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

**SAP Updated to Reflect 7/1/2016 through 6/30/2019 Time Contract Changes for ALES (K5) - (PSP Only)**

* Information regarding updates to SAP to reflect 7/1/2016 through 6/30/2019 time contract changes for ALES

SAP configuration involving absences, quota and accrual has been updated with the contract changes for ALES for the contract 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 2018 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 2017 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 2018 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 | 80 Hour Employee | Number of Days |
| 0 - 3 Years | 4.24% | 3.39 hrs ppd | 11 days |
| 3-15 Years | 7.32% | 5.86 hrs ppd | 19 days |
| Over 15 Years | 9.24% | 7.39 hrs ppd | 24 days |
| Over 25 Years\* | 11.55% | 9.24 hrs ppd | 30 days |

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

1. Annual Leave Anticipation for Employees with Less than One Year of Service

Effective at the beginning of the 2018 leave calendar year (1/6/2018 for Z3/T3 payroll areas, 1/13/2018 for Z2/T2 payroll areas and 1/14/2018 for Z1 payroll area), employees with less than one year of service since their most recent date of hire/rehire will be able to anticipate up to one day (8.0 hours) of annual leave.

1. Additional Annual Leave When No Sick Leave is Used

Effective at the beginning of 2018 leave calendar year, 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 (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 absence 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

Note: The additional annual hours were manually added to quota types 10 and 11 for those employees who used no applicable sick leave in LCY 2017.

1. Extraordinary Annual/Emergency Annual

Effective at the beginning of the 2018 leave calendar year (1/6/2018 for Z3/T3 payroll areas, 1/13/2018 for Z2/T2 payroll areas and 1/14/2018 for Z1 payroll area), employees may request up to four annual days as emergency annual per leave calendar year (AEX and AEM).

* **AEX (Annual Extraordinary)** is limited to the first two full days per leave calendar year (16 hours).
* Requests for less than a full day or upon exhausting the entitlement of AEX, are recorded as **AEM (Annual Emergency)**.

AEX and AEM absences will deduct from the annual extension quota and annual actual quota, if applicable, until exhausted. Upon exhaustion of the annual extension quota, AEX and AEM absences will deduct from the anticipated annual quota and annual actual quota.

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 for time support at 877.242.6007, Option 2.