

## **Post Shutdown Pay, Timekeeping, Holiday, and Benefits FAQs**

To facilitate the quickest processing of timesheets for Pay Period 19-01 (12/23/2018 – 1/5/2019) and Pay Period 19-02 (1/6/2019 – 1/19/2019), timesheets were prefilled with 80 hours of “GDWPD- Government Shutdown Paid” which will be paid out at the employee’s regular rate of pay; however, the two retroactive payments received the week of January 28 will be higher or lower than normal due to pay being processed “out of cycle.” We expect that most of these issues will be automatically resolved during the next regular pay cycle (ending February 2, 2019.) Your Earnings and Leave Statement (ELS) for the retroactive pay will not be available until February 7, 2019.

### **Pay**

**Q1:** My normal work schedule includes hours for which I usually receive premium pay (e.g., Sunday pay, night differential, regularly scheduled overtime). Will premium pay be included in the retroactive pay for the shutdown?

**A1:** Employees who would have been entitled to receive additional entitlements (e.g., regularly scheduled overtime, night pay, Sunday pay, etc.) during the shutdown will need to submit a timesheet correction to receive those additional entitlements.

Additional guidance on how to submit timesheet corrections will be provided during the next pay period, Pay Period 19-04, which begins February 3.

**Q2:** I was not able to input my hours worked on 12/22/2018 and/or the time I submitted for that pay period (i.e., 12/9/2018 – 12/22/2018) is incorrect. Will I be paid for these days?

**A2:** Yes. However, employees will have to submit a retroactive timesheet correction in WebTADS for these dates to receive the correct pay. Guidance will be provided in the near future on how to submit timesheet adjustments/corrections.

**Q3:** I was scheduled to retire/retired during the shutdown. How was my timesheet coded?

**A3:** Employees who submitted retirement paperwork prior to the shutdown were coded as “GDWPD- Government Shutdown Paid” for the dates before the retirement.

Employees were not paid for dates after their scheduled retirement dates. If an employee’s retirement plans were affected due to the shutdown, supervisors/employees must submit timesheet corrections to accurately reflect an employee’s status (i.e., working vs. retired). Guidance on these corrections will be provided in the near future.

### **Holiday**

**Q4:** Will I receive pay for the holidays on 12/24/18, 12/25/18, 1/1/19, and 1/21/19?

**A4:** Yes. Employees will receive pay for the holidays if they would have otherwise been in a paid status (e.g., paid leave or working) on the workday before or after the holiday. If you were on LWOP the workdays before and after a holiday, you will not be paid for the holiday.

**Q5:** I worked on the holiday. Will I receive premium pay?

**A5:** Yes. An excepted employee who worked on the holiday is entitled to receive premium pay, but you must submit a timesheet correction. Additional instructions will be provided.

## **Leave**

**Q6:** Did the furlough affect my Leave Accrual rate?

**A6:** No. You will accrue leave as you normally would and any lost leave accrual will be restored.

**Q7:** What happens if I was supposed to be on approved/paid leave during the shutdown?

**A7:** All paid leave was canceled, and employees had their timesheets coded with "GDWPD- Government Shutdown Paid." Employees who worked may need to modify their timecard to show hours worked and "GDWPD- Government Shutdown Paid" for hours not worked. Information on timecard corrections will be forthcoming.

**Q8:** What happens if I was supposed to be on Leave Without Pay (LWOP)?

**A8:** It depends. If the Agency was able to determine the timeframes that you would have been on LWOP, you will be charged LWOP for that timeframe. If the agency was not able to determine that you would have been on LWOP, your time was coded as "GDWPD- Government Shutdown Paid". If you would have been on intermittent LWOP and if the Agency was able to determine the paid vs. unpaid time, you will be charged LWOP for the approved LWOP days and "GDWPD- Government Shutdown Paid" for the other timeframe. Employees are required to review and correct their timesheets to accurately reflect their time as they originally planned to account for that time. If you were incorrectly coded for any dates during this pay period, you will be required to submit a timesheet correction. Unfortunately, if a correction results in additional LWOP time, an employee could be charged a debt, and we apologize in advance. Additional guidance will be forthcoming on timesheet corrections.

**Q9:** What happens if I was supposed to be on Family Medical Leave Act (FMLA) leave?

**A9:** It depends. If the Agency was able to determine that you would have been on FMLA using LWOP, you will be charged LWOP for the duration of approved FMLA. If the Agency was able to determine that you would have been on FMLA using paid leave, your time was coded as "GDWPD- Government Shutdown Paid." If you used both LWOP and paid leave and if the Agency was able to determine the paid vs. unpaid time, you will be charged LWOP for the approved LWOP days and "GDWPD- Government Shutdown Paid" for the paid leave days. All time, whether paid or unpaid, counts toward your 12-week FMLA entitlement. Employees are required to review and correct their timesheets to accurately reflect their time as they originally planned to account for that time prior to the shutdown. If an employee's time was incorrectly coded for any dates during this pay period, he/she is required to submit a timesheet correction. Unfortunately, if a correction results in additional LWOP time, an employee could be charged a debt, and we apologize in advance.

**Q10:** What happens if I was scheduled to take "Use or Lose" Annual Leave during the furlough?

**A10:** Employees who were scheduled to take "Use or Lose" annual leave during the furlough will have that time restored if they are otherwise eligible. The Agency will share guidance and procedures for "Use or Lose" annual leave restoration in the near future.

**Q11:** I am an approved Voluntary Leave Transfer Program (VLTP) or Voluntary Leave Bank Program (VLBP) recipient; can I use donated Annual Leave in lieu of Leave Without Pay (LWOP)?

