September 30, 2025

Defense Civilian Personnel Data System (DCPDS) and Defense Civilian Payroll System (DCPS) Combined

Furlough Processing Timeline

Step	Action	Action Date	POC
A.	**DCPDS PREPARATION FOR/EXECUTION OF FURLOUGH**		

Step 1	Component review and update of the Shutdown Furlough Indicator Code in DCPDS for all employees with one of the following values:
	    F – Subject to Furlough
	    X – Excepted from Furlough
	    E – Exempt from Furlough
	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 Extra Information Type in Person → Assignment → Extra Information
		Update as necessary but not later than (NLT) (**September 30, 2025, Minus 3 Days**)	Components

Step 2	Create a Mass Furlough Process – Pay500 Only Process – Nature of Action (NOA) 472 – Furlough Not-to-Exceed (NTE) **(but do not execute)** in DCPDS that will place employees coded with an "F" – "Subject to Furlough" 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 and the furlough is expected to last beyond **October 31, 2025**. **Effective Date: October 19, 2025, and NTE November 19, 2025.**	Create NLT (**September 30, 2025, Minus 2 days**) Defense Civilian Personnel Advisory Service/Enterprise Solutions and Integration will provide Component Point of Contact's specific processing steps via a Quick Guide as soon as an effective date has been established.	Components

Step	Action	Action Date	POC
Step 3	Employees identified as "Subject to Furlough" and "Excepted from Furlough" record time and attendance of "KE"	Employees scheduled to work **on October 1, 2025,** will update Time and Attendance for **October 1, 2025, through October 4, 2025,** and create and update the Time and Attendance for pay period **October 5, 2025, through October 18, 2025.** Employees scheduled to work and subject to furlough **after October 1, 2025**, will update the Time and Attendance through the pay period ending **October 4, 2025**, and the following pay period ending **October 18, 2025.**	Employees
Step 4	If it is anticipated that the furlough will extend beyond **October 31, 2025**, execute the Mass Furlough Process – Pay500 Only Process in DCPDS with an effective date of **October 19, 2025,** created in Step 2 above. This flows a NOA 472 Furlough NTE action to the Payroll System that places an employee in a non-pay status as of **October 19, 2025.** Note: This process does not create an SF-50 /NOA 472 in the employee record in DCPDS.	NLT **October 31, 2025**	Component
B.	**CONCLUSION OF THE FURLOUGH**		
Step 1	Employees will correct timecards submitted for **October 1, 2025,** through **October 18, 2025**, and create timecards for the furlough periods beginning **October 19, 2025.**	As soon as possible after employees are recalled to work	Employees
Step 2	If the Mass Furlough Process – Pay500 Only Process was executed, 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 3	If the Mass Furlough Process – Pay500 Only Process was executed, 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	DCPAS/ Leidos
C.	**IF EMPLOYEES ARE RECALLED BEFORE THE CONCLUSION OF THE FURLOUGH PERIOD**		

Step	Action	Action Date	POC
Step 1	Change the Furlough Indicator for all recalled employees from "F" – Subject to Furlough 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.2.) – NOA 001 Cancellation Action is sent to the DCPS only no SF-50s are created with this action.	At the conclusion of the furlough	Component