

2021 – 2022 Year-End Payroll Reminders

There are a number of upcoming events that may impact your pay or may be of interest to you as we approach the end of calendar year 2021 and begin the new calendar year 2022. In pay period 2022-02 (1/02/2022 – 1/15/2022), a variety of payroll changes will be implemented, including any authorized 2022 pay raises, if applicable. The following are items for consideration:

Leave year

- The 2021 leave year ends Saturday, Jan. 1, 2022. Employees in the six-hour leave category will get an extra four hours in pay period 2021-26, the last full pay period of the calendar year.
- The 2022 leave year is from pay period 2022-02, Sunday, Jan. 2, 2022, through pay period 2023-01, Saturday, Dec. 31, 2022. Employees in the six-hour leave category will get their extra four hours for 2022 in pay period 2023-01, the last full pay period of the calendar year.

Calendar tax year

The 2021 taxable earnings year runs from the pay period that began Sunday, Dec. 20, 2020, through the pay period that ends Saturday, Dec. 18, 2021. The 2022 taxable earnings year runs from the pay period beginning Sunday, Dec. 19, 2021, through the pay period ending Saturday, Dec. 17, 2022.

Important: There are 26 pay periods in 2021; the final 2021 payday will be Tuesday, Dec. 28, 2021, but your pay may be deposited as early as Thursday, Dec. 23, 2021. There will be 26 pay periods in 2022, and the final payday will be Tuesday, Dec. 27, 2022.

Form W-2

The target date to view and print Form W-2, Wage and Tax Statement, in Employee Express (EEX) at: www.employeeexpress.gov is Saturday, Jan. 15, 2022. To elect electronic Form W-2, please make an election before Monday, Dec. 27, 2021. For all employees who have not made the election for electronic forms, hard copy Form W-2s will be mailed to the employee's address of record no later than Monday, Jan. 31, 2022. The address may be verified by reviewing your latest electronic Earnings and Leave Statement in EEX. Any changes to addresses through the United States Postal Service should be completed by Friday, Dec. 17, 2021, to ensure receipt of hard copy Form W-2.

Voluntary tax allotments

The amount of "estimated" tax deductions withheld through a Voluntary Tax Allotment will be reflected on the Form W-2 in Box 14 as item 8 – Estimated Local Tax. The amount was remitted to the locality on the employee's behalf. Since the amount is only an estimate, the reconciliation will occur when the employee files an applicable tax return with the locality.

Form 1095-C

Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, will be available for viewing and printing in EEX no later than Saturday, Jan. 15, 2022. Employees may elect electronic 1095-Cs in EEX prior to Monday, Dec. 27, 2021. For all employees who did not elect to turn off the hard copy, the printed Form 1095-Cs will be mailed to employees' address of record no later than Monday, Jan. 31, 2022. Please note that the Form 1095-C only serves to document that NASA offers health insurance to you. It does not serve as documentation that you have health benefits; that documentation is provided by your health insurance carrier. We recommend checking with your tax preparer for specifics relating to your tax return.

Form W-4

The Internal Revenue Service (IRS) requires that a Form W-4, Employee's Withholding Allowance Certificate, claiming exemption from withholding is valid for only one calendar year. To continue to be exempt from withholding in 2022, the employee must complete a new Form W-4 claiming exempt status by Tuesday, Feb. 15, 2022. If a new Form W-4 has not been entered into EEX or the Federal Personnel/Payroll System (FPPS) between Saturday, Jan. 1, and Tuesday, Feb. 15, 2022, your federal withholdings status will be changed to single with no withholding allowances. When the IRS updates Form W-4 for 2022, it may be viewed at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. The Interior Business Center (IBC), which handles NASA's payroll, updates the federal income tax withholding formula for wages paid each year. This tool may be viewed on IBC's website. To locate the tool:

- Visit <https://www3.ibc.doi.gov/>.
- Under the Human Resources heading, click the **Payroll Operations** link.
- Click the **Payroll Topics** tab.
- Click the **Federal, State and Territorial Income Tax Withholding Formulas** link.

Before utilizing the formula, you should subtract any contributing pretax deductions from your biweekly gross pay.

State and local taxes

We encourage you to review your Earnings and Leave Statement to ensure taxes are being withheld for the correct state and/or locality. If taxes are being withheld for the incorrect state or locality, you should log into EEX at: www.employeeexpress.gov to correct it. If you are unable to correct this in EEX, you should contact the Payroll Team at the NASA Shared Services Center (NSSC).

Social Security Old-Age, Survivors, and Disability Insurance (OASDI) tax

The 2022 Social Security wage base for OASDI was raised to \$147,000 taxable income. There is no wage base limit for Medicare tax.

- For 2022, the Social Security and Medicare tax rates remain the same for all wages, at 6.2 percent and 1.45 percent, respectively.
- Individuals with earned income of more than \$200,000 pay an additional 0.9 percent in Medicare taxes. The rates shown in this section do not include this additional 0.9%.

Occupational privilege tax

Certain localities require that an occupational privilege tax be taken from employees in their jurisdiction. The occupational privilege tax is levied when working within a specific district. While some localities withhold the tax in the first full pay period of the year, the actual deduction will depend on the locality's withholding requirements.

Combined Federal Campaign (CFC)

All federal employees participating in the CFC are directed to one giving system. The Office of Personnel Management has contracted with the Give Back Foundation for employees to make CFC pledges. To sign up, select charities, and set up new donor contributions for 2022, visit <https://cfcgiving.opm.gov/welcome> no later than Saturday, Jan. 15, 2022.

