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

**Updates to Absence Groupings to Add the SPP Absence Type (DOC only)**

* Information regarding the updates to absence groupings to add the SPP absence type
* Revised Alert (8/11/17): This revision makes the SPP absence type available to all DOC employees and no longer limits it to BU H1 employees.

The text associated with absence type SPP was updated to remove PSP. The SPP absence type and wage type is displayed as “Suspension With Pay”. The absence groupings were updated to include the “SPP” absence type for all DOC employees. Civil Service covered employees who are suspended pending internal investigations where there is no final disposition by the sixtieth working day shall be returned to an active pay status effective on the sixty-first working day. The period of time from the initial suspension pending investigation action through the sixtieth working day shall remain coded as SPW. Beginning with working day sixty-one, the absence shall be reflected in the SAP system as SPP with text to explain that the employee is suspended pending investigation but is in a paid status due to the suspension pending investigation exceeding sixty working days in one calendar year.

**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 for time support at 877.242.6007, Option 2.