January 2, 2015

MEMORANDUM FOR ALL GENERAL SERVICES ADMINISTRATION (GSA)

AND CLIENT AGENCY EMPLOYEES

FROM: BART JESTEL

CHIEF, GSA NATIONAL PAYROLL BRANCH

SUBJECT: 2015 Payroll Newsletter

The 2015 Payroll Newsletter provides general information for all General Services Administration (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 2015 for all of our employees and clients.

Some of the important changes occurring in 2015 are:

* A proposed one percent pay increase in January 2015.
* Federal Employees Health Benefits (FEHB) rate changes.
* New 2015 Combined Federal Campaign (CFC) contributions.
* New federal, state and local tax changes.

If you have any questions, please contact the GSA NPB Customer Service Representatives at (816) 823-3900, or (800) 676-3690, ext. 33900 or via email at

[kc-payroll.finance@gsa.gov](mailto:kc-payroll.finance@gsa.gov).

NEW!!! TOPICS – QUICK LOOK UP (CTRL + Click on a Link Below)

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#### 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 website at <http://www.gsa.gov/payroll> and can be viewed at any time.

#### 2015 PAY PERIODS

There are 27 pay periods in 2015. The first pay period in 2015 is pay period ending (PPE) December 27, 2014, and the last pay period is PPE December 26, 2015. The last EFT pay date is on December 31, 2015. The last “Official” pay date will be on January 6, 2016.

There are 26 pay periods in the 2015 leave year. The leave year-end date is

January 9, 2016. The last date for scheduling “use or lose” annual leave is

November 28, 2015. Employees earning 6 hours of annual leave will earn 10 hours in PPE December 26, 2015.

#### 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](https://www.employeeexpress.gov/).

The 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.

The 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
* 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 read 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, and
* 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 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 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.

In rare instances and on a case-by-case basis, an erroneous overpayment may be waived. In that event, the erroneous overpayment becomes taxable and will be reportable to the Internal Revenue Service (IRS) to determine if it is taxable income.

#### SALARY CHANGES

Differences in your pay beginning PPE December 27, 2014, [Electronic Funds Transfer (EFT) pay date January 2, 2015] may be the result of changes in the following:

* Federal, state and local tax changes (see details below).

Differences in your pay beginning PPE January 10, 2015, [Electronic Funds Transfer (EFT) pay date January 16, 2015] may be the result of changes in the following:

* State and local tax changes (see list below).

Differences in your pay beginning PPE January 24, 2015, (EFT pay date

January 30, 2015), may be the result of changes in any or all of the following:

* General Schedule (GS) and special rate pay increase of one percent.
* FEHB rate changes.
* New 2015 CFC contributions.
* Federal Employee Dental and Vision Insurance Program (FEDVIP) changes.

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

The 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 2014, you must file a new IRS Form W-4 to retain your “EXEMPT” withholding status in 2015. The deadline for filing the “EXEMPT” withholding status IRS Form W-4 for the 2015 tax year is

February 15, 2015. Effective February 16, 2015, your prior year IRS Form W-4 (2014) filing “Exempt” status expires. If we have not received an IRS Form W-4 for the 2015 tax year by February 16, 2015, we will begin withholding federal income tax under the “single/no exemption” formula as of PPE March 7, 2015. Note: There are no refunds of tax withholdings if the IRS Form W-4 claiming “Exempt” status is submitted late.

#### 2014 WAGE AND TAX STATEMENT (IRS FORM W-2) UPDATE

The GSA NPB will issue the 2014 IRS Form W-2, Wage and Tax Statement using EEX contracted services.  If you received your 2013 IRS Form W-2 electronically or you registered to receive an electronic 2014 IRS Form W-2 before the close of business on December 13, 2014, you are registered to receive your 2014 IRS Form

W-2 on-line through EEX. The on-line 2014 IRS Form W-2 will be available by the middle of January 2015 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, 2015.

