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

**July 2024 Mass Compensation Processing and Fiscal Year End Blackout Periods**

* Information regarding the schedule for the July 2024 mass compensation processing and fiscal year end blackout periods.
* **Revised Alert (06.20.2024):** This revision includes information on General Pay Increases for OGC Attorneys, Deputy Secretaries, and Management employees on the XH pay schedules.

**General Pay Increases**

Effective July 1, 2024, 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)** |
| AFSCME (A1, A4, B1, B4, G1, J1, N1, A2, B2, G2, G5, J2, N2, 61, 64, 65, W1, W2, W4, W5, W7, W8, W9) | 2.00% | ST | **All Pay Areas**  06/13/2024 | **Z1/Z2/T2**  07/19/2024  **Z3**  07/26/2024 |
| AFSCME (G2, G5) | 2.00% | AC |
| CIVEA (E4, E7) | 2.00% | ED |
| ISSU (M2) | 2.00% | LS (LS08 to LS12) |
| UFCW (M1) | 2.00% | LS (LS02 to LS07) |
| PLEA (K4) | 2.00% | ST |
| ALES (K5) | 2.00% | ST |
| SEIU-HCPA (P4, P7) | 2.00% | ST |
| OPEIU (P5) | 2.00% | ST |
| PDA (T4, T5) | 2.00% | DR |
| PSEA-HGAC (S4) | 2.00% | ED |
| SEIU-668 (F1, F4, F5) | 2.00% | ST |
| SEIU-Referees (I5) | 2.00% | ST |
| NARC (G9) | 2.00% | AC |
| CBA (Z4) | 2.00% | ST |
| UGSOA (R1, R2) | 2.00% | ST |
| Management & Non-represented (98, 99, A3, B3, A5, B5, C3, D3, F3, G3, Z3, J3, K3, M3, N3, P3, R3, S3, S5) | 2.00% | ST |
| Liquor Store Management (M8) | 2.00% | LS (LS16 to LS20) |
| OGC Attorneys (A3) | 2.00% | AT |
| Deputy Secretaries (A8) | 2.00% | DS |
| Misc. Management (99, A3, A8, G3) | 2.00% | XH33, XH66, XH77, XH87, XH88, XH99 |
| Physician Management (T3) | 2.00% | DR |
| PUC Management (99, A3, B3, G3, Z3, A5, B5) | 2.00% | UT |
| Auditor General Management (W3) | 2.00% | ST |

**Minimum Wage Increase**

**Temporary Clerical Pool (TCP)**

In accordance with Article 44, Section 2 of the AFSCME Master Agreement, the Commonwealth of Pennsylvania and AFSCME agree that effective July 1, 2024, all Clerks, Clerk Typists and Custodial Pool Workers will be paid at the hourly rate of $16.74 per hour.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| 00001 | Limited-Term Clerk | XH50 | A | **All Pay Areas**  06/14/2024 | **Z1/Z2/T2**  07/19/2024  **Z3/T3**  07/26/2024 |
| 00002 | Limited-Term Clerk Typist | XH56 | A |
| 00006 | Tax Season Clerk | XH57 | A |
| U8021 | Temporary Adjunct Custodial Worker | XH27 | A |

**Seasonal Liquor Store Clerks**

The UFCW union contract for the 2023-2027 CBA authorizes a rate increase for Seasonal Liquor Store Clerks. Their new pay rate will be increased to $16.74, effective July 1, 2024.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| U2800 | Liquor Store Clerk Seasonal Part Time | XH07 | A | **Z1**  06/14/2024 | **Z1**  07/19/2024 |

**Miscellaneous XH Jobs**

An Executive Board Resolution has been authorized to increase the hourly rate to $16.74 for employees under the Governor’s jurisdiction effective July 1, 2024.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| U2530 | Summer Youth Program Intern | XH98 | 00 | **All Pay Areas**  06/14/2024 | **Z1/Z2/T2**  07/19/2024  **Z3/T3**  07/26/2024 |
| U2540 | Secondary School Intern | XH28 | A |
| U2541 | Student Employee State School | XH01 | A |
| U2650 | Conservation Aide | XH11 | A |
| U2730 | Summer Food Service Program Field Monitor | XH09 | A |
| U4020 | Test Center Proctor | XH46 | A |
| U4060 | Oral Examiner General | XH47 | A |
| U6150 | Game Farm Worker | XH31 | A |

**Clothing Allowances**

Annual clothing allowance payments for Fiscal Year 2023-2024 will process for eligible employees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Area** | **Effective Date** | **Processing Dates** | **Pay Date** |
| Z1/Z2/T2 | 06/30/2024 | **All Pay Areas:** 07/04/2024 | 07/19/2024 |
| Z3/T3 | 06/30/2024 | 07/26/2024 |

**Expired Union Contracts**

The following union contracts are expired as of 06/30/2024. 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 | 06/30/2024 |
| FOP-Conservation Police Officers Lodge 114 - Pennsylvania Game Commission Act 111 Unit | K8 | GO |
| PSRA | R4 | RG |
| PSCOA | H1 | CO |
| FOP- Capitol Police | L4 | CP |
| AFSCME-Corrections Supervisory | A2, J2, N2 | CS |
| PSTA | L1 | SP |

**System Non-Availability**

Non-available Time: Saturday, June 29 at 12:00 p.m. to Sunday, June 30 at 6:00 a.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 2024 Mass Compensation Processing and Fiscal Year End Blackout Periods, please submit an [**HR/PAY help desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the Services for HR Staff category within Service Now.