



National Finance Center Customer Notification

PP26 and PP01 T&A Processing

January 28, 2019

Dear Customer:

In the aftermath of the shutdown, the National Finance Center (NFC) adjusted our Pay Period 01 (PP01) payroll processing schedule. First, the cutoff time for the submission of Time and Attendance (T&A) reports has been extended to 5:00 p.m. eastern standard time.

It is our priority to ensure that the employees of all our customer Agencies receive both current pay for PP01 and back pay for PP26 as quickly as possible. The table below summarizes the changes to the pay schedule and additional details follow.

Passes	Normal Schedule	New Schedule
PP01, Pass 1	Thursday, January 24, 2019	No Change
PP01, Pass 2	Friday, January 25, 2019	Monday, January 28, 2019

- For those Agencies **not affected** by the shutdown and that had employees paid in the first pass of PAYE on **Thursday, January 24, 2019**, net salary payments will be disbursed by **Monday, January 28, 2019**. For employees paid in the second pass of PAYE on **Monday, January 28, 2019**, funds will be disbursed by **Thursday, January 31, 2019**.
- For those Agencies **affected** by the shutdown, all T&A records for PP26 and PP01 **must** be validated, certified and transmitted, in sequential order, to NFC no later than 3:00 p.m. eastern time. For employees paid in the second pass of PAYE on **Monday, January 28, 2019**, funds will be disbursed no later than **Thursday, January 31, 2019**.
- For those Agencies that submitted a late PP26 T&A and a PP01 T&A, each PP will process **separately** with the normal withholdings such as:

- Retirement
 - OASDI and HITS
 - Taxes - Federal, State and Local
 - FEHB
 - FEGLI
 - TSP
 - Dental/Vision
 - Union Dues
 - Charitable Contributions
 - Financial Allotments
 - TSP Loans
 - Garnishments
 - Other
- For those Agencies that submitted **corrected** PP26 T&As to update TC74 (furlough) with TC01 (regular time worked), when the T&A executes through the adjustment process the normal withholdings will revalidate with the exception of the following:
 - FEHB will not deduct because a receivable was established when the original PP26 T&A was processed due to insufficient funds. The employee will receive a bill to pay the missed PP26 FEHB premium. A customer notification will be issued providing a timeframe as to when bills will generate.
 - Flexible Spending Accounts
 - Union Dues
 - Dental/Vision
 - Financial Allotments
 - Garnishments will not deduct therefore, it's the employee's responsibility to ensure the third party is made whole.

Please note, further guidance on the adjustments to withholdings and deductions are available from the Office of Personnel Management and/or the Human Resources Office within your organization.

- Direct Deposit - Employees **affected** by the shutdown will receive one direct deposit that encompasses both PP26 and PP01. Funds will disburse no later than **Thursday, January 31, 2019**.
- All PP01 Earnings and Leave Statements (E&L) will be available on the Employee Personal Page (EPP) and Reporting Center on **Wednesday, January 30, 2019**.
 - Employees who were furloughed, and who did not submit a T&A for PP26 will not receive a PP26 E&L. The PP01 E&L will reflect Year-to-Date (YTD) totals for both PP26 and PP01.
- Wage and Tax Statements, Form W2 - Back pay will be paid in calendar year/tax year 2019 and will be included in your 2019 taxable wages. You are able to access your 2018 W2s on the Employee Personal Page.
- TSP - For additional information concerning your TSP employee/employer contributions and loans relative to the government shutdown refer to the Bulletin Board on the TSP website, WWW.TSP.GOV or your Agency's home page.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; or via ServiceNow Customer Service Portal (CSP).