***Please distribute this alert to any users within your agency who are responsible for time and attendance activity in SAP.***

**SAP Updated to Reflect Time Changes for Management and Non-Represented Employees**

* Information regarding updates to SAP to reflect time changes for management and non-represented employees.

SAP configuration involving absences, quota and accrual has been updated with the time changes for permanent management and non-represented employees for the period of 7/1/2016 through 6/30/2019. Following is an explanation of the changes.

1. Personal Leave

Effective at the beginning of the 2017 leave calendar year, personal quota was combined with annual quota, and employees no longer earn personal quota.

Any unused personal quota from leave calendar year 2016 was converted to anticipated/actual annual quota. Unused personal quota **was not** included in the annual extension quota.

1. Annual Leave

Effective at the beginning of the 2017 leave calendar year, with the incorporation of personal leave into annual leave, the annual leave accrual rates increased as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leave Service Credit | New Earnings Rate | 75 Hour Employee | 80 Hour Employee | Number of Days |
| Up to 3 Years | 5.39% | 4.04 hrs ppd | 4.31 hrs ppd | 14 days |
| Over 3 Years to 15 Years Inclusive | 7.32% | 5.49 hrs ppd | 5.86 hrs ppd | 19 days |
| Over 15 Years to 25 Years Inclusive | 9.24% | 6.93 hrs ppd | 7.39 hrs ppd | 24 days |
| Over 25 Years\* | 11.55% | 8.66 hrs ppd | 9.24 hrs ppd | 30 days |

\*For employees hired/rehired prior to July 1, 2011.

1. Additional Annual Leave Earnings When No Sick Leave is Used

* Effective at the beginning of the 2017 leave calendar year, permanent employees who use no sick leave in the first half (13 pay periods) and/or second half of a leave calendar year will earn an additional one-half day (3.75 or 4.0 hours) of annual leave. The additional earnings will be available for use in the pay period following the end of the half leave calendar year in which it was earned. The following absences types will count as sick leave usage:

* Sick leave for personal illness
* SPF sick leave
* Sick family
* Unpaid sick leave for SPF reasons
* Paid/unpaid leave used for work-related injuries

Note: Sick bereavement leave will not count as sick leave usage.

Employees must have at least one year of service since their most recent hire date (as reflected on IT0041/Z2 date) to be eligible to earn additional annual leave.

New Time Types have been created to allow users to identify employees who have earned the additional annual hours (PT\_BAL00 – Cumulated Time Evaluation Results – Day balances):

* ZAHH – Add. Daily Hrs Holder (replaces ZAPL in the cutover leave calendar year)
* ZAQ1 – Ad. Annual Gen. 1st half
* ZAQ2 – Ad. Annual Gen. 2nd half
* ZAQB – Add. Annual Both Halves

If you have policy questions, please contact Pam Andrews at ra-oaleave@pa.gov or 717.787.9872.

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.