

Date: March 20, 2019
To: All TSA Employees
From: Karen Shelton Waters
Assistant Administrator for Human Capital
Subject: 1100 – Resolving Outstanding Personnel Actions

As part of our commitment to transparency and customer service, we wanted to provide an update on the current status of outstanding personnel actions. Many of the personnel actions from pay period 2 and prior are pending. This includes salary adjustments like Promotions, In-Band Increases (IBIs), and Performance-Based Increases (PBIs). The vast majority of this backlog is a result of the 35-day partial government shutdown that ended on January 25, 2019. During the partial shutdown, we were unable to process transactions that impacted an employee's basic rate of pay with an effective date on or after December 23, 2018.

Our immediate goal is to process these personnel actions in the order in which they were received. Therefore, we have prioritized personnel actions that were already in the pipeline at the beginning of the partial shutdown (pay period 26 and prior) and will then move on to actions from pay period 1 and forward. Personnel actions will be retroactive based on established business rules.

With regard to the recent Federal pay raise, we are currently waiting on a Presidential Executive Order to be signed, new salary pay tables to be issued by the Office of Personnel Management, and subsequent TSA approval and guidance to implement the salary increase. Once those steps are completed, we will then process all salary adjustment actions and communicate to employees when they can expect to receive that pay adjustment.

We continue to do everything possible to immediately process pending actions. With the exception of the Federal salary pay raise, we estimate that all personnel actions with a proposed effective date of pay period 2 and prior (with the exception of details) will be processed by April 18. We are still on target to complete restoring eligible, forfeited leave by the end of March.