

FAQs ON RETROACTIVE PAY (1/28/19)

Q1: When will I receive retroactive pay?

A1: Employees can expect to receive two retroactive payments on January 30 or January 31. These payments may both occur on the same day or one on each day but employees can expect to receive retroactive pay no later than January 31.

Q2: Why will I be receiving two payments?

A2: Employees will receive retroactive pay for each of the two pay periods that occurred during the shutdown.

Q3: What if I don't receive retroactive pay by January 31?

A3: If you do not receive retroactive pay by January 31 you should contact your HR Office as soon as possible.

Q4: Do I need to fill out a timecard in order to receive retroactive pay?

A4: No, timecards have been pre-filled. Employees do not need to take any action.

Q5: Will I receive retroactive pay if I was on LWOP or AWOL during the furlough?

A5: No, retroactive pay will not apply to periods of LWOP or AWOL.

Q6: Will I receive retroactive pay if I was scheduled to retire during the shutdown?

A6: You will receive retroactive pay through your date of retirement. If you are unsure of the status of your retirement, please contact the NSSC at 877-677-2123.

Q7: Will my retroactive pay include all my usual deductions such as taxes, FEHB, FEGLI, TSP allotments etc?

A7: The retroactive pay will be your full pay less normal tax deductions. Health Benefits, Life Insurance, TSP allotments (not TSP loans) are also expected to come out of the retroactive pay. We expect the payments for vision and dental benefits will come out of your check for pay period 3 with an anticipated pay date of February 8, 2019, or pay period 4 with an anticipated pay date of February 22, 2019.

Q8: Will my retroactive pay include premium pay that I am normally entitled to?

A8: Premium pay such as Sunday pay, night differential, etc. was not reflected on the prefilled timecards therefore timecard corrections will be necessary. Employees who may be entitled to premium pay will receive additional information and instructions in the near future on any actions you will need to take.

Q9: I had “use-or-lose” annual leave that I was not able to take during the shutdown. Will that be restored and if so, when?

A9: If you had properly scheduled “use-or-lose” annual leave that you weren’t able to use because of the lapse in appropriations that leave will be restored to you. We are currently developing procedures and will provide additional information in the near future.

Q10: Will new W-2s be needed due to back-pay?

A10: No. The 2018 taxable earnings year runs from the pay period that began December 10, 2017, through the pay period that ends December 22, 2018 (i.e. pay check that was issued Dec. 28th). Back pay that is paid from the shutdown will be paid in both the calendar year/tax year 2019 and will be included in your 2019 taxable wages. Therefore no W-2 corrections are necessary. Employees can access their accurate 2018 W-2 in www.employeeexpress.gov now.

Q11: How should we instruct employees to code their timesheets for this pay period?

A11: TBD. The team is working to finalize guidance for this pay period and it will be included in FAQs that are sent to employees. You will be provided a heads-up copy.

Q12: Will an employee receive an LES for this past two pay periods?

A12: No. Those two payments will go directly to an employee’s financial institution so they should regularly monitor their bank account for payment. Employees will receive a Leave and Earning Statement (LES) for the pay period ending February 1st, which will reconcile any remaining deductions or allotments that were omitted from their two lump sum payments. We’ll review FAQs that are being sent to employees to determine appropriateness of adding this. You will be provided a heads-up copy.

Q13: Will folks accrue AL and SL leave over pp 1 and 2? Additionally, will employees be able to use their leave accrued this pay period for dates after we return?

A13: Yes, employees will accrue their normal annual leave and sick leave as back-pay makes it as though we weren’t furloughed. Annual leave is advanced so there would be no problem using it this pay period (after the shutdown has ended). For sick leave, IBC has stated employees should be able to code/use the sick leave they would have accrued in pp 1 and 2 this pay period (after the shutdown has ended).