



**Department of Navy
Human Resources Service Center**

**Civilian Benefits Information:
Bulletin 2004-01**

**PAY CHANGES EFFECTIVE
11 JANUARY 2004 AND HOW 27
PAYDAYS AFFECT YOUR BENEFITS**

There are several benefits pay changes that are effective 11 January 2004. **These changes will be reflected in your paycheck that is received 30 January 2004.** It is your responsibility to review your Leave and Earnings Statement (LES) to ensure that proper deductions have been withheld. In some cases, an error in deductions may result in an indebtedness to the government that you will be required to pay.

Questions regarding health or life insurance or Thrift Savings Plan (TSP) can be referred to a Benefits Customer Service Representative (CSR) at 1-888-320-2917. Select option 4 to speak to a CSR. CSRs are available 7:30 a.m. until 7:30 p.m., Monday through Friday (Eastern Time). Hearing impaired employees should call the TTY line for their servicing Human Resources Service Center (HRSC).

Overseas employees who have access to DSN service can connect to The Benefits Line by dialing the DSN number to Randolph AFB (RAFB), 487-1110. Once the RAFB operator answers please indicate that you want to make an "official off net call." The employee must provide The Benefits Line number, 888-320-2917.

CHANGES EFFECTIVE 11 JANUARY 2004

Health Insurance. Enrollment changes made during the Federal Employees Health Benefits (FEHB) Open Season are effective 11 January 2004. New FEHB premiums are also effective 11 January 2004. New deductions will be reflected in your paycheck that is received 30 January 2004.

Life Insurance. Whenever there is an increase in your salary the value of the Federal Employees' Group Life Insurance (FEGLI) increases. The OPM homepage has a calculator that you can use to figure the value and cost of your FEGLI. The address is <http://www.opm.gov/calculator/worksheet.asp>.

General Schedule Salary Increase. The General Schedule salary increase is effective 11 January 2004. The new pay tables are available on the Office of Personnel Management (OPM) homepage at <http://www.opm.gov/oca/04tables/indexGS.asp>. GS employee's salary increases will be reflected in your paycheck that is received 30 January 2004.

EFFECT OF 27 PAYDAYS ON BENEFITS

Periodically, the pay year will be comprised of 27 paydays instead of the more common 26 paydays. When this occurs as it does for pay year 2004, some deductions and withholding amounts may be affected. The first payday in 2004 is **2 January**. It is very important to review your LES to see if you are affected by the following:

Thrift Savings Plan (TSP). Highly paid Federal Employees Retirement System (FERS) employees may exceed the TSP maximum deduction amount if 27 paydays are not used to determine the pay period deduction amount. Care should be taken when determining the biweekly deduction so that you will receive the maximum amount of matching Government contributions. The TSP homepage has a calculator that will help you determine the amount to contribute to maximize agency contributions. The address is <http://www.tsp.gov/calc/contributions/index.html>. You can make a change to your TSP deductions during the TSP open season that runs 15 April – 30 June 2004.

TSP Catch-Up Contributions. The amount to be withheld each payday will be calculated using 27 paydays versus the normal 26 paydays. Information about TSP catch-up is available at <https://www.civilianbenefits.hroc.navy.mil/html/TSPCatch2004.asp>.

TSP Loans and Military Deposits. If you have a TSP loan or are making a deposit for military service, 27 deductions will be taken because deductions are calculated as a biweekly amount.

DEDUCTIONS BASED ON 26 PAYDAYS

Flexible Spending Account (Dependent Care and Health Care). The Flexible Spending Account provider will stop the deduction when the annual authorized amount has been deducted and restart the deduction in the next pay year if authorized. The provider will also make any necessary adjustments to the deduction amount to ensure that no more than the annual authorized amount is collected. Deductions should have been withheld from your paycheck of 2 January 2004.

Long Term Care (Dependent Premium and Employee Premium). The provider will stop deductions for Long Term Care when the annual authorized amount has been deducted and restarted in the next pay year. The provider will also make any necessary adjustments to the deduction amount to ensure that no more than the annual authorized amount is collected. Deductions should have been withheld from your paycheck of 2 January 2004.

QUESTIONS CONCERNING YOUR PAY

Questions concerning deductions from your pay should be directed to your Time and Attendance Representative at your Command.