



United States Department of the Interior

INTERIOR BUSINESS CENTER

Denver, CO 80235

D-2600

January 27, 2019

Memorandum

To: FPPS User Group Representatives
Quicktime User Group Representatives
webTA User Group Representatives

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

Subject: Furloughed Agencies– Time and Attendance (T&A) Processing Information for Off-cycle Payments

Following the signing of the Continuing Resolution on January 25, 2019, the Interior Business Center (IBC) will begin processing back pay for federal employees who were not paid during the partial government shutdown. IBC is preparing for both off-cycle payments and payments that will be included in the bi-weekly cycle. Accurate processing is dependent on client agencies providing amended (corrected) T&A data for pay periods (PP) 2018-27, 2019-01 and 2019-02. For Presidential Appointees (PAS) Senate confirmed, we are requesting that you do not submit amended T&As with your first batch of corrections. All PAS T&A should be submitted by February 1, 2019. **Please note, we are requesting that agencies refrain from sending in amendments for PPs prior to 2018-27 in PP 2019-03.**

The next biweekly cycle payroll closeout schedule is February 5 and 6, 2019, for the agencies furloughed. In order to ensure that employees do not have to wait for the next biweekly pay schedule, off-cycle payments will be processed for PPs 2019-01 and 2019-02 based on the information below.

Amended T&As for Pay period 2018-27, ending December 22, 2018, when the shutdown began, will need to be transmitted to IBC no later than February 4, 2019, to be included in the next biweekly cycle. Off-cycle payments will not be processed for one day of pay.

IBC generated furlough non-pay status codes, in FPPS, for all agencies who did not submit T&As. For agencies that use:

Quicktime application - T&As were pre populated with furlough codes on a presumed Monday-Friday 8 hour tour of duty. If employees had saved hours on their T&A, those hours will reflect as an amendment in an unverified status. The amended T&As should be updated to reflect the correct applicable pay codes below and released to IBC. **Note: You will need to be in the “Current” pay period tab to access the “Create Amendment” menu option. Amendments also require a “Comment” for example: Changing 80 hours of 105 to 106.**

webTA application - an original T&A is needed for PPs 2019-01, 2019-02 in order to create corrected time sheets. For agencies hosted by IBC, furlough hours were populated for PP 2019-02 and some agencies requested populated hours for PP 2019-03. The original T&A must be 'Processed' status in order to create a correction. Amended T&As will require the correct applicable pay codes below for release to IBC.

Off-Cycle Payment: PP 2019-01 and 2019-02 (see attached IBC CY 2019 01 Furlough Off-Cycle Calendar Update January 26, 2019):

1. It is critical that all personnel separation actions be completed no later than January 28, 2019.
2. Amended T&As for PP 2019-01 and PP 2019-02 must be received the week of January 28th but no later than February 1, 2019, IBC began gathering amended T&A files Saturday, January 26, 2019.
3. The hours changed from non-pay to retroactive pay hours (see table below) will be used in the computation for the off-cycle payment. **Please note:** All other reported hours (premium pay hours, etc.) will be processed along with PP 2019-03.

Please reference the information table below for T&A reporting:

- Pay code 105 “Government Shutdown – Furloughed - Non Pay Status” – hours not worked
- Pay Code 107 “Government Shutdown – Excepted - Non Pay Status” – excepted hours worked
- Pay Code 106 “Government Shutdown – Furloughed - Retroactive Pay Status” – hours not worked
- Pay Code 108 “Government Shutdown – Excepted - Retroactive Pay Status” – hours worked

The first week of PP 2019-03 T&A should be coded with the applicable codes 106 or 108.

Furlough Status	Original T&A Submission	Amendment T&A Submission
Exempt	Reported normal pay codes e.g. 010, leave codes, holiday code 050, etc.	No change; original T&A coding paid employees
Partially Exempt	Reported hours worked to code 010, to account for time spent performing exempt/funded work. All other time not covered by funds use code 105 non-paid hours not worked	Change 105 to 106 (retroactive paid hours not worked)
Excepted	<ol style="list-style-type: none"> 1. Reported as code 107 for non-paid hours worked 2. Reported as code 105 for non-paid hours not worked 3. Reported holiday not worked as code 105 	<ol style="list-style-type: none"> 1. Change 107 to 108 (retroactive paid hours worked) 2. Change 105 to 106 (retroactive paid hours not worked)

	4. Reported holiday worked as code 107	<p>3. Change 105 to 106 (no need to change to 050 Holiday not worked)</p> <p>4. Change 107 to 108 and 051 (holiday worked premium pay) or Change 107 to 050 and 051 (some T&A systems do not allow 051 without 050)</p> <p>Additional premium hours worked should be coded e.g., overtime, night differential, etc.</p>
Furloughed	Reported as code 105 for hours not worked	Change to (retroactive paid hours not worked)
Unpaid Leave	Employees with pre-approved unpaid leave, will continue to code the T&A with the appropriate unpaid leave code for those who were not expected to work during the furlough, such as extended leave without pay, suspension, AWOL, military leave, OWCP, etc.	No change: Original T&A coding should have been accurate.
Intermittent and Presidential Appointees Senate Confirmed, etc. (non-leave earning)	Do not submit T&As	Code 010 (regular hours worked)

4. IBC will process separate off-cycle payments for each pay period e.g., PP 2019-01 will be processed separately from 2019-02. The two pay periods will be processed within days of each other.
5. Each off cycle payment is an interim advance pay. The next regular biweekly payment will make the employee's back pay whole. Each off-cycle interim payment will be calculated for hours due for retroactive pay status at the base hourly rate (e.g., the amended T&A changed from 80 hours of non-pay to retroactive pay status). The calculation for the advance pay would allow for the following required deductions such as retirement, OASDI and Medicare, and taxes. Additional deductions for health and life insurance, Thrift Savings Plan, and Roth may also be included.
6. During the regular processing cycle for pay period 2019-03, IBC will recalculate the gross to net adjustments for pay period 2019-01 and PP 2019-02, and include any premium pay that the employee is entitled to. Amended T&As that successfully pass edits (no errors) will ensure update in PP 2019-03. Any difference from what the

employee was paid in the interim off-cycle payment will be included in the employee's pay for pay period 2019-03. The Leave and Earning Statement (LES) for pay period 2019-03 will reflect all of the adjustments.

