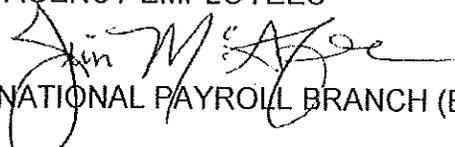




January 11, 2013

MEMORANDUM FOR ALL GENERAL SERVICES ADMINISTRATION (GSA)  
AND CLIENT AGENCY EMPLOYEES

FROM: JIM MCAFEE   
CHIEF, GSA NATIONAL PAYROLL BRANCH (BCEC)

SUBJECT: 2013 Payroll Newsletter

The 2013 Payroll Newsletter provides general information for all GSA and client agency employees. As a reminder, the GSA Office of the Chief Financial Officer (OCFO) National Payroll Branch (NPB) provides payroll services for federal, non-federal and quasi-federal employees. This newsletter covers many payroll issues and serves as a summary of changes effective in 2013 for all of our clients.

Some of the important changes occurring in 2013 are:

- No pay increase in January 2013.
- Increase in employee portion of social security tax to 6.2% from 4.2%.
- Federal Employees Health Benefits (FEHB) changes.
- New 2013 Combined Federal Campaign (CFC) contributions.
- New federal, state and local tax changes.

Unless otherwise noted, please use the following information to contact the GSA NPB Customer Service Help Desk:

Mail: GSA National Payroll Branch (BCEC)  
Attn: Customer Service Representatives  
1500 E. Bannister Road, Room 1118  
Kansas City, MO 64131-3088

Phone: (816) 823-3900

Toll Free: (800) 676-3690, extension 33900

Fax: (816) 823-5435

Email: [KC-Payroll.Finance@gsa.gov](mailto:KC-Payroll.Finance@gsa.gov)

## **GSA NPB - PAYROLL NEWSLETTER ON-LINE**

The NPB issues memorandums and informational newsletters, such as this one, at various times during the year. These are posted to the GSA Payroll Portal website at <http://www.gsa.gov/payroll> and can be viewed at any time.

## **EMPLOYEE EXPRESS (EEX) EARNINGS AND LEAVE STATEMENT (ELS)**

GSA and client agency employees have the capability of viewing their ELS electronically through the EEX website at <https://www.employeeexpress.gov>.

EEX provides timely access to your pay and leave data as early as the **Thursday** afternoon following the end of the pay period. You have on-line access to current and year-to-date pay and leave data, prior pay period data, and topical information regarding payroll issues.

EEX allows you to view and/or change the following payroll/personnel information:

- Direct deposit
- FEHB
- Federal and state tax withholdings
- FEHB Premium Conversion
- FEHB Qualifying Life Event (QLE)
- Financial allotments
- Health savings allotment
- Home address
- Thrift Savings Plan (TSP)
- TSP Catch-Up
- W-2 hardcopy On/Off
- History personnel/payroll actions
- Latest FEHB confirmation letter

If you have forgotten your EEX Personal Identification Number (PIN), a new PIN can be requested on-line or by calling the EEX Helpdesk at (478) 757-3030 or toll-free at (888) 353-9450 and choosing the "PIN" option. Your new PIN will be sent via email or to your payroll address on file depending on the requested method you choose.

## **EMPLOYEE EXPRESS (EEX) TECHNICAL ASSISTANCE**

On-line help information is always available when using EEX. You may reference the frequently asked questions link on the EEX homepage [www.employeeexpress.gov](http://www.employeeexpress.gov) for commonly asked questions.

If you need technical assistance, contact the EEX Help Desk at (478) 757-3030 or toll free at (888) 353-9450. Help Desk business hours are Monday through Friday 7 a.m. to

7 p.m. Eastern Standard Time. During non-business hours, leave a message and a Help Desk representative will return your call within one business day.

You may also contact the Help Desk by sending a detailed email message to [EEXHelp@opm.gov](mailto:EEXHelp@opm.gov) with the following information:

- Your name
- Your employing agency name
- Your daytime phone number
- A detailed description of the reason for your inquiry. **(For security reasons, DO NOT include your Social Security Number (SSN), Login ID or Password in your message.)**

Hearing impaired employees may access the Telecommunications Device for the Deaf (TDD) by calling (478) 757-3117 or (888) 880-0412. Visually impaired employees can access the EEX telephone system using their agency's designated telephone number.

