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

**January 2022 Mass Compensation Processing**

* Information regarding the schedule for the January 2022 mass compensation processing.
* **Revised Alert (01.07.2022):** This revision includes a change to the pay date for pay area Z3 from 01/28/2022 to 02/11/2022 for Monthly Enforcement Increments and 01/14/2022 to 01/28/2022 for the SEIU-HCPA and OPEIU (P4/P5) Retention Payments.

**Monthly Enforcement Increments**

Effective January 2022, 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**  01/09/2022  **Z2**  01/08/2022  **Z3**  01/01/2022 | **Z1/Z2**  02/04/2022  **Z3**  02/11/2022 |
| FOP – Capitol Police (L4) | CP |
| PSTA (L1) | SP |

*Bargaining Unit R4 (PSRA) and AFSCME Corrections Supervisory (A2, J2, N2) will be* ***excluded*** *from the processing of the January 2022 monthly enforcement increments due to expired contracts/side letters. When signed contracts for the time period beginning on 07/01/2021 are received, the implementation of any pay increases will be processed as dictated by the new contracts.*

**Statutory Salaries**

Statutory employees will receive a cost-of-living adjustment (COLA), effective January 1, 2022. The increase for certain elected and appointed officials will process according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Payroll Area** | **Pay Date** | **Payment** |
| Z3/T3 | 01/28/2022 | First full Payment. |
| Z2/T2 | 01/21/2022 | Partial payment for 01/01/2022 to 01/07/2022.  First full payment will be received on pay date 02/04/2022. |
| Z1 | 01/21/2022 | Partial payment for 01/01/2022 to 01/08/2022.  First full payment will be received on pay date 02/04/2022. |

**SEIU-HCPA and OPEIU Retention Payments**

Effective January 1, 2022, eligible permanent full-time employees in SEIU-Healthcare PA and OPEIU will receive a retention incentive payment according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Contract Name & Bargaining Unit** | **Payment Amount** | **Pay Dates(s)** |
| SEIU-Healthcare PA (P4) | $1,000.00 | **Z1/Z2**  01/21/2022  **Z3**  01/28/2022 |
| OPEIU (P5) | $1,250.00 |

Eligible permanent part-time employees are entitled to receive a pro-rated payment based on hours worked during the previous calendar year. Outreach will be performed to the appropriate Delivery Center HR Offices to obtain the hours worked and payment amount for eligible permanent part-time employees.

As a reminder, certain newly hired Commonwealth employees into bargaining units P4 and P5 with employment effective dates on or after July 1, 2020 are entitled to receive the retention incentive payment upon successful completion of the initial probationary period. It will be the agency and Delivery Center HR Office responsibility to ensure these payments are processed for eligible new hires in accordance with the SEIU-Healthcare PA union contract and OPEIU memorandum. Please provide the following information on the E-PAR when requesting payments:

* Action Type: Supplemental One-Time Payment (Action Type ZQ)
* Reason for Action: Action Reason 41 (Physn QAP/Nrs Retention)
* Wage Type; 5706 (Nurse Retention Pmt)
* Payment Amount:
  + SEIU-HCPA (P4) - $1,000.00
  + OPEIU (P5) - $1,250.00

**Tool Allowance**

Effective January 2022, tool allowances will process for eligible Diesel and Construction Equipment Mechanics (Job Code 93130) within the Department of Transportation according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payroll Area** | **Processing Date** | **Effective Date** | **Pay Date** | **Payment Amount** |
| T3 | 01/06/2022 | 01/01/2022 | 01/28/2022 | $200.00 |

**Questions?**   
If you have any questions regarding January 2022 Mass Compensation Processing, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category.