For tax year 2014, if you registered for an electronic W-2 after December 13, 2014, then you will receive a paper IRS Form W-2. However, your registration will be effective for future tax years, starting in tax year 2015. You will receive your W-2 via EEX instead of a paper copy of your IRS Form W-2.

The 2014 IRS Form W-2 covers the wages paid to employees from PPE

December 28, 2013, through PPE December 13, 2014. The format for the 2014 IRS Form W-2 did not change.

Upon an employee’s separation, the GSA will automatically set the indicator to have their W-2 mailed to their address on record with the NPB.

Employees should examine their IRS Form W-2 closely for legibility, accuracy, and completeness. The instructional guide for reading the 2014 IRS Form W-2 may be found at <http://www.gsa.gov/portal/content/102521> . Employees should compare the IRS Form W-2 with their ELS for PPE December 13, 2014, 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 at

[KC-payroll.finance@gsa.gov](mailto:KC-payroll.finance@gsa.gov) or by phone at 816-823-3900 or 800-676-3690 ext. 33900.

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

Effective PPE December 27, 2014:

* A new Federal income tax withholding formula will be used.
* The state tax rate will change for:
  + Arkansas
  + California
  + Colorado
  + Connecticut
  + Illinois
  + Kentucky
  + Maine
  + Maryland
  + Massachusetts
  + Minnesota
  + New York
  + Oregon
  + Rhode Island
* The local tax rate will change for:
* Charleston, WV
* Florence, KY
* Kenton County, KY
* Marion County, IN

Effective PPE January 10, 2015:

* The state tax rate will change for:
  + Indiana
  + Kansas
  + North Carolina
  + Oklahoma
  + Vermont
  + Washington, DC
* The local tax rate will change for:
* Allentown City, PA
* Collier Township, PA
* Easton City, PA
* Montoursville Boro, PA
* York City, PA

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

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#### 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, amended timecards and retroactive pay increases.

The federal income tax withholding rate for supplemental wages for 2015 will continue to be 25 percent (as in 2014).

#### CANCELLATION 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, 2015. Consult the IRS or your tax advisor if you have additional questions on preparing your individual tax return.

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

The 2014 and 2015 wage base limits for these two programs are shown in the table below. In 2015 the Medicare tax rate is 1.45 percent.  The OASDI tax rate is 6.2 percent.

|  |  |  |
| --- | --- | --- |
| Year | OASDI Wage Base Limit | Medicare Wage Base Limit |
| 2014 | $117,000 | Unlimited |
| 2015 | $118,500 | 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).

The IRS regulations (effective January 2015) authorize employees to claim up to $250 per month in qualified parking benefits. In addition, employees can also claim up to $130 per month for transportation in a commuter highway vehicle (a vehicle seating six or more passengers, not counting the driver). The $130 monthly benefit for a commuter highway vehicle, when combined with the Transit Fare Subsidy, cannot exceed the $130 per month limitation. These are the same limits that were in effect for 2014.

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, employees of the GSA and its client agencies should contact their servicing Human Resources Office, the GSA NPB, or by going to the GSA Forms Library at <http://www.gsa.gov/forms>. Once an employee completes the GSA Form 3667, fax the form to the GSA NPB Customer Service Help Desk at 816-823-5435.

Exceptions:

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 ($130 per month effective

January 1, 2015). 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. The GSA Form 3675 is in the GSA Forms Library at <http://www.gsa.gov/portal/forms/download/115174> .

GSA employees may obtain information regarding the GSA Transit Subsidy Program from their regional transit subsidy program coordinator or through the Office of Human Resources Management, Talent Engagement Center of Expertise (COE4) contact, Marge Higgins, at 202-501-3764. A list of regional contacts is available at: <https://insite.gsa.gov/portal/content/510262> .