Questions concerning specific personnel information should be directed to your servicing Human Resources Office. For payroll information, contact the GSA NPB Customer Service Help Desk.

### **REMINDER TO REVIEW YOUR EEX ELS**

Each employee is provided a comprehensive ELS each pay period, whereby they can determine the accuracy of their pay.

Although both your servicing Human Resources Office and the NPB have many internal controls in place and make every effort to process your personnel and payroll records promptly and without error, mistakes can happen. One of the internal controls is for you to review your ELS. The ELS located at [www.employeeexpress.gov](http://www.employeeexpress.gov) is designed for you to identify and report mistakes in your pay, benefits, and deductions.

Reviewing your ELS every pay period is important, **especially** at the beginning of the calendar year when so many changes are implemented. If there is an error in your pay from either pay calculation or withholdings, and you are overpaid, you will be **required to pay back** any overpayments received.

The Comptroller General of the United States has repeatedly ruled that if an employee has information available to them regarding their pay, and an error occurs, they must pay back an overpayment.

## **SALARY CHANGES**

Differences in your pay beginning Pay Period Ending (PPE) January 12, 2013, (official pay date January 23, 2013), may be the result of changes in any or all of the following:

- New federal, state and local tax changes.
- Increase in employee portion of social security tax to 6.2% from 4.2% (effective PPE December 29, 2012).

Differences in your pay beginning PPE January 26, 2013, (official pay date February 6, 2013), may be the result of changes in any or all of the following:

- No pay increase in January 2013.
- Federal Employees Health Benefits (FEHB) changes.
- New 2013 Combined Federal Campaign (CFC) contributions.
- New 2013 Flexible Spending Account (FSA) contributions.

## **FREEZE ON ANNUAL PAY ADJUSTMENTS FOR AFFECTED EMPLOYEES**

On September 28, 2012, the Continuing Appropriations Resolution 2013 (Public Law 112-175) became law. As a result, the January 1, 2012, pay freeze continues through Wednesday, March 27, 2013, and applies to virtually all pay system and pay schedule adjustments and general increases for civilian employees in executive agencies. Affected pay schedules include Executive Schedule (EX), General Schedule (GS), Senior Executive Service (SES), and Senior Level (SL) and Scientific and Professional (ST) employees. Legislative branch employees covered by the GS pay schedule are included in the pay freeze.

Pay adjustments **not** covered by the freeze include the following:

1. Promotion increases,
2. Within-grade step increases, and
3. Other similar individually based pay increases.

Additional exclusions include performance awards/bonuses; recruitment, relocation, and retention incentives; and premium payments (e.g. overtime pay).

## **FEDERAL INCOME TAX WITHHOLDING (IRS FORM W-4) EXEMPT**

The Internal Revenue Service (IRS) Form W-4, Employee's Withholding Allowance Certificate, is used by employees to designate how much of their taxable income is to be withheld and remitted to the IRS as advance tax payments throughout the year.

Changes to withholding allowances must be made either through the EEX application or by completing the IRS Form W-4. According to the IRS Circular E, Employer's Tax Guide (Publication 15), employers can no longer accept a substitute Form W-4 form.

To change your withholding allowance in EEX go to [www.employeeexpress.gov](http://www.employeeexpress.gov), click on "Federal Tax" on the left side of the Main Menu. To change your withholding allowance using the IRS Form W-4 go to [www.irs.gov](http://www.irs.gov), click on the link on the left side of the Main Menu. The completed form should be sent to the NPB.

If you have been claiming an "EXEMPT" withholding status in 2012, you **must file a new IRS Form W-4** to retain your "EXEMPT" withholding status in 2013. The deadline for filing the "EXEMPT" withholding status IRS Form W-4 for the 2013 tax year is February 15, 2013. If we have not received a IRS Form W-4 for the 2013 tax year by February 15, 2013, we will begin withholding federal income tax under the "single/no exemption" formula as of PPE March 9, 2013. **Note:** There are no refunds of tax withholdings if the IRS Form W-4 claiming "Exempt" status is submitted late.

