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| **AHR Update on Pay and Other Matters**  **January 28, 2019** |

* Off-Cycle pay schedule updates:
  + DOI to start generating PP01 today (28 Jan) – off-cycle payment to hit on Wednesday (30 Jan) at the earliest. Note that this will be approximately 50% of gross pay (gross pay = standard 80 hours) vice 60% originally anticipated. DOI increased to cover all possible deductions (taxes and benefits). Deposits will be made to employee’s account on record.
  + DOI will start generating PP02 tomorrow (29 Jan). Also approximately 50% of gross pay. (gross pay = standard 80 hours). Payment expected to hit starting Thursday (31 Jan)
  + DOI will generate third off-cycle on Wednesday (30 Jan) for catch up payments. Payment expected to hit on Friday (01 Feb).
  + Anything not caught in first three passes will be caught up in PP03. (12 Feb)
  + Premium pays may be delayed to reflect in PP03 (12 Feb) or PP04 (26 Feb).
* Employees whose pay was funded for 1 to 4 days for PP01 have been processed. The rest of the PP01 may be delayed to end of the week, as DOI wants to make sure not to overpay.
* CASTLE is frozen, no PP01 or PP02 changes should be made.
* All separation actions need to be to DOI today (28 Jan). Work with servicing personnel staff.
* Existing cert lists will be extended an additional 90 days.
* There will be no Leave and Earning Statements (LES) issued for the three off-cycle pay checks. Adjustment amounts will likely be noted as lump sums on the PP03 LES. These will be reflected as “advances’ in the earning section, and “adjustments’ in the deduction section.
* PP03 will be taxed at normal rate.
* Paycheck withholdings such as union dues, allotments, court orders will not be deducted in off-cycle checks. They become responsibility of employee for PP01, PP02. Will restart with PP03.
* Transit benefits – no issues anticipated for February benefits.
* Use or lose leave – each OA advised to handle situations with regard to restoring leave. Err to the side of employee.
* Employee Accountability – OST has asked for full accountability by Wednesday. AHR’s emergency planner will initiate an exercise for completion by COB Tuesday.
* DOT expects an audit on recalls. Our process incorporated strong justification.

*Information will be updated as it becomes available.*