

Defense Civilian Personnel Data System (DCPDS)

Furlough Processing Timeline

Step	Action	Action Date	POC
A.	DCPDS PREPARATION FOR/EXECUTION OF FURLOUGH		
Step 1	<p>Component review and update of the Shutdown Furlough Indicator Code in DCPDS for all employees with one of the following values:</p> <ul style="list-style-type: none"> F – Furlough Eligible X – Excepted from Furlough E – Exempt from Furlough <p>Note: the Shutdown Furlough Indicator Code can be updated using the Furlough Indicator Mass Upload and Furlough Indicator Mass Update Process or manually updating the Furlough Indicator EIT in Person → Assignment → Extra Information</p>	Update as necessary but not later than (NLT) (Furlough Effective Date Minus 3 Days)	Components
Step 2	<p>Create a Mass Non-Pay Action – NOA 472 – Furlough NTE (but do not execute) in DCPDS that will place employees coded with an “F” – Furlough Eligible and “X” – Excepted from Furlough” in the Shutdown Furlough Indicator field in a non-pay status in the Payroll System once executed. This will allow Components to be ready should a furlough take place. See Note 1</p>	<p>Create NLT (Furlough Effective Date Minus 2 days)</p> <p>Defense Manpower Data Center/Enterprise HR Information Systems (DMDC/EHRIS) will provide Component POC’s specific processing steps via a Quick Guide as soon as an effective date has been established.</p>	Components
	<p>If the furlough is effective at midnight on Sunday, Monday, Tuesday, Wednesday or Thursday, then the effective date in the Payroll System will be the following day.</p>		
	<p>If the furlough is effective at midnight on Friday and employee is scheduled to work Saturday, the effective date in the Payroll System will be Sunday.</p>		
	<p>If the furlough is effective at midnight on Friday and employee is scheduled to work on Sunday, and was not furloughed on Saturday or the furlough is effective at midnight on Saturday and the employee is scheduled to work on Sunday, the effective date in the Payroll System will be Monday.</p>		
	<p>If the furlough is effective at midnight on Friday and employee is scheduled to work on Monday and was not furloughed on Saturday or Sunday, or if the furlough is effective at midnight on Saturday and the employee is scheduled to work on Monday and was not furloughed on Sunday, then the effective date in the Payroll System will be Tuesday.</p>		

Step	Action	Action Date	POC
Step 3	Execute the Mass Non-Pay Action in DCPDS when the employees are furloughed. This flows a NOA 472 Furlough NTE action to the Payroll System that places an employee in a non-pay status.	Furlough Effective Date – If the furlough effective date occurs on a Saturday or Sunday, the processing date may need to be delayed until Monday due to availability of personnel.	Component
B.	IF CONGRESSIONAL DECISION IS MADE TO PAY EMPLOYEES AT THE CONCLUSION OF THE FURLOUGH		
Step 1	Process a Mass Furlough Process – Pay500 Only – NOA 001/472 Cancellation action in DCPDS that cancels the action executed in Step A.3. for all employees identified as “F” - Furlough Eligible and “X” – Excepted from Furlough in the Shutdown Furlough Indicator field.	As soon as possible after employees are recalled to work	Component
Step 2	At the end of the furlough period, remove all values from the Furlough Used by PP and Furlough Accumulated Hours for all pay periods encompassing the furlough period through the use of a custom script.	TBD	EHRIS/LM
C.	IF CONGRESSIONAL DECISION IS MADE NOT TO PAY EMPLOYEES AT THE CONCLUSION OF FURLOUGH		
Step 1	Process a Mass Furlough Process – Pay500 Only – NOA 001/472 Cancellation action in DCPDS on all employees coded with a Furlough Indicator of “X” – Excepted from Furlough in the Shutdown Furlough Indicator field using the same effective date as the original NOA 472 Furlough Action (Step A.3.) – NOA 001 Cancellation Action is sent to the Payroll System, no SF-50s are created with this action.	As soon as possible after employees are recalled to work	Component
Step 2	Process a Mass Furlough Process – Pay500 Only – NOA 292 Return to Duty in DCPDS on all employees coded with a Furlough Indicator of “F” – Furlough Eligible in the Shutdown Furlough Indicator field with an effective date of the date they return to duty – NOA 292 Return to Duty Action is sent to the Payroll System only, no SF-50s are created with this action.	As soon as possible after employees are recalled to work	Component
Step 3	Process a Non Pay Duty Status – NOA 472 NTE either through the mass or manual process in DCPDS on all employees coded with a Furlough Indicator of “F” – Furlough Eligible in the Shutdown Furlough Indicator field with an effective date of the furlough. SF-50s are created with this action. See Note 2	As soon as possible after employees are recalled to work	Component
Step 4	Process a Return to Duty – NOA 292 either through the mass or manual process in DCPDS on all employees who were furloughed using Step C.3. using the same effective date that was used in Step C.2. SF-50s are created with this action. See Note 2	As soon as possible after employees are recalled to work	Component

Step	Action	Action Date	POC
Step 5	At the end of the furlough period, zero out the Furlough Accumulated Hours for the pay period following the last pay period where furlough occurred through the use of a custom script.	TBD	EHRIS/ LM
D.	IF EMPLOYEES ARE RECALLED BEFORE THE CONCLUSION OF THE FURLOUGH PERIOD		
Step 1	Change the Furlough Indicator for all recalled employees from “F” – Furlough Eligible to “X” – Excepted from Furlough in the Shutdown Furlough Indicator field with an effective date of the recall in DCPDS. No further action is required.	As soon as possible after the employees are recalled to work	Component
Step 2	At the conclusion of the furlough process, process a Mass Furlough Process – Pay500 Only – NOA 001 Cancellation on all employees recalled to work using the same effective date as the original NOA 472 Furlough Action (Step A.3.) – NOA 001 Cancellation Action is sent to the Payroll System only no SF-50s are created with this action.	At the conclusion of the furlough	Component
Step 3	Process a Non-Pay Duty Status – NOA 471 – Non-continuous furlough on all employees recalled to work, using the same effective date as the original NOA 472 Furlough Action. Action is sent to the Payroll System and SF-50s are created with this action. See Note 3	At the conclusion of the furlough	Component

Note 1: For the Payroll System, for NOA 472 Furlough NTE actions, the effective date must be one day after the date the employee is sent home due to furlough to allow employees to be paid for the hours spent preparing for an orderly shutdown if Congressional Decision is made not to pay furloughed employees. Beginning at 12:01 a.m. on the effective date of the action, once the Mass Action is sent to the Payroll System placing an employee in a non-pay status due to NOA 472 – Furlough NTE, the Payroll System will not allow an employee to be paid for the entire day until the action is either cancelled or a return to duty action is processed.

Note 2: DCPDS does not create the Pay500 for NOA 472 or NOA 292 following a NOA 472 when the Notice of Personnel Action (NPA) is processed.

Note 3: If the decision is made not to pay employees for those employees who are furloughed, returned to work and/or furloughed again, a NOA 471 Non-continuous furlough is processed to document the total number of days/hours an employee was furloughed rather than using the NOA 472 Action. NOA 471s are flowed to DCPDS and SF-50s are created.