### **2012 WAGE AND TAX STATEMENT (IRS FORM W-2) UPDATE**

The GSA NPB will issue the 2012 IRS Form W-2, Wage and Tax Statements using the EEX contracted services. If you received your 2012 IRS Form W-2 electronically or you registered to receive an electronic 2012 IRS Form W-2 **before** the close of business on December 15, 2012, you are registered to receive your 2012 IRS Form W-2 on-line through EEX. The on-line 2012 IRS Form W-2 will be available by mid January 2013 through the EEX website [www.employeeexpress.gov](http://www.employeeexpress.gov). If you elected to receive your IRS Form W-2 in paper format, your IRS Form W-2 will be postmarked and mailed by January 31, 2013.

For tax year 2012, if you registered for an electronic W-2 **after** December 15, 2012, then you will receive a paper IRS Form W-2. However, for tax year 2013 you will not receive a paper copy of your IRS Form W-2.

The 2012 IRS Form W-2 covers the wages paid to employees from PPE December 31, 2011, through PPE December 15, 2012. The format for the 2012 IRS Form W-2 did not change.

Employees should examine their IRS Form W-2 closely for legibility, accuracy, and completeness. The instructional guide for reading the 2012 IRS Form W-2 may be found at <http://www.gsa.gov/payroll/>. Employees should compare the IRS Form W-2 with their ELS for PPE December 15, 2012, to verify accuracy and completeness of the tax information included on the IRS Form W-2. Report any discrepancies to the GSA NPB Customer Service Help Desk.

### **FORMER GSA AWARD STORE GIFT CARDS**

The OCFO wants to remind GSA employees of the taxability of the gift cards received from the former GSA regional award stores in 2012. IRS Publication 15-B states cash and cash equivalent fringe benefits (for example, gift cards), no matter how little, are never excludable as a minimal benefit.

Each time tickets or points were redeemed under your former GSA regional award program in exchange for a gift card, you were required to provide the name used on your payroll records and the last four digits of your SSN. The regional organization administering the former award program provided a monthly report to the NPB listing each purchase of a gift card using award tickets or points. The NPB will include the gift card amount on your ELS as Parking/Travel/Misc income under the "Earnings" section. This amount will be included in the calculation of the deduction amount for OASDI and Medicare withholdings and will be included on your W-2 box, 1 taxable wages.

### **FEDERAL, STATE AND LOCAL INCOME TAX CHANGE**

Effective PPE January 12, 2013, the following tax rates will change:

- A new Federal income tax withholding formula will be used.
- The state tax rate will change for: California, Colorado, Connecticut, Georgia, Hawaii, Illinois, Kansas, Kentucky, Maine, Maryland, Minnesota, Nebraska, New York, North Dakota, Oklahoma, Oregon, Puerto Rico, Rhode Island and Vermont.
- The local tax rate will change for: Martin County, Indiana; Boone County, Kentucky; Detroit, Michigan (MI); Grand Rapids, MI; Adams Township, Pennsylvania (PA); Altoona City, PA; Avoca Boro, PA; Beaver Falls City, PA; Bell Acres Boro, PA; Bell Township, PA; Brownsville Township, PA; Canton Township, PA; Center Township, PA; Centerville Boro, PA; Clarion Boro, PA; Concord Township, PA; Donegal Township, PA; Donora Boro, PA; Elk Township, PA; Forest Hill Boro, PA; Franklin Park Boro, PA; Franklin Township, PA; Gettysburg, Boro, PA; Harrisburg City, PA; Jackson Township, PA; Jenkintown Boro, PA; Jessup Boro, PA; Licking Township, PA; Limestone Township, PA; Loyalsock Township, PA; Madison Township, PA; Marion Township, PA; Marshall Township, PA; Masontown Boro, PA; McDonald Boro, PA; New Bethlehem Boro, PA; North Strabane Township, PA; Reading City, PA; Richland Township, PA; Shenango Township, PA; Swoyersville Boro, PA; Sykesville Boro, PA; Tower City Boro, PA; Verona Boro, PA; York City, PA; Warren City, PA; Warriors Mark Township, PA; Wellsville Boro, PA and Whitehall Township, PA.

