFSCME (G2, G4, G5) | AC | 2.50% | **All Pay Areas:**  06/27/2018 to 06/29/2018 | **Z1/Z2/T2**  07/27/2018  **Z3/T3**  07/20/2018 |
| NARC (G9) | AC | 2.50% |
| OGC Attorneys (A3) | AT | 2.50% |
| Corrections Management (B3, F3, H3, J3, N3) | CM | 2.25% |
| PSCOA (H1) | CO | 2.25% |
| FOP-Capitol Police (L4) | CP | 2.75% |
| AFSCME-Corrections Supervisory (A2, J2, N2) | CS | 2.25% |
| PDA (T4, T5) | DR | 2.50% |
| Physician Management (T3) | DR | 2.50% |
| FOP-Conservation Police Officers Lodge 114, Game Commission (K8) | GO | 2.00% |
| UFCW (M1) | LS (LS02 to LS07) | 2.50% |
| ISSU (M2) | LS (LS08 to LS10) | 2.50% |
| Liquor Store Management (M8) | LS (LS16 to LS20) | 2.50% |
| PSRA (R4) | RG | 2.50% |
| PSTA (L1) | SP | 1.75% |
| AFSCME (A1, A4, A7, B1, B4, G1, G4, J1, N1, A2, B2, G2, G5, J2, N2, 61, 64, 65, W1, W2, W4, W5, W7, W8, W9) | ST | 2.50% |
| ALES (K5) | ST | 2.50% |
| CBA (Z4) | ST | 2.50% |
| FOSCEP (C4, C5) | ST | 2.50% |
| Management and Non-represented (98, 99, A3, A5, B3, B5, C3, F3, G3, J3, K3, K6, L6, M3, N3, P3, R3, S3, S5) | ST | 2.50% |
| OPEIU (P5) | ST | 2.50% |
| PLEA (K4) | ST | 2.50% |
| SEIU-Healthcare PA (P4) | ST | 2.50% |
| SEIU-Local 668 (F1, F4, F5) | ST | 2.50% |
| SEIU-Local 668 UC Referees Unit (I5) | ST | 2.50% |
| UGSOA (R1, R2) | ST | 2.50% |
| PUC Management (99, A3, B3, G3, Z3, A5, B5) | UT | 2.50% |
| SEIU-Healthcare PA – PRN Nurses (P7) | XH (XH36) | 2.50% |

**Corrections Management (CM) Placement According to Years of Service**

Effective July 1, 2018, eligible employees on the Corrections Management (CM) Pay Schedule will be placed at the Pay Scale Level that corresponds with their years of service in the Department of Corrections, the Board of Probation and Parole since October 19, 2017, and Bargaining Unit H1 service in the Department of Human Services. Employees whose Pay Scale Level is above or matches their years of service will not be eligible for the increase.

**Monthly Enforcement Increments**

Monthly enforcement increments for July 2018 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name & Bargaining Units** | **Pay Scale** | **Effective Date(s)** | **Pay Date(s)** |
| PSCOA (H1) | CO | **Z1**  07/01/2018  **Z2** 07/14/2018  **Z3** 07/07/2018 | **Z1**  07/27/2018  **Z2** 08/10/2018  **Z3** 08/03/2018 |
| FOP-Capitol Police (L4) | CP |
| AFSCME-Corrections Supervisory (A2, J2, N2) | CS |
| PSRA (R4) | RG |
| PSTA (L1) | SP |

**Clothing Allowances**

Annual clothing allowance payments for Fiscal Year 2017-2018 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1 | 06/30/2018 | **All Pay Areas:** 07/02/2018 | 07/13/2018 |
| Z2/T2 | 06/30/2018 | 07/27/2018 |
| Z3/T3 | 06/30/2018 | 07/20/2018 |

Bargaining Units K1 and K2 will be **excluded** from the mass clothing allowance processing due to expired contracts as of June 30, 2017.

**System Non-Availability**

* Non-available Time: Saturday, June 30 at 12:00 p.m. to Monday, July 2 at 6:00 a.m.
  + Reason: Fiscal Year End Processing
  + Systems: All SAP Systems including ESS

**Questions?**   
If you have any questions regarding July 2018 Mass Compensation Processing and Fiscal Year End Blackout Periods, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category.