

ARTICLE 14
PAY ADMINISTRATION

Section 14.01 - Timely and Proper Compensation. Employees are entitled to timely receipt of all wages earned by them for the applicable pay period. Therefore, the Department must provide for timely payment of all wages, benefits and awards through the direct deposit/electronic transfer to employees.

Section 14.02 - Delivery of Pay Checks. Employees must utilize direct deposit/electronic transfer. The Department will provide for alternative process where an exception is required to pay an employee.

Section 14.03 - Annual Statement of Benefits. Employees shall have electronic access to their annual statement of benefits, including information on retirement benefits. Employees may use duty time and equipment to access and print HIRTS information including their annual statement of benefits.

Section 14.04 - Debt Collection. Collection of salary overpayments by offset shall require no less than a thirty (30) day notice. Salary offsets that result from termination of Service Agreements shall also require no less than a thirty (30) day notice. Disputes shall be handled as described in the notice to employee, which notice shall be in accordance with law, rule, government-wide regulation and this Agreement. To the extent permitted by law, rule or government-wide regulation, no action to collect alleged overpayments shall be taken pending the completion of any administrative considerations requested by the employee.

Section 14.05 - Waiver of Debt Collection. An employee may make a written request for a waiver, in whole or in part, for collection of an overpayment. The Department will consider the request in accordance with 5 USC 5584.

Section 14.06 - Information to the Union.

- (1) A code for bargaining/non-bargaining unit employee shall be included in the NFC data base. In accordance with law, upon request, but not to exceed twice a year, the following information on bargaining unit employees shall be provided to the Union, subject to the limitations and capabilities of the NFC system:
 - (a) Name
 - (b) Title, series, grade, and step
 - (c) Date of last promotion
 - (d) Service computation date
 - (e) Beginning date of dues deduction
 - (f) Amount of Union dues deduction
 - (g) Organization code
 - (h) Organization title

- (2) Upon request, but not to exceed twice a year, servicing human resources offices and Headquarters shall provide Locals, subject to the limitations and capabilities of the NFC system, the following information:
 - (a) Employee name
 - (b) Working title
 - (c) Position title
 - (d) Pay plan, series, and grade

- (e) Salary
- (f) Work schedule
- (g) Organizational code and position number
- (h) Promotions, QSIs, reassignments, details, resignations, removals, appointments, and similar personnel actions and the effective date, if readily available.

This does not affect any other statutory requests.

Section 14.07 - Delayed Pay.

- (1) **Pay Not Issued.** As soon as the Department is aware of delayed salary payment, it shall ensure immediate notification and expeditious payment to an employee who did not receive their pay on time (normally within 5 days). Upon request from an employee, Management shall issue a written statement to banks, creditors, and payees in regards to non-receipt of salary pay.
- (2) If the Union asks a servicing human resource office whether a bargaining unit employee received their pay during a particular pay period and whether replacement pay has been requested or received, the Union shall be provided that information, if it is available.

Section 14.08 - Voluntary Deductions.

Employees may elect voluntary allotments and the Department will process them in a timely manner. Allotments include but are not limited to union dues, insurance, and savings, provided the allotments meet with the capabilities of the payroll system.

Section 14.09 - Advances in Pay. Employees will receive information regarding the Advance Pay policy and procedures for requesting an advance in pay in orientation packets.

Section 14.10 - Repayment Plan. When an employee has been determined to be indebted to the United States because of an erroneous payment which is not waived, there will be a repayment plan consistent with law, rule or regulation. The employee may contact the Pay, Benefit and Retirement Division or successor organization for more information and guidance on repayment. When an employee has been determined to be indebted to the United States because of an erroneous payment which is not waived, the amount of the indebtedness may be collected in biweekly installments. For salary overpayments not related to health benefits, the Department will not require a deduction of more than 15% of the disposable salary per pay period. If the employee retires or resigns, or if his/her employment otherwise ends before collection of the amount of the indebtedness is completed, the final salary payment may be held or a deduction shall be made from later payments of any nature due the individual from the NFC.