

Return to Work and Back Pay Processing Instructions

On January 25, 2019, the President signed a bill into law authorizing appropriations to continue agency operations. Accordingly, the January 21, 2019 furlough notice has expired, and all employees are required to return to work no later than Monday, January 28, 2019. This notice outlines the steps employees and supervisors must take to ensure that their back pay is processed. Employees must create and validate and supervisors must certify a corrected timesheet for each applicable pay period in order for the proper back pay to be processed. The details on how each employee and supervisor are to accomplish this task are outlined below.

BACKGROUND

The government shutdown began on December 22, 2018 and ended on January 25, 2019. During that duration, four (4) pay periods were impacted.

- Pay period 25 - December 9, 2018 – December 22, 2018
- Pay period 26 – December 23, 2018 – January 5, 2019
- Pay period 1 – January 6, 2019 – January 19, 2019
- Pay period 2 – January 20, 2019 – February 2, 2019

Payroll for pay period 25 was impacted only for employees who were scheduled or worked on Saturday, December 22, 2018. Payroll for the other three pay periods impacted all employees.

GOAL

The goal of the administration and USAGM management is to correctly process employees' back pay as soon as possible for the pay periods affected by the shutdown. To accomplish this goal, our payroll provider, DFAS, has restructured their payroll process so that employees will not

have to wait until the end of the current pay period to receive their back pay.

DFAS will be running a “Special Pay” this week with the goal of correcting pay periods 25, 26, and 1. Each pay period will be processed individually so normal processing of pay and deductions occur. The combined computed salary for these three pay periods should be credited to the employees’ bank accounts by the end of the week. W-2’s are generated based on wages received and therefore 2018 W-2’s are final. Back pay wages will be reflected on your 2019 W-2 as required by IRS rules and regulations.

Please note that the running of this “Special Pay” will not generate a specific Leave and Earnings Statement (LES) for the missed salary and wages. Instead, the components of your Special Pay (salary, taxes, TSP, etc.) will be combined in the year-to-date figures on the LES that will be available when Pay Period 2 is run.

Each employee will need to create, complete, and validate a corrected timesheet for the impacted pay periods. This will be the basis for his or her back pay.

PAYROLL GUIDANCE FOR CORRECTING FURLOUGH TIMESHEETS

Corrected timesheets (in which the employee has changed the Furlough or Furlough Worked designations to conventional pay codes) are needed by all employees for pay periods 26 and 1. For some employees, work performed on December 21 and 22 may also necessitate corrections to pay period 25.

Furloughed employees should record their time based on their standard (i.e., pre-shutdown) work schedules. Furloughed employees should use the standard pay codes for regular work and premium pay such as night

differential, regularly “scheduled” overtime, and Sunday premium pay, as appropriate.

Excepted employees should record their time based on actual hours worked during the shutdown. Excepted employees should use the standard pay codes for regular and telework time, in addition to premium pay such as night differential, overtime, and Sunday premium pay, as appropriate.

General rules

1. Any period of time in which an excepted employee was placed in a furlough status shall be compensated under the rules applicable to furloughed employees.
2. Any leave previously scheduled during the shutdown period is cancelled, and you will not be charged leave. For those hours, code your regular work schedule.
3. There were three holidays in pay period 26 that must be coded – December 24, December 25, and January 1. To record the holiday, select the appropriate “66 – Federal Holiday” code from the Leave Time drop-down menu. If you worked any of these days, you must add a line to reflect your time worked.
4. Employees who were on previously approved leave without pay (LWOP) or who were absent without leave (AWOL) during the lapse in appropriations will not receive pay for those hours, and their timesheets should be recorded accordingly.

HOW TO CREATE A CORRECTED TIMESHEET

To generate a corrected timesheet, first select the pay period to be corrected from the drop-down menu by your name, and then click “Select Pay Period”. Next, go to the bottom of the screen, and click on “Create Correction”. This generates a copy of the timesheet that you are

now able to edit. To change a line, click on the furlough code, and the drop-down box will appear. Select the correct transaction code based on the above guidance. If you need to add a line to the timesheet, select the “+”. Once all the changes are made, validate your corrected timesheet. Supervisors are then responsible for certifying it in an expeditious manner.

Please note:

- Premium pay requests are still required, so employees and supervisors will need to coordinate the timing of their approval.
- Employees should make these timesheet changes chronologically, beginning with the oldest timesheet to be corrected.
- Corrected timesheets should be completed, validated, and certified no later than 5:00 p.m. on Monday, January 28. Supervisors are encouraged to make use of alternative work arrangements and workplace flexibility options to help employees meet this deadline.
- For employees who are unable to complete their timesheets by this date and time, the payroll department will contact their supervisors and timekeepers to complete the employee’s timesheets on their behalf. Any required corrections to these revised timesheets can be processed with another corrected timesheet in a subsequent pay period.

RESOURCES TO ASSIST

- The Payroll office will hold 3 brown bag sessions on the 4th floor in room 4513/4514 to answer questions.
 - Sunday, 1:00 pm
 - Monday, 11:00 am and 2:00 pm

- You can contact the main Finance at 202-382-5614 on Sunday between 9:00 am and 4:00 pm or Monday/Tuesday between 8:00 am and 5:30 pm.
- The payroll office is currently located on the 4th floor in the TSI area around the corner from meeting rooms 4513/4514.