**Frequently Asked Questions for Pay and Leave When Operations Resume**

1. **Now that the shutdown is over, will I be paid for all time missed?**

Yes, Congress approved retroactive pay for all Federal employees affected by the lapse in appropriations via the [Government Employee Fair Treatment Act of 2019.](https://chcoc.gov/content/government-employee-fair-treatment-act-2019) Retroactive pay will be paid at the employee’s standard rate of pay. The furlough hours will be considered to be paid hours of work in applying overtime rules, including the Fair Labor Standards Act overtime rules.

1. **When will I be paid?**

The National Finance Center (NFC), the payroll provider for the Department of Commerce (DOC), has modified its payroll cycle so that retroactive pay can be processed as quickly as possible. The accelerated schedule will result in most employees receiving their retroactive pay on January 31, 2019. While best efforts are being made for this to occur for all employees, it is possible that those who previously received partial pay for Pay Periods 26 and Pay Period 01 may not receive full retroactive pay until the next scheduled electronic funds pay date (February 11, 2019).

1. **What, if anything, do I have to do to be paid my retroactive pay?**

For your retroactive pay to be processed, webTA records for the impacted pay periods (PP26 and PP01, and possibly PP25) need to be created, validated and certified **no later than noon Eastern Time on Monday, January 28th**. In some cases, this will require that your timekeeper submit a corrected webTA record and in other cases, you will need to create original webTA records if none were submitted during the shutdown. Please follow the [webTA Coding Guidance](file:///\\elwood.nist.gov\175\users\atownsen\My%20Documents\Furlough\December%202018\Resumed%20Operations\NIST%20WebTA%20Coding%20Guidance%201-26-2019%20(001).docx) for the status category that applies to you, and submit timekeeping records accordingly:

* Furloughed
* Excepted Funded, Less ThanFull-Time
* Excepted Not Funded

Excepted employees who worked on a full-time basis and were funded throughout the shutdown should not need to take any action regarding past pay periods, unless an error in reporting was noted. In the case of an error, timekeepers should submit a regular correction to the appropriate webTA record, as usual.

**Please note that webTA records must be validated in sequential order; the same is true when they are being certified. Likewise, it is critically important that all original webTA records for past pay periods be submitted with the record for the current pay period in effect after we resume operations. There should be no missing pay periods (intermittent employees are the exception).**

1. **I don’t remember my webTA credentials. How can I access the system?**

There are three ways to be notified of your UserID and/or get your webTA password reset:

1. If your account is not locked, you can use the self-service feature by clicking on the *Forgot UserID?* or *Forgot Password?* links on the main webTA login page. Follow the prompts which will result in your User ID and/or a new password being emailed to you;
2. Ask your timekeeper or Administrative Officer to look up your User ID and/or reset your password; or
3. Submit a ServiceNow ticket through iTAC, requesting notification of your webTA UserID or a password reset.

1. **When my retroactive pay is processed, will all my obligations (child support, tax levies, garnishments, etc.) and discretionary allotments (insurance premiums, tsp, union and association dues, savings accounts, etc.) be deducted?**

Yes, retroactive pay will be processed and distributed as separate pay periods as they would have absent the lapse in appropriations, with all appropriate deductions per individual pay period (i.e., retirement, social security (OASDI), Medicare tax, Federal income tax, health insurance premium, life insurance premium, state income tax, local income tax, collection of debts owed to U.S. Government, court-ordered collections/debts, optional benefits (i.e., dental/vision insurance premium, long-term care insurance, FSA, TSP, etc.), other voluntary deductions and/or allotments (i.e., military service deposits, professional associations, union dues, personal account allotments, etc.).

1. **Will I accrue annual and sick leave during the pay periods impacted by the shutdown?**

Yes, once the webTA records are processed for the pay periods impacted by the shutdown, employees will accrue annual and sick leave as they would have, absent the lapse in appropriations.

1. **I had “use or lose” annual leave that was lost due to the government shutdown. Will it be restored?**

The Office of Personnel Management (OPM) is allowing agencies to restore “use or lose” annual leave that employees were unable to use due to the government shutdown if that leave was properly requested and approved, in writing, by the November 24, 2018 deadline. Restoration of leave must be formally requested through normal procedures (see below).

1. **How do I apply to request my forfeited “use or lose” annual leave be restored?**

Employees wishing to request restoration of forfeited annual leave due to the lapse in appropriations should submit the following information to their Administrative Officer, who will ensure it is submitted to the appropriate supervisor for approval and to the Office of Human Resources Management (OHRM) for processing:

* Completed [CD-479 Form](https://connection.commerce.gov/sites/connection.commerce.gov/files/media/files/2016/cd-479.pdf), Request for Restoration of Annual Leave. The basis for restoration due to the lapse in appropriations is exigency of the service;
* Copies of the documents reflecting the leave request and approval (OPM-71 form, webTA leave request, dated email, etc.); and
* A plan for approximately when the restored leave will be used.
* There is no hurry to complete this request as employees have the 2019 leave year to request restoration.
* Once restored, employees have the rest of the leave year in which it was restored plus two additional full leave years to use the restored annual leave.

1. **I need my W-2 for 2018 to prepare my income taxes. How can I access that information?**

For most employees, NFC posted the W-2 to your [Employee Personal Page](https://www.nfc.usda.gov/EPPS/index.aspx?ReturnUrl=%2fepps%2f) (EPP). For a small number of employees, that data will not be available until January 31, 2019.

If you have forgotten your EPP UserID or need a password reset, go to: <https://www.nfc.usda.gov/EPPS/index.aspx?ReturnUrl=%2fepps%2f>, click on the *I Agree* button on the consent page, and then follow the instructions for obtaining your UserID or password reset on the main EPP login page.

1. **I supervised employees who retired during the shutdown. When will they receive their lump sum payment for accrued annual leave?**

OHRM will begin processing all lump sum payment requests upon receipt. This process is usually completed within two pay periods of receipt. Due to the anticipated backlog, it is possible that payment may be delayed by one pay period.