Please check your ELS for this pay period to determine the effect on your pay.

### **SUPPLEMENTAL WAGE WITHHOLDING RATE**

Supplemental wages are non-regular wage payments to an employee. They include payments such as awards, overtime, severance pay, back pay, voluntary separation incentive payments and retroactive pay increases.

The federal income tax withholding rate for supplemental wages for 2013 will continue to be 25% (as in 2012) for payments made after December 31, 2012.

## **CANCELATION OF DEBT (IRS FORM 1099-C)**

If a federal government agency, financial institution, or a credit union cancels or forgives a debt owed of \$600 or more, an IRS Form 1099-C, Cancellation of Debt must be provided to you. Generally, you must include all canceled amounts, even if less than \$600, on the "Other income" line of IRS Form 1040, U.S. Individual Income Tax Return. IRS Form 1099-C, will be mailed by January 31, 2013. Consult your tax advisor if you have additional questions on preparing your individual tax return.

## **OLD-AGE, SURVIVORS, AND DISABILITY INSURANCE (OASDI) AND MEDICARE**

The 2012 and 2013 wage base limits for these two programs are shown in the table below. In 2013, the Medicare tax rate remains unchanged at 1.45%.

The OASDI tax rate reverted to the unreduced rate of 6.2% effective PPE December 29, 2012, (official pay date January 9, 2013).

| Year | OASDI Wage Base Limit | Medicare Wage Base Limit |
|------|-----------------------|--------------------------|
| 2012 | \$110,100             | Unlimited                |
| 2013 | \$113,700             | Unlimited                |

## **PRE-TAX QUALIFIED TRANSPORTATION FRINGE BENEFITS (TEA-21) PROGRAM**

The IRS regulations allow employees to use pre-tax earnings to pay for the monthly cost of qualified vanpools, qualified parking expenses or transit passes (where the agency does not provide a transit pass issued directly to their employees).

Per the latest available IRS regulations, effective January 2013 employees can claim up to \$240 per month in qualified parking benefits. In addition, employees can also claim up to \$125 per month for transportation in a commuter highway vehicle (a vehicle seating six or more passengers, not counting the driver). The \$125 monthly benefit for a commuter highway vehicle, when combined with the Transit Fare Subsidy, cannot exceed the \$125 per month limitation.

Reminder for all employees already enrolled in the TEA-21 benefit program, if your monthly costs change or you no longer qualify for the pre-tax transportation benefit, you must complete a GSA Form 3667, Application for Pre-tax Transportation Fringe Benefits (TEA-21) Program to update or cancel your participation.

To obtain information and program forms, please contact your servicing Human Resources Office, the GSA NPB, or by going to the GSA Forms Library at <http://www.gsa.gov/forms>. You may fax the GSA Form 3667 to the GSA NPB Customer Service Help Desk.

Employees of the Railroad Retirement Board (RRB) should contact Patricia Hopkins at (312) 751-4511 or [Patricia.Hopkins@rrb.gov](mailto:Patricia.Hopkins@rrb.gov) with questions specifically related to the RRB Pre-tax Transit Benefits Program.

Employees of the U.S. Institute of Peace (USIP) should contact Rodney Hertz at (202) 429-4730 or by email [RHertz@usip.gov](mailto:RHertz@usip.gov) with questions specifically related to the USIP Pre-tax Parking Benefits Program.

Employees of the Senate Restaurant Associates are **not** eligible for the pre-tax Qualified Transportation Fringe Benefits program through the GSA NPB.

### **GSA TRANSIT FARE SUBSIDY PROGRAM**

Executive Order 13150, "Federal Workforce Transportation," signed April 21, 2000, allowed the GSA to implement a fare subsidy program for agency employees.

