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LABOR RELATIONS



February 7, 2022

Mr. Ivan Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Butts:

As a matter of general interest, due to a programming error in the payroll system, Health Savings Account (HSA) contributions were not withheld for a limited number of employees during Pay Period 1 of 2022 (reflected in paycheck dated, 01-07-2022). HSA payroll deductions resumed as normal beginning in Pay Period 2 of 2022. However, the missed HSA deductions will not be made up.

A total of 173 employees have been identified as impacted by this error and will receive a MEMO from Headquarters Compensation and Benefits department.

Employees who are enrolled in an FEHB High Deductible Health Plan can start, change, or cancel their HSA contributions at any time. If an impacted employee would like to ensure a specific annual dollar amount is withheld and/or contribute up to the maximum IRS limit during calendar year 2022, they will need to make changes in PostalEASE.

Enclosed is a list of the impacted employees, along with a template of the memo the impacted employees will receive informing them of the error.

Please contact Bruce Nicholson at extension 7773 or if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills
Director
Labor Relations Policies and Programs

Enclosures



[Date]

[INSERT EMPLOYEE NAME AND ADDRESS]

Dear XXX,

Due to an error in the payroll system programming, Health Savings Account (HSA) contributions were not withheld for Pay Period 1 of 2022. You are receiving this notification because you were identified in the impacted group, and your HSA deduction was not withheld from your pay (reflected in paycheck dated, 01-07-2022). HSA payroll deductions will resume as normal beginning with Pay Period 2 of 2022, but the missed deduction will not be made up.

Employees who are enrolled in an FEHB High Deductible Health Plan can start, change, or cancel their HSA contributions at any time. **If you would like to ensure a specific annual dollar amount is withheld and/or contribute up to the maximum IRS limit during calendar year 2022, you will need to make changes in PostalEASE.**

If you have any questions, please contact the Human Resources Shared Service Center at 877-477-3273.

Thank you.

HQ Compensation and Benefits