



MEMORANDUM

DATE: February 20, 2019

SUBJECT: Post-Furlough Continuing Activities – Please Share

TO: FPPS User Group (UG) Representatives

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

IBC continues work on a variety of items following the government shutdown that ended on January 25, 2019. Here is a list of items that may impact employees' paychecks over the next few pay periods. Please share this information with employees in your agencies so the employees will know what to expect.

Reminder – here is what happened in Pay Period (PP) 03 [January 20, 2019 – February 2, 2019]; official pay date February 12, 2019

- Federal Employees Health Benefits (FEHB) - an extra deduction was taken from PP 03's paycheck for the FEHB premium which should have been deducted for PP 01 [December 23, 2018 – January 5, 2019]
- Flexible Spending Account (FSA) deductions were approximately doubled for missed deductions during PP 01 and PP 02 [January 6, 2019 – January 19, 2019]. With the first full pay period in each new calendar year, FSA amounts can change based on employee elections. PP 01 deductions would have been the amount that was withheld during calendar year 2018. PP 02 deductions would have been the amount to be withheld for calendar year 2019.
- Expired Compensatory Time Paid - employees who are Exempt from the Fair Labor Standards Act (FLSA) were paid for compensatory time hours that expired during furlough
- Time and Attendance (T & As) Corrections – amended time cards that were submitted timely and coded accurately for PP 27 of 2018 (the furlough began on December 22, 2018, which was the last day of PP 27) through PP 03 of 2019 were processed
- Leave Accruals – annual leave and sick leave balances were adjusted for the leave that employees would have earned during the furlough, if T&As were coded accurately for PP 27 of 2018 through PP 03 of 2019

Here's what to expect in PP 04 [February 3, 2019 – February 16, 2019]; official pay date February 26, 2019

- FEHB - an extra deduction will be taken from PP 04's paycheck for the FEHB premium which should have been deducted for PP 02
- Union Dues - an additional deduction will be taken from PP 04's paycheck for the dues which should have been deducted in PP 01
- Long Term Care Insurance (LTC) deductions will be increased by \$50 each pay period until missed deductions are caught up for PP 01 and PP 02.
- Notification of TSP/Roth Missed Payments – notification to employees of the opportunity to make up for missed contribution deductions will be sent out

Here's what to expect in PP 05 [February 17, 2019 – March 2, 2019]; official pay date March 12, 2019

- Union Dues - an additional deduction will be taken from PP 05's paycheck for the dues which should have been deducted in PP 02
- Employee requests for TSP/Roth Missed Payments – employee contribution catch-up deductions will be processed as responses are received by IBC from employees
- Notification of salary overpayments and pay related debts – issuance of debt notifications will begin for debts such as government housing deductions which were stopped during the furlough, salary overpayments resulting from incorrect T & As, etc.
 - Note: Salary overpayments and pay related debt collections will begin in PP 07 [March 17, 2019 – March 30, 2019; official pay date April 9, 2019]

The following information is specifically for User Group Representatives:

- If further corrected T & As are needed related to the furlough, please remember to submit the amended T & As by the second Thursday of each pay period. Agencies may submit amended T & As earlier before the end of the pay period, and the second Thursday cut-off date allows IBC's Payroll Operations Division the opportunity to review the amendments for any errors before pay calculate is processed.
- March 8, 2019 – response due to IBC with furloughed agency authorizations to extend the travel compensatory time expiration date for 26 pay periods. Refer to UG memo dated February 13, 2019 for more information.
- April 30, 2019 – Restoration of leave approvals spreadsheets due to IBC for furloughed agencies. Refer to UG memo dated February 13, 2019. In addition, IBC sent to individual

agencies a separate email which contained agency-specific spreadsheets for completion; these spreadsheets were sent via email on February 14, 2019.

- Datamart reports are being finalized so UG representatives and HR Offices can see which employees received an off-cycle payment for PP 01 and PP 02. A separate UG memo with instructions will be forthcoming.

Future Items that IBC will continue working on:

- Travel compensatory time expiration extensions will be programmed into FPPS no later than PP 11 [May 12, 2019 – May 25, 2019]
- Restoration of forfeited annual leave approvals will be processed by IBC no later than PP 13 [June 9, 2019 – June 22, 2019]

FPPS UG Representatives should feel free to contact their servicing Payroll Supervisors or the contacts below with any questions:

- Linda Rihel at 303-969-7739 or linda_y_rihel@ibc.doi.gov
- Lisa Puente at 303-969-7739 or lisa_puente@ibc.doi.gov
- Christine Zertuche-Rocha at 303-969-7450 or christine_l_zertuche@ibc.doi.gov

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.