#### CHILD CARE SUBSIDY PROGRAM

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

Exceptions:

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

The RRB child care subsidy program is approved and funded on an annual basis. The program is fully operated by RRB. The RRB point of contact for this program is Ruthie Maldonado-Delwiche at [Ruthie.Maldonado-delwiche@rrb.gov](mailto:Ruthie.Maldonado-delwiche@rrb.gov) or

[(312) 751-4925](tel:%28312%29%20751-4925).

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#### THRIFT SAVINGS PLAN (TSP) - 2015 CONTRIBUTION LIMITS

The TSP/IRS contribution limits for 2015 have increased.

* The annual elective deferral limit (IRS limit) is a maximum of $18,000 (was $17,500 for 2014).
* Employees who will be age 50 or over in 2015 can contribute up to $6,000 (was $5,500 for 2014) in additional “catch-up” contributions, as long as their regular contributions for the year are expected to reach the $18,000 limit.

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. Elections for “catch-up” contributions are not continuous; they are only effective for one calendar year at a time. Accordingly, employees must re-register each year. 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 <https://www.tsp.gov/whatsnew/rates/currentLimitsAndRates.shtml> .

#### 2015 TSP CALCULATIONS

If you are planning to maximize your TSP deductions to the 2015 annual allowed amount of $18,000, please remember that there will be 27 pay periods in this year. The example on the EEX website refers to 26 pay periods. Not allowing for 27 pay periods when you calculate your deduction amount means that you risk missing the government matching contribution. If you need assistance in calculating your TSP deduction amount there is a calculator available on the TSP website located at <https://www.tsp.gov/planningtools/electivecontributions/electiveContributions.shtml>.

#### FEHB CHANGES

The employee share of FEHB premiums will increase by an average of 3.2 percent for 2015. The 2015 FEHB rates, including open season enrollments and enrollment changes, become effective with PPE January 24, 2015 (EFT pay date

January 30, 2015).

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.

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.

The FSAFEDS program 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 effective date for the 2015 FSA plan year is January 1, 2015. Deductions for this plan year will begin on PPE December 27, 2014, and will continue to be deducted through PPE December 12, 2015.
* By IRS rules, the maximum annual election for a Health Care FSA and the Limited Expense Health Care FSA increased by $50 to $2,550 for the 2015 Benefit Period.
* The maximum annual election for a Dependent Care FSA will remain $5,000 for the 2015 Benefit Period. (Married individuals filing separate tax returns are limited to $2,500 contribution annually.)
* The minimum election for the flexible spending accounts (all types) is reduced to $100 (previously it was $250.)
* Health care and limited expense FSAs will no longer have a grace period; instead, qualifying participants will be able to carry over up to $500 of unused funds to the next plan year. Dependent care FSAs will still have a grace period and will not have carryover to the next plan year.
* For 2015 Dependent Care FSA participants still have the grace period in the first 2-1/2 months of 2016. Participants have from January 1, 2015, through March 15, 2016 to incur eligible expenses for reimbursement from their 2015 account. (Participants must be employed by an agency that participates in FSAFEDS and actively making allotments from their pay through December 31, 2015, to participate in the grace period.)

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.

Exception:

Employees of the Senate Restaurant Associates are not eligible for the FSAFEDS program.

#### 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”, 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).

Exception:

Employees of the Senate Restaurant Associates are not eligible for the Premium Conversion FEHB premiums.

#### 2015 COMBINED FEDERAL COMPAIGN (CFC) CONTRIBUTIONS

All 2015 CFC contributions will take effect with PPE January 24, 2015, (EFT pay date January 30, 2015.)

Please verify your withholding by checking your ELS against your pledge receipt. The CFC pledges received after PPE January 24, 2015, will take effect in the first pay period after receipt.