Federal Personnel Payroll System and IBC T&A Applications Database Availability:

To process the increased volume of amended T&As and off-cycle payments it is possible the databases will incur a delayed opening the following dates: January 28th through February 5th. We apologize for any service unavailability and any inconvenience this may cause; however, the delay may be necessary to complete the processing.

A conference line will be available for User Group Representatives to contact IBC for T&A and payroll related questions. The line will be available beginning Monday, January 28th, 10:00 am through Friday 4:00 pm MST. Conference Line 877-709-2475 Guest pass code 986 6768

In addition please contact Thomas Larson at 303-969-7703 for systems questions or Norman Bolduc at 303-969-5738 regarding T&A transmissions questions, or Linda Rihel-Todd at 303-969-7739 or Christine Zertuche-Rocha at 303-969-7450.

Attachments

What to Expect for Off-Cycle Payments

Employees can expect to see the following:

- The off-cycle payment will be deducted from their biweekly recomputed pay for pay period (PP) 2019-01 and 2019-02, so employees do not receive double compensation. When the pay is recomputed the employees will receive any remaining monies due, including any premium pay
- There will NOT be a Leave and Earnings Statement (LES) produced for the off-cycle payment
- The LES for PP 2019-03, will include Earnings and Deductions for the adjusted hours and amounts in the Adjusted Column
 - The off-cycle payment will be reported in Earnings (ADV)
 - The off-cycle payment collection will be reported in Deductions

Supplemental Information for Off-cycle Payments:

- T&A files will be updated in the next biweekly pay period. When this occurs, the T&A will be recomputed and the following items will update year-to-date totals:
 - All taxes and wages
 - Leave accruals, as applicable
 - Deductions: retirement, OASDI, Medicare, federal taxes, health, life insurance basic, state taxes, Thrift Savings Plan/Roth contributions, TSP/Roth Catch-up, etc.
- Employees are responsible for making the following payments (if not previously deducted):
 - TSP loan payments (see TSP website for alternatives)
 - Savings/Discretionary allotments
 - Health Savings Allotments
 - Health Savings Catch-up Allotments
 - External debts e.g., bankruptcy, alimony, child support, etc.
 - Union Dues
 - Association Dues

Previous established Pre-tax Health Benefits debt collections will resume as normal in pay period 2019-03

Note: CFC contributions will not be collected from recomputed pay for prior pay periods.

Tax Differences:

- Deductions for federal and state taxes will vary due to delayed collection of health benefits and BENEFEDS Flexible Spending Account(s)
- The BENEFEDS Flexible Spending Account, Dental, Vision, and Government Housing (required occupancy) deductions are collected from the current pay rather than the prior pay period adjustments. This impacts the calculation of the federal, state, OASDI and Medicare taxes.
- The furlough pay periods health premium were covered by your agency and requires repayment. The FEHB pre-tax debt is collected from the current pay rather than prior pay period adjustments; FEHB debts will be established to collect one additional retroactive premium at a time.

BENEFEDS Deductions:

- BENEFEDS and Long Term Care deductions are managed by the vendors; deduction files are provided to the IBC biweekly.
- Flexible Spending Account deductions, will resume in the current pay period processed. Missed deductions would be re-amortized over the remaining pay periods to match the employee's annual election amount
- FEDVIP Dental and Vision will deduct collect one additional retroactive premium at a time.
- FLTCIP Long term care insurance – will increase up to \$50 to catch up for missed deductions; the additional funds will be deducted in future pay periods until the total missed deductions are paid in full.

Thrift Savings Plan (TSP) – Traditional and Roth Contributions:

- Traditional and Roth contributions should be collected from prior pay periods if sufficient funds are available for the full amount requested. In the event the full amount is not collected, employees may want to adjust the biweekly contribution amounts to ensure the annual desired contributions are collected through the remaining pay periods in the year (through pay period 26, ending in December 21, 2019). As a reminder, the 2019 maximum elective deferral limit for TSP contributions is \$19,000.00.
- Traditional and Roth Catch-up, similar to TSP, employees may want to adjust the biweekly contribution amount. As a reminder, the maximum elective deferral limit for catch-up is \$6,000.00.

Overtime/Premium Pay: Any premium/overtime will be paid in the next pay period the T&A correction has been received.

LES Adjusted Column, Earnings:

- Pay for hours reported on time sheet
- **ADV PAY**, which represents the amount of pay for the off-cycle payment
- Any overtime the employee was entitled to for pay period 2019-01 and 2019-02
- Any promotions or with-in-grade increases the employee was entitled to for pay period 2019-01 or 2019-02

LES Adjusted Column, Deductions*

- Taxes
- Thrift/Roth
- Thrift Catch-up
- Health Benefits
- FEGLI
- **ADV PAY** the deduction amount is equal to the amount of the off-cycle payment

*This list is not all inclusive