
From: Bob Gibbs, NASA Chief Human Capital Officer
To: All Civil Service Employees
Date: January 31, 2019
Subject: NASA Update on Post Shutdown Payroll Processing
Attached: Post Shutdown Pay, Timekeeping, Holiday, and Benefits FAQs.pdf

We appreciate your continued patience as we work through post shutdown activities.

The recent Federal Government shutdown and resulting furlough of civil service employees affected NASA payroll for Pay Periods 19-01 (December 23, 2018 to January 5, 2019), 19-02 (January 6 to January 19, 2019), and part of Pay Period 19-03 (January 20 to February 2, 2019). NASA's payroll provider, the Interior Business Center (IBC), began processing NASA's "off-cycle" payments early this week, with a first payment being disbursed to employees beginning Wednesday, January 30, 2019.

In order to quickly process these payments without delays that would result from running a full payment calculation, the IBC used a set of standard rules for each of these pay periods. The following rules were used in determining each employee's deductions:

- Federal taxes withheld at approximately 22%
- State taxes withheld at approximately 5%
- Thrift Savings Plan (TSP) contributions withheld at approximately 10%
- Social Security (OASDI) taxes withheld at approximately 6.2%

The primary reason these rules were used was to ensure that no overpayments would be made that could result in a debt to the employee. In many instances, these deductions are higher than your normal tax deductions.

An employee's estimated deductions listed above, along with voluntary contributions (e.g., TSP loans, automatic allotments/payments, etc.) not being deducted, are the primary reason the first and/or second pay period off-cycle payment is different from a normal paycheck. (Please refer to the attached FAQs for additional information.)

The IBC has informed NASA that the Pay Period 19-03 (January 20 to February 2, 2019) payment (i.e., pay date of February 8, 2019) will be calculated utilizing our normal payroll process, all off-cycle payments and any additional funds that were withheld in your off-cycle payments will be reconciled.

The Earnings and Leave Statement (ELS) for Pay Period 19-03 will include Earnings and Deductions for the adjusted hours and amounts in the Adjusted Column.

- The off-cycle payment will be reported in the Earnings (ADV).
- The off-cycle payment collection will be reported in Deductions.

The following information is intended only for employees who have not yet received an off-cycle payment:

We learned late yesterday that a population of NASA's employees did not receive an off-cycle payment on Wednesday, January 30, 2019, as expected. These employees will be individually notified.

The following criteria were used by the IBC in determining which employees' off-cycle payments will be delayed until the third off-cycle payment:

- Employees who are currently receiving an annuity (including armed services retirees) and whose pay is not offset*
- Employees who have a separation action (retirements, resignations, etc.) in the Federal Personnel and Payroll System (FPPS) (including current or future actions)
- Employees who were on Leave Without Pay (LWOP) or scheduled LWOP
- Employees who have less than 64 hours scheduled in a pay period

*Employees who are currently receiving an annuity whose pay is offset by that annuity will receive pay for Pay Periods 19-01 and 19-02 no later than the Pay Period 19-03 pay cycle. (The official payday for Pay Period 19-03 is Tuesday, February 12, 2019, although you may see your direct deposit as early as Friday, February 8, 2019, depending on your financial institution.)

The NASA Shared Services Center (NSSC) is currently identifying impacted employees and will be reaching out to these employees to inform them of the next steps. If you fall into one of these categories, your pay will be processed in the third off-cycle payment. This payment is expected to be available Monday, February 4, 2019.

As a reminder, if you were on LWOP and not entitled to pay, you will not receive any disbursements during the off-cycle payments. If you were on LWOP for a partial period during the furlough and a return-to-duty action was processed during the furlough, you will receive a partial payment.

For assistance regarding your ELS beginning with Pay Period 19-03 (January 20 to February 2, 2019), you may contact the IBC Customer Support Center at 1-888-367-1622 (Option 3, 1) or Payroll_Helpdesk@ios.doi.gov.

You may also refer to the attached "Post Shutdown Pay, Timekeeping, Holiday, and Benefits Frequently Asked Questions (FAQs)" for additional information regarding: pay, holiday, leave, and benefits.
