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

**SAP Updated to Reflect 7/1/2019 through 6/30/2023 Time Contract Changes for FOP Lodge 85, Capitol Police (DGS Only)**

* Information regarding updates to SAP to reflect 7/1/2019 through 6/30/2023 time contract changes for FOP Lodge 85, Capitol Police (BU L4)

SAP configuration involving absences and attendances has been updated with the contract changes for FOP Lodge 85, Capitol Police for the contract period of 7/1/2019 through 6/30/2023. Following is an explanation of the changes.

**Shift Differential**

Effective at the beginning of the 2020 leave calendar year there are two pay rates for shift differential.

* A full shift which begins at or after 8:00 p.m. and before 6:00 a.m. will be paid a shift differential of $1.15 per hour.
	+ Continue to use the premium types listed below:

|  |  |  |
| --- | --- | --- |
| **Premium** | **Wage Type & Text** | **Mandated Wage Type & Text** |
| S1 | 2480 - SDiff 1.0  | 2680 - SDiff 1.0-Mandated |
| S4 | 2482 - SDiff 1.5  | 2682 - SDiff 1.5-Mandated |
| S9 | 2483 - SDiff 2.0  | 2683 - SDiff 2.0-Mandated |
| S8 | 2484 - SDiff 2.5  | 2684 - SDiff 2.5-Mandated |
| SH | 2492 - SDiff .50  | 2692 - SDiff .50-Mandated |
| SQ | 2491 - SDiff .25  | 2691 - SDiff .25-Mandated |

* A full shift which begins at or after 12:00 noon and before 8:00 p.m. will be paid a shift differential of $1.25 per hour.
	+ Use the premium types listed below:

|  |  |  |
| --- | --- | --- |
| **Premium** | **Wage Type & Text** | **Mandated Wage Type & Text** |
| P3 | 2481 - SDiff 1.0 Prem  | 2681 - SDiff 1.0 Prem-Mandated |
| P5 | 2487 - SDiff 1.5 Prem  | 2687 - SDiff 1.5 Prem-Mandated |
| P6 | 2488 - SDiff 2.0 Prem  | 2688 - SDiff 2.0 Prem-Mandated |
| P7 | 2489 - SDiff 2.5 Prem  | 2689 - SDiff 2.5 Prem-Mandated |

Shift differential pays automatically, if applicable, based on the employee’s work schedule. However, users will need to code overtime with the appropriate shift differential premium when manually coding overtime.

Reminders:

* The beginning of the regular work shift defines the rate of shift differential to be paid. This is also true for overtime that is connected to a shift differential qualifying work shift.
* Shift differential that is auto generated based upon the employee’s regular work shift pays at the rate in effect on the last day of the pay period.
* If the shift differential is manually entered, the shift differential pays at the rate in effect on the date of the record.
* Shift differential associated with a mandated overtime assignment must be manually coded.
* Reference the [Shift Differential Timekeeper Guide](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Resources/timekeeper-guide-shift-differential.pdf) for scenario examples.

**Sick**

Effective 7/1/2019, grandchildren and stepparent have been added to the definition of immediate family for the purposes of sick family leave.

Effective 7/1/2019, niece and nephew have been added to the definition of immediate family for the purpose of the three-day sick bereavement leave benefit.

Effective at the start of the 2021 leave calendar year, employees will no longer be able to use sick family or sick bereavement for domestic partner relationships. Domestic partner relationships will be ineligible for FMLA leave.

**Holiday**

Beginning at the end of calendar year 2020, employees can carry earned, unused holiday quota into the next calendar year for up to seven pay periods. On 12/31/XXXX, unused holiday hours are removed from the holiday quota (Quota type 25). On 1/1/XXXX, a holiday extension quota (Quota type 26) will generate with the amount removed and the same number of hours will be added to the current year’s holiday quota (Quota type 25). Holiday absences used will first deduct from the holiday extension quota (Quota type 26) until it is exhausted and then deduct from the yearly holiday quota (Quota type 25).

Any positive balance remaining in the holiday extension quota will automatically pay out at the end of the seven pay period extension at the rate of pay in effect at that time. A new Time Type, ZQ26, was created and will generate on the last day of the extension period to signify a payout of unused holiday extension quota. The hours will be paid using Wage Type 2754 (Accumulated Unused Holiday).

**Compensatory**

Beginning with leave calendar year 2020, employees can carry earned, unused compensatory quota into the next leave calendar year for up to seven pay periods. In addition to having a compensatory quota (Quota type 15), a compensatory extension quota (Quota type 16) will generate for employees who have unused compensatory quota. Compensatory absences used will deduct from the compensatory extension quota (Quota type 16) until it is exhausted.

Any positive balance remaining in the compensatory extension quota (Quota type 16) will automatically pay out at the end of the seven pay period extension at the rate of pay in effect at that time. A new Time Type, ZQ16, was created and will generate on the last day of the extension period to signify a payout of unused compensatory extension quota. The hours will be paid using Wage Type 2753 (Accumulated Unused Comp).

**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.