

Bulletin for ALL TSA EMPLOYEES – 3/5/2020

Update: Employee Federal Tax Withholding Issue for Pay Period 26

As communicated previously, in the HCAccess Bulletin issued on January 16, 2020, the National Finance Center (NFC) had applied system changes to implement the new Internal Revenue Service (IRS) form W-4 for tax year 2020. In doing so, they experienced an issue in calculations of Federal tax withholdings. As a result, some employees were under-withheld for their Federal taxes in Pay Period (PP) 26.

On March 4, 2020, NFC provided TSA Human Capital (HC) with an update to take corrective actions for current employees affected by under-withheld Federal taxes in Pay Period (PP) 26, which is outlined below. **In PP05:**

- NFC will automatically deduct the amount of under-withheld Federal taxes from employees, in addition to regular applicable Federal tax withholding for pay period (PP05)
- Employees will see the deduction for the under-withheld Federal taxes listed on the PP05 Statement of Leave and Earnings, in the field labeled “Extra Federal Tax”

Note: NFC will provide additional guidance in the near future for corrective actions on how to handle separated employees or employees on leave without pay in PP05.

Individual email notifications were sent to the affected employees that have a work email address stored in the NFC System. The notice advised employees of the corrective actions that will occur in PP05, along with the under-withheld Federal tax amount for PP26. **Note:** A letter will be mailed to affected employees that do not have a work email address on the system, prior to the processing of PP05. The letter will be mailed to the employees mailing address on record in the NFC System.

Employees are encouraged to view the NFC Notification posted on the Employee Personal Page (MyEPP) under “News and Announcements” which outlines the corrective actions that will take place in PP05.

Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).