

JAN 11 2023

LABOR RELATIONS



January 9, 2023,

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

Dear Ivan:

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 2023 (reflected in paycheck dated, 01-06-2023). HSA payroll deductions will resume as normal beginning in Pay Period 2 of 2023; however, the missed HSA deductions will not be made up.

A total of 37 EAS and PCES employees were 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 2023, they will need to make changes in PostalEASE.

Enclosed is a template of the memo the impacted employees will receive informing them of the error.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd
Director (A)
Labor Relations Policies and Programs

Enclosure



[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 2023. You are receiving this notification because you were identified as part of the impacted group, and your HSA deduction was not withheld from your pay (reflected in your paycheck dated 01-06-2023). HSA payroll deductions will resume as normal beginning with Pay Period 2 of 2023, 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 that a specific annual dollar amount is withheld and/or contribute up to the maximum IRS limit during calendar year 2023, you will need to make changes to your HSA deduction in PostalEASE.**

If you have any questions, please contact the Benefits and Wellness team at healthandwellness@usps.gov.

Thank you.

HQ Compensation and Benefits