Employees using public transit to commute to and from work qualify for a subsidy to cover actual costs up to the authorized agency limit (\$125 per month effective January 1, 2012). Employees are not required to report the transit subsidy as income for federal tax purposes. You may enroll in this program by completing a GSA Form 3675 (Rev. 2/2009), Transit Subsidy Program Application.

GSA employees may obtain information regarding the GSA Transit Subsidy Program from their regional transit subsidy program coordinator or through the Office of the Chief People Officer, Performance and Worklife Policy Division contact, Marge Higgins, at (202) 501-3764. A list of regional contacts is at the following address:  
<http://insite.gsa.gov/portal/content/500171>

### **GSA CHILD CARE SUBSIDY PROGRAM**

The GSA Child Care Subsidy Program helps pay child care costs for income-qualified GSA employees. Child care payments made by the agency to a child care provider on behalf of an employee in excess of \$5,000 are subject to OASDI, Medicare and federal income taxes.

GSA employees can obtain program information and application forms by sending an email request to [childcare@gsa.gov](mailto:childcare@gsa.gov) or by contacting Shirley Knese or Judy Gonzales at (816) 823-4582 through the OCFO Financial and Payroll Services Division (BCE), External Services Branch (BCED). Upon receipt of the appropriate documents, BCED will review the child care subsidy application and notify the applicant and their provider of the benefit that they may be entitled to receive. Payments will be made directly to the child care provider via Electronic Funds Transfer (EFT) and will be reflected on the applicant's ELS for their records.

GSA Child Care website: <http://insite.gsa.gov/portal/content/500022>

U.S. Office of Personnel Management (OPM) employees should contact their local Human Resources Office to obtain information and application forms for this program.

### **RRB CHILD CARE SUBSIDY PROGRAM**

The RRB child care subsidy program is approved and funded on an annual basis. The program is fully operated in-house. The RRB point of contact for this program is Ruthie Maldonado-Delwiche at (312) 751-4925 or Ruthie.Maldonado-delwiche@rrb.gov.

### **THRIFT SAVINGS PLAN (TSP) 2013 CONTRIBUTION LIMITS**

The TSP IRS contribution limit for 2013 has changed.

- The annual elective deferral limit (IRS limit) has increased to a maximum of \$17,500 for 2013 from \$17,000 in 2012.
- Employees who will be age 50 or over in 2013 can contribute up to \$5,500 in additional “catch-up” contributions, as long as their regular contributions for the year are expected to reach the \$17,500 limit. (The “catch-up” contribution limit remains the same as in 2012).

Employees can enroll or change their election through EEX or submit a Catch-up Contribution Election Form (Form TSP-1-C) to their servicing Human Resources Office. The effective dates for these changes will be the next full pay period after the action is processed.

For additional information, see the TSP website Frequently Asked Questions (FAQs) at <http://www.tsp.gov/curinfo/qsas-limits.html> .

### **FEHB CHANGES**

The enrollee share of FEHB premiums will increase by an average of 3.4% for 2013. The 2013 FEHB rates, including open season enrollments and enrollment changes, become effective with PPE January 26, 2013 (official pay date February 6, 2013).

In addition to rate changes, FEHB plan codes may also have changed. **It is extremely important for you to check your ELS carefully to ensure your enrollment code is the correct code for the plan of your choice and the withholding for health benefit insurance premiums is the amount you expected to pay.**

If you are a temporary employee, your rates will probably differ from a full-time permanent employee. Temporary employees can reference the FEHB booklet for the current rates.

Please contact your servicing Human Resources Office immediately if you have questions concerning information on your FEHB.

### **FLEXIBLE SPENDING ACCOUNT (FSAFEDS) PROGRAM**

FSAFEDS is a Flexible Spending Account (FSA) program for federal employees provided to reduce employee taxes related to health and dependent care expenses.

A FSA allows an employee to set funds aside on a pre-tax basis to pay for a wide range of common out-of-pocket expenses related to health care or dependent care.