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#### 2015 FEDERAL HOLIDAYS

The 2015 federal holidays are provided below. Additional information can be found on the Office of Personnel Management website: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>

|  |  |
| --- | --- |
|  |  |
| Thursday, January 1 | New Year's Day |
| Monday, January 19 | Birthday of Martin Luther King, Jr. |
| Monday, February 16 | Washington's Birthday \* (President’s Day) |
| Monday, May 25 | Memorial Day |
| Friday, July 3 | Independence Day |
| Monday, September 7 | Labor Day |
| Monday, October 12 | Columbus Day |
| Wednesday, November 11 | Veterans Day |
| Thursday, November 26 | Thanksgiving Day |
| Friday, 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) BENEFIT CHANGES

On June 26, 2013, the Supreme Court ruled that the Defense of Marriage Act (DOMA) was unconstitutional. DOMA defined “marriage” as being the legal union only between a man and a woman, and that the term “spouse” only referred to the person of the opposite sex within that union.

Now that the term “spouse” is being defined as “a partner in any legally recognized marriage, regardless of the employee’s state of residency,” Federal employees are entitled to use FMLA to care for a same-sex spouse in the same manner as opposite-sex spouses. This means that employees can use FMLA leave in the following circumstances:

1. To care for a same-sex spouse with a serious health condition
2. To care for a same-sex spouse who gives birth to a child
3. To care for a same-sex spouse who is a covered service member with an injury or illness incurred or aggravated in the line of duty, or
4. For qualifying exigencies while a same-sex spouse is on covered active duty or has been notified of an impending call or order to covered active duty status.

#### OFFICIAL WORKSITE FOR LOCATION-BASED PAY PURPOSES

Certain location-based pay entitlements (such as locality payments, special rate supplements, and non-foreign area cost-of-living allowances) are based on the location of the employee's official worksite associated with the employee's position of record. The official worksite generally is the location where the employee regularly performs his or her duties. If the employee's work involves recurring travel or the employee's work location varies on a recurring basis, the official worksite is the location where the work activities of the employee's position of record are based, as determined by the employing agency, subject to the requirement that the official worksite must be in a locality pay area in which the employee regularly performs work. An agency must document an employee's official worksite on the employee's Notification of Personnel Action (Standard Form 50 or equivalent). (See "Duty Station" blocks 38 and 39 of the Standard Form 50 showing the city/county and state in which the official worksite is located.)

If you have any questions about your duty station, please contact your servicing HR Office.

#### WITHIN-GRADE INCREASES (WIGI)

Within-Grade Increases (WIGI) are pay increases received by Federal employees after they have served a specific amount of time at a certain grade level and demonstrated at least an acceptable level of performance.

A WIGI is effective on the first day of the first pay period beginning on or after the completion of the required waiting period. You can calculate your next WIGI by finding the effective date on the SF-50, Notification of Personnel Action for your last WIGI and using the chart below:

|  |  |
| --- | --- |
| WIGI Step | Waiting Period Between Steps |
| 2, 3 and 4 | 52 calendar weeks (1 year) |
| 5, 6 and 7 | 104 calendar weeks (2 years) |
| 8, 9 and 10 | 156 calendar weeks (3 years) |

#### ALLOWANCES FOR GSA EMPLOYEES DEPLOYED IN FOREIGN AREAS

The Department of State Standardized Regulations (DSSR) governs allowances and benefits available to U.S. Government civilians assigned to foreign areas. The GSA has implemented additional policy and procedures governing certain foreign allowances. Employees should check both the DSSR and their agency’s implementing regulations for guidance on a specific allowance. The DSSR and other information of foreign allowances may be found at the following link: <http://aoprals.state.gov/content.asp?content_id=134&menu_id=75> .

#### 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> .

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.

Once approved, for questions about your donated leave balance contact your timekeeper or supervisor. Also, remember it is your responsibility to review your ELS and work with your timekeeper and supervisor to ensure that the correct amount of donated leave is charged to your time and attendance records.

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

The GSA uses the Equifax Workforce Solutions (aka 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 the Equifax Workforce Solutions 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, unless otherwise noted throughout the document, please use the following information to contact the GSA NPB Customer Service Help Desk. We are here to help you understand your payroll actions and resolve any issues.

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)