**A11:** Yes. To mitigate negative impact, most VLTP/VLBP recipients, unless otherwise scheduled to be on LWOP full time, were granted “GDWPD- Government Shutdown Paid.” However, if you were scheduled to use donated leave, you must contact the NASA Shared Services Center (NSSC) at 1-877-677-2123 to ensure your timesheet is corrected to reflect retroactive substitution of donated annual leave for either “GDWPD- Government Shutdown Paid” or LWOP. Retroactive substitution of donated annual leave for LWOP is the only situation where annual leave may be recorded for the shutdown timeframe. Check with the NSSC at 1-877-677-2123 for information specific to your situation.

### **Benefits**

**Q12:** How will deductions for retirement, Thrift Savings Plan (TSP), Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Long Term Care Insurance Program (FLTCIP), Federal Employees’ Group Life Insurance (FEGLI), NASA Employees Benefit Association (NEBA), and Federal Flexible Spending Account (FSAFEDS) be handled for my retroactive pay?

**A12:** Some payments will be withheld from the two out-of-cycle paychecks received the week of January 28, 2019. Any remaining deductions and contributions for these programs for the period from December 23, 2018, to January 25, 2019, not previously deducted either due to lack of funds or when deductions are based on gross pay rather than a set amount should be deducted from your next paycheck which will be received February 8, 2019.

**Q13:** I had submitted a request to retire during the shutdown. Will my retirement request be processed as requested?

**A13:** Yes, if you had a completed and signed package at the NSSC, NASA processed retirement actions with the requested effective date.

**Q14:** I have more questions about the Thrift Savings Plan (TSP). Where do I go for more information?

**A14:** You can refer to the TSP Web site (<https://www.tsp.gov/index.html>) or contact the NSSC (1-877-677-2123) for additional information.

### **Miscellaneous**

**Q15:** Will my regular voluntary deductions such as TSP loan repayments, additional tax deductions, alimony, external debts (e.g., child support, alimony, and bankruptcy), savings/discretionary allotments, and health savings/health savings catch-up be taken out of the retroactive payments that will be paid the week of January 28?

**A15:** For retroactive pay received during the week of January 28, no types of voluntary deductions will be made, and employees need to contact the recipients to make their payments on their own. For the additional tax deductions, the employee will need to adjust the additional withholding amount throughout the rest of the 2019 tax year, this will not be done systematically. Employees should review their ELS and determine whether deductions have been made or additional actions are necessary. ELS for retroactive pay should be available in Employee Express as early as February 7, 2019. Be aware that the ELS will reflect year-to-date

pay information and will not be broken out by pay period. You may wish to contact recipients to ensure payments are made.

**Q16:** Will my regular voluntary deductions for NEBA benefits be taken out of the retroactive payments?

**A16:** NEBA deductions will be spread out and taken from paychecks 3 (2/8/19) and 4 (2/22/19) for the most part. Each paycheck will include current biweekly deductions for the pay period plus one additional deduction for Basic and Voluntary benefits (MetLaw, Critical Illness, Group Accident, and Additional AD&D). Optional Life (GVUL) deductions may be taken out of later paychecks until these deductions are caught up as there is a built in grace period that allows for late payment. If you have auto or home insurance thru NEBA, please contact the carriers to make your payments directly to the carrier or establish a plan for catchup. Employees should review their Earnings and Leave Statement (ELS) and determine whether deductions have been made or additional actions are necessary. ELS for retroactive pay should be available in Employee Express as early as February 6, 2019. Be aware that the ELS will reflect year-to-date pay information and will not be broken out by pay period. A detailed email will be sent to NEBA members explaining these deductions when more details are available.

**Q17:** Where can I find additional information?

**A17:** See OPM guidance for additional information at:

- <https://chcoc.gov/content/pay-and-benefits-employees-affected-lapse-appropriations-1>
- <https://chcoc.gov/content/government-employee-fair-treatment-act-2019>

**Q18:** Will compensatory time that was scheduled to expire during the shutdown be restored?

**A18:** Compensatory time due to expire during the shutdown was paid out to exempt employees in pay period 03.

**Q19:** Will travel compensatory time that was scheduled to expire during the shutdown be extended?

**A19:** The Agency will share guidance and procedures in the near future on the extension of travel compensatory time.

**Q20:** What will happen to missed union dues allotments?

**A20:** Union dues allotments for PP 01 will be deducted in PP 04, and union dues allotments for PP 02 will be deducted in PP 05, using union dues allotment data from PP 27 of 2018 as the baseline comparative data. During both PP 04 and PP 05, employees will see double union dues allotments being deducted from their paychecks. Employees will see the extra union dues allotment on their Leave and Earnings Statements (LES) under the Deductions section and in the adjustment column.

**Q21:** Where should I address specific questions about my pay, ELS, or my W-2 tax form, or about Electronic Funds Transfer (EFT), leave, allotments, and taxes?

**A21:** Please contact the Interior Business Center (IBC) at 1-888-367-1622, Option 3, Option 1, or e-mail [Payroll\\_Helpdesk@ios.doi.gov](mailto:Payroll_Helpdesk@ios.doi.gov) for questions about pay, ELS, and W- 2 tax forms. Contact the IBC's Payroll office about issues with EFT, allotments, and taxes at 1-888-367-1622, Option 3, Option 2, or e-mail [Payroll\\_Helpdesk@ios.doi.gov](mailto:Payroll_Helpdesk@ios.doi.gov).