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

**July 2022 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2022 mass compensation processing and fiscal year end blackout periods.

**General Pay Increases**

Effective July 1, 2022, a General Pay Increase will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **GPI Percentage** | **Pay Scale** | **Processing Date(s)** | **Pay Date(s)** |
| PSCOA (H1) | 2.00% |  | **All Pay Areas**  06/17/2022 | **Z1/Z2**  07/22/2022  **Z3**  07/15/2022 |
| AFSCME Corrections Supervisory  (A2, J2, N2) | 2.00% | CS |
| PSTA (L1) | 1.75% | SP |
| Game Commission (K8) | 1.50% | GO |

**Longevity/Annual Increments**

Employees in bargaining units M1, M2, and M8 are entitled to a one-step longevity increase, effective the first day of the first full pay period in July 2022 according to the agreement between the Commonwealth of PA and UFCW

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name & Bargaining Units** | **Pay Scale** | **Processing Date(s)** | **Effective Date(s)** | **Pay Date(s)** |
| UFCW (M1) | LS (LS02-LS07) | **All Pay Areas**  07/21/2022 | **All Pay Areas**  07/10/2022 | **Z1**  08/05/2022 |
| ISSU (M2) | LS (LS08-LS12) |
| Liquor Store Management (M8) | LS (LS16-LS20) |

**Hourly Rate Increase**

Per Executive Board Resolution No. CN-22-020, it has been determined that the rate of pay for Public Services Institute Instructors (U2620) shall be increased from $45.00 per hour to $50.00 per hour effective July 1, 2022.

|  |  |  |
| --- | --- | --- |
| **Processing Date(s)** | **Effective Date(s)** | **Pay Date(s)** |
| **All Pay Areas**  06/23/2022 | **All Pay Areas**  07/01/2022 | **Z2**  07/22/2022  **Z3**  07/15/2022 |

**Clothing Allowances**

Annual clothing allowance payments for Fiscal Year 2021-2022 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | 06/30/2022 | **All Pay Areas:** 06/30/2022 | 07/22/2022 |
| Z3/T3 | 06/30/2022 | 07/15/2022 |

**Monthly Enforcement Increments**

Monthly enforcement increments for July 2022 will process for eligible employees according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name & Bargaining Units** | **Pay Scale** | **Effective Date(s)** | **Processing Date(s)** | **Pay Date(s)** |
| PSCOA (H1) | CO | Z1 – 7/10/22  Z2 – 7/9/22  Z3 – 7/2/22 | **Z1/Z2**  7/2/2022 and 7/3/2022  **Z3** 6/25/2022 and 6/26/2022 | Z1/Z2 – 8/5/22  Z3 – 7/29/22 |
| FOP-Capitol Police (L4) | CP | 7/9/22 | 7/2/2022 and 7/3/2022 | 8/5/22 |
| AFSCME-Corrections Supervisory (A2, J2, N2) | CS | 7/10/22 | 7/2/2022 and 7/3/2022 | 8/5/22 |
| PSTA (L1) | SP | 7/9/22 | 7/2/2022 and 7/3/2022 | 8/5/22 |

Bargaining Unit R4 (PSRA) will be **excluded** from the processing of the July 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.

**Expired Union Contracts**

The union contracts and side letters listed below are expired as of 06/30/2021. When signed successor contracts are received, the implementation of any pay increases will be processed as dictated by the new contracts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Name** | **Bargaining Unit(s)** | **Pay Scale** | **Expiration Date** |
| FOP-Conservation Police Officers Lodge 114, Fish and Boat Commission | K1, K9 | FB | 06/30/2021 |
| PSRA | R4 | RG |

**System Non-Availability**

Non-available Time: Friday, July 1 at 3:00 p.m. to Saturday, July 2 at 3:00 p.m.

* Reason: Fiscal Year End Closing
* Systems: All IES SAP systems, including ECC, BW/BI, SRM, LSO, BPC, Employee, and Vendor Portals, PennWATCH, and Kronos.

**Questions?**   
If you have any questions regarding July 2022 Mass Compensation Processing and Fiscal Year End Blackout Periods, please submit an [**HR/PAY help desk**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) **Request** in the Services for HR Staff category within Service Now.