

## **FREQUENTLY ASKED QUESTIONS ON MOVING FROM WEEKLY TO BI-WEEKLY**

### **Overview**

- ✚ **Which employees will experience pay frequency changes?**
  - BMW and BRS agreement employees
- ✚ **Where can I find more information on upcoming pay frequency changes?**
  - Call the AMTRAK PAYROLL OPERATIONS HOTLINE
  - 1-866-247-2915
  - Weekdays from 8 am to 6 pm Eastern Standard Time
- ✚ **What happens if I have more than 1 direct deposit?**
  - If you currently have money from your weekly pay direct deposited to a second account you may wish to adjust the amount that is deposited into that account. You can do this in the Employee Information Portal on the Amtrak Intranet; however, there is a two week delay in processing this change.
  - This can also be accomplished by submitting a new direct deposit form to Payroll. The Direct Deposit form # NRPC 2032 is located on the Amtrak Intranet or call payroll at 1-866-247-2915 to request a form to be sent by fax or mail.
- ✚ **Why is this change being made?**
  - Amtrak is moving from a weekly to a bi-weekly payroll to standardize all of the payrolls to bi-weekly.
  - Management and a large member of the union represented employees were previously moved to bi-weekly
  - To reduce the amount of paper in Amtrak's continuing effort to "GO GREEN",
  - This extra processing time will allow payroll to provide better service and reduce the amount of off cycle checks to employees.

### **Pay Dates**

- ✚ **When will I get my last weekly pay?**
  - The last "WEEKLY" pay will be for pay date July 3, 2014 for the following pay periods:  
Wednesday 6/18-Sunday 6/22  
Thursday 6/19-Sunday 6/22
- ✚ **When is my first "BI-WEEKLY" pay?**
  - The first "BI-WEEKLY" pay will be on Friday, July 18, 2014 for Pay Period Monday 6/23- Sunday 7/6/2014.
  - Employees will not receive payment for labor that was already paid in the 7/3 paycheck.
  - Days covered in this pay period, but not paid will be covered by a Bridge Loan if requested by the employee.

✚ **What is the Bridge Loan Request Form?**

- This form is supplied to you to complete if you are requesting a Bridge Loan Advance.
- A Bridge Loan Advance is an **OPTIONAL** supplemental advance payment that **MUST BE REQUESTED** and will be issued on July 11, 2014 for up to:  
Wed thru Tues Pay Period 8 to 56 hours  
Thurs thru Wed Pay Period 8 to 64 hours  
This amount is available for employees to avoid any hardship during the transition from weekly to bi-weekly.

✚ **Will I automatically get the BRIDGE “ADVANCE” Payment?**

- **NO**, you will need to complete the form and request the amount you want according to the form that will be provided for you. If you do not want the Bridge Payment you do nothing.

✚ **Will the employees be paid immediately for work completed, or will there be a 2-week lag between work completed and work compensated?**

- Employees will experience a 12 day lag from the end of a pay-period to the date that it is paid.

*Tax Withholding*

✚ **How will my taxes change during the 2 ‘extra’ pay periods, in light of the fact that deductions are not taken equally for every pay?**

- Pre-tax deductions will be taken out twice a month. Therefore these deductions will not be applied when there is a third pay in any given month. This means that your taxable amount will be higher and therefore your withholding will be higher on that paycheck. The amount of taxes you pay over the course of the year will not change. There are 2 months per year with 3 bi-weekly pays. The next 3 pay month will be August 2014.

✚ **On what basis will deductions (e.g. legal, health, spouses’ insurance, etc.) be taken once the pay frequency changes go into effect?**

- Your deductions will reflect the elections made during the open enrollment period.

✚ **Will garnishments (e.g. child support) be automatically adjusted?**

- Yes, Amtrak will adjust these deductions according to the new pay frequency changes. When Amtrak receives a garnishment, the court specifically states that garnishment deductions run according to the employee’s pay schedule.

✚ **When will Union Dues be taken out on the new cycle?**

- Union dues will be taken out of the pay period during which the seventh calendar day falls.

✚ **If I am paying back a loan for my 401K, do I need to contact Fidelity to change the terms of my payment?**

- No, your deduction will still occur twice a month.

If you have any other questions or concerns please do not hesitate to call:

**PAYROLL HOT LINE**  
**1-866-247-2915**