



Reminder Bulletin for ALL TSA EMPLOYEES – 3/17/2020

Reminder: Employee Federal Tax Withholding Issue for Pay Period 26

As a reminder, 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), on the PP05 salary check**
- **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 affected employees that have a work email address stored in the NFC System. The notice advised employees of the corrective actions that occurred in PP05, along with the under-withheld Federal tax amount for PP26. **Note:** A letter was mailed to affected employees mailing address on record in the NFC System, that did not have a work email address listed, prior to the processing of PP05.

Employees are encouraged to view the NFC Notification posted on the Employee Personal Page (MyEPP) under “News and Announcements” which outlined the corrective actions that took 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 Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).