

TO: GSA Employees who were Furloughed

FROM: KC-Payroll.Finance@gsa.gov.

DATE: Friday, February 8

SUBJECT: Feb. 8: Furlough guide to your Earnings & Leave Statement

As you know based on an email from GSA's Chief Human Capital Officer on January 30, you received a special paycheck the week of January 28 that did not include certain deductions and other allocations.

Below is more information on the effect of that special paycheck on your Earnings and Leave Statement for pay period 3 (January 20 - February 2, 2019) - specifically in regards to your **earnings, deductions and leave**.

Earnings

Q: What is the "Adjusted" amount under the Earnings section?

A: Anyone who received furlough pay will see an amount under the Adjusted column. The Adjusted earnings on your statement for pay period 3 does not explicitly display the furlough pay you received the week of January 28. To calculate your gross earnings for the furlough pay periods, add your furlough net pay (received the week of January 28) to the amount under the Adjusted column.

Deductions:

Q: Why are the deductions for Dental, Vision and Flexible Spending higher than on previous statements?

A: Deductions for some common benefits programs were not taken out of your furlough pay.

- **FEDVIP Dental/Vision:** The premium deducted for pay period 3 is double the normal amount. This will occur until unpaid premiums are paid. If you were furloughed for two pay periods, you will see double the normal premium for pay period 3 and pay period 4.
- **Flexible Spending Accounts (health and dependent care):** To account for missed deductions, the biweekly deduction has been adjusted based on your annual election and will be spread over the remaining pay periods in 2019.

Leave:

Q: How can I be sure my leave balances are correct?

A: Leave earned for pay period 3 is displayed under the **Earned Current** column.

Leave earned for pay period 2 is included under the **Earned YTD** column. Leave earned for pay period 1 is included under the **Begin Bal Lv Yr** column.

For more information, review the [Furlough Guide to Reading My Earnings and Leave Statement](#).

Questions? Send an email to KC-Payroll.Finance@gsa.gov.