



MEMORANDUM

DATE: February 1, 2019

SUBJECT: Back Pay Related Information for Human Resources Offices

TO: FPPS User Group (UG) Representatives

FROM: Julie Bednar, Acting Chief
Systems Migration and Services Division

The following information is provided to FPPS UG Representatives to share with Human Resources (HR) Offices in your agencies. Please share this information with Human Capital Officers, Human Resources Officers and servicing HR office team members.

This memo covers four separate topics:

- Compensatory Time that was scheduled to expire during the furlough
- Travel Compensatory Time that was scheduled to expire during the furlough
- Reemployed Annuitants and explanation of off-cycle payment schedule
- Bi-weekly and Annual Salary Caps

A. Compensatory (Comp) Time - Expiration During Furlough

[OPM's guidance](#) following the government shutdown provided information about how compensatory time should be paid for employees who were affected by the furlough. Some Bureaus within a Department might have not been affected by the lapse in appropriation and would not be subject to the OPM guidance. OPM's guidance requires all expired compensatory time during the shutdown (Dec 22, 2018 through January 19, 2019) to be paid to impacted employees regardless of their FLSA status. In order to accomplish this requirement, IBC must reconfigure the compensatory time usage table at the Department level. This table change will result in any employee who had expiring comp time in PP 2018-27, 2019-01, 2019-02 and PP 2019-03 to be paid for that comp time, regardless of their FLSA status. If a funded agency does not want their employees to be paid for their expiring comp time because the employee is exempt from FLSA and such payment is contrary to agency policy, please Christine Zertuche-Rocha at christine_l_zertuche@ibc.doi.gov as soon as possible and IBC manually will generate debts to recover those payments for those employees. IBC plans to reconfigure the table back to its original settings in time for PP 04, and thus this impact will be to the pay periods covered by the shutdown only.

B. Travel Compensatory Time

[OPM's guidance](#) also addressed travel comp time which would have expired during the furlough, and it states the head of an agency may extend the time limit for using compensatory time off for travel for up to an additional 26 pay periods. IBC is evaluating the options to enable such extensions, and IBC will follow-up with the FPPS UG in a separate future communication.

C. Reemployed Annuitants and Off Cycle Payment Schedule

Generally reemployed annuitant pay requires special processing. For off-cycle payment processing, reemployed annuitants were categorized according to the Annuitant Indicator Code in FPPS, as follows:

- Annuitant Indicator 9 (Not applicable) - employees who are not civilian or military retirees were captured in the first round of off-cycle payments and were paid an off-cycle payment on January 30 and 31, 2019.
- Annuitant Indicators 0, 2, 3, 5, 6, 7, 8, B, D, F, G, H, J, K, W - Retiree with no salary offset - employees who are civilian or military retirees and who are paid their full civilian salary (without an offset for their retirement annuity) will be paid an off-cycle payment to be deposited by February 1, 2019.
- Annuitant Indicators 1, 4, A, C, E, M, N, P, X, Y - Retiree with salary offset - employees who are civilian or military retirees and who do have an off-set of their current civilian salary will be paid an off-cycle payment using a manual payroll process which is expected to be completed before the next regular paycheck is issued for PP 03.

Employees may have questions regarding their annuitant indicator codes, and IBC is sharing the above information with the FPPS UG Representatives to pass along to servicing HR Offices for awareness as to the off-cycle schedule criteria for the reemployed annuitants.

D. Bi-weekly and Annual Salary Caps

This is a reminder that the biweekly and annual salary caps continue to apply as per federal regulations. A situation may arise whereby employees who were working extra hours during the furlough to cover for co-workers who were furloughed may result in a salary cut-back situation after the recalculation of pay in PP 03 occurs. Please refer to OPM's guidance at this link for more information on this topic: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/premium-pay-title-5/>

FPPS UG Representatives should feel free to contact me at 303-969-6638 or via email at julie_p_bednar@ibc.doi.gov if you have any questions.

Employee questions should be directed to the Customer Support Center (CSC) at 888-367-1622 Option 3 or via email at Payroll_Helpdesk@ios.doi.gov.