- The maximum annual election for a Health Care Flexible Spending Account and the Limited Expense Health Care Flexible Spending Account will change from \$5,000 to \$2,500 for the 2013 Benefit Period.
- The maximum annual election for a Dependent Care Flexible Spending Account will remain \$5,000 for the 2013 Benefit Period.
- The minimum election for the flexible spending accounts will remain \$250.

The effective date for the 2013 FSA plan year is January 1, 2013. Deductions for this plan year begin on PPE January 26, 2013, and will continue to be deducted through PPE December 28, 2013.

The amount set aside is not subject to OASDI, Medicare, or federal income taxes. In addition, your FSA contributions may not be subject to state and local taxes.

Employees of the Senate Restaurant Associates are **not** eligible for the FSAFEDS program through the GSA NPB.

### **FEHB INSURANCE (PREMIUM CONVERSION)**

FEHB Premium Conversion allows employees to pay their share of the health insurance premium on a pre-tax basis. This means health insurance premiums are not subject to OASDI, Medicare, or federal income taxes. In addition, health benefit premium may not be subject to state and local taxes. Questions regarding this should be directed to your state and local taxing authorities.

Premium conversion is automatic for new enrollees. Enrollees may "opt out" or waive participation in Premium Conversion via EEX or complete the Premium Conversion Waiver form. This form can be obtained from your servicing Human Resources Office.

Once an employee participates in FEHB Premium Conversion, the participation continues automatically unless an employee elects to waive participation during the annual FEHB Open Season or as the result of a Qualifying Life Event (QLE).

Employees of the Senate Restaurant Associates are **not** eligible for the Premium Conversion FEHB premiums through the GSA NPB.

### **2013 COMBINED FEDERAL CAMPAIGN (CFC) CONTRIBUTIONS**

All 2013 CFC contributions will take effect with PPE January 26, 2013, (official pay date February 6, 2013).

Please verify your withholding by checking your ELS against your pledge receipt. CFC pledges received after PPE January 26, 2013, will take effect in the first pay period after receipt.

### **2013 PAY PERIODS**

There are 26 pay periods in 2013. The first pay period in 2013 is PPE December 29, 2012, and the last pay period is PPE December 14, 2013. The last EFT date is December 20, 2013, and official pay date is December 24, 2013.

There are 26 pay periods in the 2013 **leave** year. The leave year end date is January 11, 2014. The last date for scheduling "use or lose" annual leave is December 1, 2013. Employees earning 6 hours of annual leave will earn 10 hours in PPE December 14, 2013.

### **2013 FEDERAL HOLIDAYS**

|                        |   |
|------------------------|---|
| Tuesday, January 1     | New Year's Day                            |
| Monday, January 21     | Birthday of Martin Luther King, Jr.       |
| Monday, February 18    | Washington's Birthday * (President's Day) |
| Monday, May 27         | Memorial Day                              |
| Thursday, July 4       | Independence Day                          |
| Monday, September 2    | Labor Day                                 |
| Monday, October 14     | Columbus Day                              |
| Monday, November 11    | Veterans Day                              |
| Thursday, November 28  | Thanksgiving Day                          |
| Wednesday, December 25 | Christmas Day                             |

*\* This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which specifies holidays for federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.*

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

FMLA was amended to help employees manage family affairs when their family members are on covered active duty. FMLA provides eligible federal employees up to

12 administrative workweeks of unpaid leave for qualifying exigency purposes. Qualifying exigencies arise when the spouse, son, daughter, or parent of an employee is on covered active duty in the Armed Forces, or has been notified of an impending call or order to covered active duty status.

### **VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)**

The GSA VLTP allows employees to donate annual leave to employees who are experiencing (or whose family member is experiencing) a medical emergency. If you want to donate leave, visit the link found at [https://apps.ocfo.gsa.gov/volta/volta.volta\\_main](https://apps.ocfo.gsa.gov/volta/volta.volta_main) .

Your donation may not exceed the lesser of:

1. One-half of the annual leave the donor would be entitled to accrue during the leave year in which the donation is made. For example, if you are in the 8-hour leave category no more than 104 hours could be donated.
2. If the employee is projected to otherwise forfeit "use-or-lose" leave at the end of the year, the number of hours remaining in the leave year of the donation for which the employee is scheduled to work and receive pay.

