



GETTING STARTED

Administrative Issues:

- *Human Resources

- *Technology

- *Budget/Procurement

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GETTING STARTED

Employee Services/Human Resources

- During start-up period, the PGCB can utilize the Commonwealth's SAP platform for Employee Self-Service, Payroll, Budget, Procurement, and Benefits Administration.
- The Office of Administration is assisting with short-term HR support and providing guidance as requested.



GETTING STARTED

Employee Services/Human Resources

Payroll, Leave and Benefits can mirror those of Commonwealth employees.

37.5 Hour Work Week

Bi-weekly payroll

Leave Reporting through SAP



Human Resources

HEALTH CARE BENEFITS

The PGCB is a member of the Pennsylvania Employee Benefits Trust Fund (PEBTF), which is jointly administered by labor and management trustees.

There are 81,966 employees covered under the PEBTF, including those from agencies under the Governor's jurisdiction, Attorney General, Auditor General, Treasury, and several independent agencies.

Employer Contribution: \$270 per bi-weekly pay for all full-time employees who are eligible, and \$135 bi-weekly for part-time employees.



Human Resources

OTHER BENEFITS

- PGCB Employees are eligible to join the State Employee's Retirement System (SERS). Contribution rate is 6.25% of salary, and is federal tax-deferred. There is also a deferred compensation program available through SERS, similar to a 401(k) plan. Employees contribute through voluntary payroll deductions.
- PGCB Employees are eligible for a state paid life insurance benefit, workers compensation, and the state employee assistance program.



Administrative Issues: Next Steps

PGCB will need to consider the following:

- Hiring procedures and policies
- Pay schedules and leave policies
- Organizational complement framework, job classifications and job descriptions
- Act 195/Labor Relations
- Technology (Support and Business interface)
- Budget/Procurement procedures/guidelines