



## MEMORANDUM

DATE: February 25, 2019

SUBJECT: Datamart Furlough Back Pay Reports - Information for Furloughed Agencies

TO: FPPS User Group (UG) Representatives  
Datamart User Group Representatives

FROM: Linda Rihel-Todd, Chief //signed//  
Payroll Operations Division

The following information is provided to Federal Personnel Payroll System (FPPS) UG Representatives to assist in identifying employees who received back payments and those who did not. Over 274,700 back payments were generated in total. Payments were processed the week of January 28, 2019, with just under another 500 processed through February 8, 2019. As a reminder back payments were paid in two separate payments, one for each full pay period occurring during the partial government shutdown.

Amended time cards were required for both pay period 2019 01 and 2019 02 for processing of interim back pay. Time cards submitted with "government shutdown non-pay" hours and corrected to "government shutdown retroactive pay" hours were processed as off-cycle payments. Employee's pay, from corrected time cards submitted, for both pay periods were recalculated in PP 2019 03. There are a number of scenarios that would have impacted whether an off-cycle payment was not processed, including:

- Pending separation personnel action that was not completed in the Federal Personnel and Payroll System (FPPS). Depending on when an employee was separated the employee may or may not be entitled to back pay.
- Reemployed annuitants whose salary is off-set due to their retirement annuity were paid through a separate manual payroll process which is targeted for completion before the processing cycle for Pay Period (PP) 03.
- Intermittent employees who worked during the shutdown received retroactive back pay during the processing cycle for PP 03, with the official pay date of February 12, 2019.
- Time cards not submitted or submitted inaccurately.

IBC's Datamart team has built a dashboard in Labor Cost dashboard called "Advance or No Advance" for furlough pay periods 2019 01 and 2019 02. The report may be executed for the entire Department or for each individual employee. Labor Cost transactions are the result of the most recent time and attendance data that was processed in each effective pay period of the

shutdown period e.g. 2018 27 through 2019 03 and the final amended T&A that was processed in the applicable processing pay period.

This dashboard includes four separate reports:

1. RESULTS – Advance - will list employees who have received an interim out of cycle payment for the effective Pay Period selected. All Pay Codes will be listed and the interim out of cycle payment Pay Code is ADV.
2. RESULTS – No Advance - will list employees who have not received an interim out of cycle payment for the effective Pay Period selected. All Pay codes will be listed.
3. RESULTS - is a combination of both reports listing both employees who have interim out of cycle payments and those who did not receive an interim out of cycle payment. Some executed queries may result in an “unrestricted query” due to the size of each organization.

Note: the “results” report has a very large computed item in it that runs through all iterations of "Labor Cost Detail Dim". Yrpp Eff End Date, this is why we have limited the criteria to one effective pay period, Department and Bureau. A driver error may occur if you are trying to run a large data set, due to the report timing out. Hit the refresh button, and try running the report again as your data is cached. Recommendation: If exporting the report, export to “CSV format” vs excel to avoid error messages.

4. PIVOT - Employee Count - Counts employees who received an interim out of cycle payment, counts employees with government shutdown pay codes (105,106,107,108) on the time card. A Breakdown if the employee did not receive and interim out of cycle payment with pay codes (105,106,107,108) on the time card or if the interim out of cycle payment was unrelated to the Furlough.

FPPS/Datamart UG Representatives should feel free to contact the Customer Support Center at 888-367-1622 regarding the Labor Cost dashboard reports. For questions related to the off-cycle payments UG Representatives may contact their servicing Payroll Supervisors or the contacts below:

Linda Rihel at 303-969-7739 or [linda\\_y\\_rihel@ibc.doi.gov](mailto:linda_y_rihel@ibc.doi.gov)

Lisa Puente at 303-969-7739 or [lisa\\_puente@ibc.doi.gov](mailto:lisa_puente@ibc.doi.gov)

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