Transportation (commuting) benefits

For 2022, the monthly limit on the fringe benefit exclusion amount for qualified parking or transit benefits is increased to \$280.

Federal benefits information

- **Health benefits**

Health benefit coverage authorized in 2021 will continue without action by the employee, though some premiums may change. Coverage for NASA employees under a new health plan will become effective Sunday, Jan. 2, 2022 (pay period 2022-02). Enrollees will remain covered and receive the 2021 benefits of their old plans until coverage under their new plans becomes effective.

- **Dental and vision benefits**

Dental and vision coverage authorized in 2021 will continue in 2022 without action by the employee. It should be noted, however, that your premium may change for 2022. To view the new rates or to obtain more information, go to: www.benefeds.com.

- **Flexible spending accounts (FSAs)**

Pretax deductions for the FSA Program will automatically stop after pay period 2021-26 unless reauthorized by the employee. A new FSA election should have been made during Open Season from Monday, Nov. 8 through Monday, Dec. 13, 2021, for pretax deductions to occur in 2022. Elections also may start following a Qualifying Life Event (QLE).

- **Thrift Savings Plan (TSP) – Traditional and Roth contributions**

The IRS maximum elective deferral limit for TSP contributions is increased to \$20,500 for 2022. All employee contributions, whether traditional TSP or Roth, are added together to determine if the elective IRS limit has been reached. The combined total of tax-deferred traditional and Roth after-tax contributions cannot exceed the elective deferral limit in any year. Unless changed or canceled by the employee, 2021 biweekly contribution amounts or percentages automatically carry over into 2022. As a reminder, for the 2022 calendar year, there are 26 pay periods. This is especially important for Federal Employees Retirement System (FERS) employees who desire to obtain the maximum government matching contributions each pay period for the 26 pay periods. Employees who reach the IRS

maximum contribution limit before the end of the year will not be able to have further employee contributions and may lose any government matching contributions for the rest of the year, if applicable. Deduction changes for pay period 2022-01 can be made now through EEX by entering “12/19/2021” in the Future Effective Date field. EEX allows changes to the effective date up to 90 days in advance. Employees can change TSP deductions at any time in EEX at www.employeecexpress.gov.

- **TSP catch-up contributions (TCC) and Roth savings catch-up (RSC)**

- If you wish to make catch-up contributions to your TSP account, you no longer need to make a separate catch-up election. Add any contribution towards the catch-up limit in EEX at: www.employeecexpress.gov. Your election will carry over each year unless you submit a new one. For more information, visit [Catch-up Contributions](https://www.tsp.gov/making-contributions/catch-up-contributions/) at: <https://www.tsp.gov/making-contributions/catch-up-contributions/>.
- TCC and RSC contributions authorized in 2021 will stop at the end of pay period 2021-26, unless reauthorized by the employee for 2022. If no action is taken, your catch-up contributions will cease at the end of your pay period 2021-26.
- Any TCC or RSC transactions entered into EEX before Sunday, Dec. 5, 2021, will apply only to 2021. This reauthorization may be made via EEX now by entering “12/19/2021” in the Future Effective Date field. For 2022 the maximum elective deferral limit remains at \$6,500. Employees wishing to reach maximum contributions for 2022 should review and adjust deductions at: www.employeecexpress.gov.
- To review examples of how to calculate traditional maximum contributions, refer to the attachment titled Thrift Savings Plan (TSP) Traditional Contribution Examples.

- **Federal Employees’ Group Life Insurance (FEGLI)**

- Effective Oct. 1, 2021, FEGLI premium rates changed for some types of coverage. Premium rates for Basic Insurance for employees and Post-Retirement Basic Insurance with 50% Reduction and No Reduction increased. Most premium rates for Option A, Option B, and Option C decreased. Premium rates for older age bands of Options B and C increased. The rates were effective the first pay period beginning on or after Oct. 1, 2021 (pay period 2021-21).
- New FEGLI rates may be viewed at: <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2021/21-204a1.pdf>.

Payroll schedule

To view and print a copy of the 2022 payroll calendar, please go to:
<https://www.doi.gov/ibc/resources/payroll-calendars>.

For questions concerning this notice, contact:
NSSC Customer Contact Center
877-677-2123 (877-NSSC123) or nssc-contactcenter@nasa.gov

Thrift Savings Plan (TSP) Traditional Contribution Examples

The chart below provides two examples (dollar amount contributions) for calculating pay period (PP) election amounts in Employee Express (EEX). In each scenario, the TSP Traditional Maximum contribution must be met before any Catch-up contributions can “spillover”:

Example 1: 2022 Maximum TSP Traditional Contributions and Maximum Spillover Contributions	Contributions	PP Dollar Amount Contribution
Maximum TSP Traditional (Pre-Tax) contributions met:	\$20,500.00	
Maximum Spillover Catch-up contributions*:	<u>\$ 6,500.00</u>	
Total Maximum contributions allowed:	\$27,000.00	
26 PPs in 2022		\$1,039.00
Effective date		12/19/2021

Example 2: 2022 Maximum TSP Traditional Contributions with Some Spillover Contributions	Contributions	PP Dollar Amount Contribution
Maximum TSP Traditional (Pre-Tax) contributions met:	\$20,500.00	
Spillover Catch-up contributions* (not maxed):	<u>\$ 3,550.00</u>	
Total contributions:	\$24,050.00	
26 PPs in 2022		\$925.00
Effective date		12/19/2021

***Must meet TSP Traditional max prior to contributing to spillover**