The UserID and password for accessing the VLTP website is the same as the one used to log onto the EEX website. If you have any log on issues, contact the OCFO Service Desk at [OCFOServiceDesk@gsa.gov](mailto:OCFOServiceDesk@gsa.gov) or by phone at (866) 450-6588.

### **GSA EMERGENCY LEAVE TRANSFER PROGRAM – HURRICANE SANDY**

President Obama has directed the Office of Personnel Management to establish an Emergency Leave Transfer Program to assist Federal employees affected by Hurricane Sandy. The attached GSA Instructional Letter CPO IL-1 3-1, *Establishment of GSA Emergency Leave Transfer Program*, establishes the agency's Emergency Leave Transfer Program and provides direction and guidance on implementation.

The GSA's Emergency Leave Transfer Program allows employees to donate unused annual leave to employees within the agency or other agencies who are adversely affected by Hurricane Sandy, either directly or through adversely affected family members, and who need additional time off from work without having to use their own paid leave. Employees can donate annual leave in one hour increments only. The minimum amount that can be donated is one hour and the maximum amount is 104 hours. Donations under the Emergency Leave Transfer Program will be made to a centralized account and dispersed among approved GSA recipients.

**To donate leave**, go to the GSA Voluntary Leave Transfer Program website [https://apps.ocfo.gsa.gov/volta/volta.volta\\_main](https://apps.ocfo.gsa.gov/volta/volta.volta_main) . Enter your social security number and your Employee Express (EEX) PIN number and click on "Submit". Your EEX PIN is your current password used to access EEX. Under the Main Menu, click on "Donate Annual Leave Hours to A Shared Leave Recipient" then continue as prompted, making

a donation to "Sandy Emergency Leave". If you have forgotten your PIN, or need to request a new one; please go to EEX website [www.employeeexpress.gov](http://www.employeeexpress.gov) for assistance.

**To become an Emergency Leave Transfer Program recipient**, contact your servicing Human Resources Office (HRO) as soon as possible. You will need to submit an application (OPM Form 1637) to that office within 30 calendar days of the date on which you are no longer eligible for evacuation pay or administrative leave, and continue to be adversely affected by Hurricane Sandy. Applicants will receive written notification of approval or disapproval within 10 working days of submitting their application.

If you have any questions concerning timekeeping, please contact the National Payroll Branch's Customer Service Representatives at (800) 823-3900 or by email at [KC-Payroll.Finance@gsa.gov](mailto:KC-Payroll.Finance@gsa.gov). For all other questions, please contact Brenda Briscoe in the Office of the Chief People Officer at (202) 501-3888 or by email at [Brenda.Briscoe@gsa.gov](mailto:Brenda.Briscoe@gsa.gov).

### **EMPLOYMENT AND INCOME VERIFICATION (THE WORK NUMBER)**

The GSA uses the TALX Corporation to provide employment and income verification for the GSA and participating client agencies using "The Work Number."

Verifiers may request proof of employment and/or income by either calling the toll free number (800) 367-5690 or on-line at <http://www.theworknumber.com>. Be sure to provide the person (verifier) requesting the proof of your employment/income, your SSN, and your Agency Company Code. The GSA Company Code is 10536. The Agency Company Code can be found in the TALX Work Number Employment and Income Verification Instructions brochure at [www.gsa.gov/payroll](http://www.gsa.gov/payroll) under the Forms, Documents and Other Links tab.

For employment and income verification, verifiers will also need the "Salary Key." You can request the "Salary Key" by contacting TALX toll free at (800) 367-2884 or on-line at <http://www.theworknumber.com>. Your UserID is your SSN and your temporary PIN is the four digits of your birth year and the last four digits of your SSN. You will be prompted to change your PIN the first time you use this service.

### **PAYROLL QUESTIONS AND CONCERNS**

If you have questions or concerns regarding your pay, the information on your ELS, or any of the preceding information, please contact the GSA NPB Customer Service Help Desk. We are here to help you understand your payroll actions and resolve any issues.