

# February 1, 2026

## DCPDS FURLOUGH QUICK GUIDE – SHUTDOWN FURLOUGH INDICATOR CODING

Time and Attendance will be used to record those employees identified as “Subject to Furlough” and “Excepted from Furlough” should a lapse of appropriations occur after 11:59 PM Eastern Standard Time on **January 30, 2026**.

### 1. Steps to Processing a Lapse of Appropriations Furlough

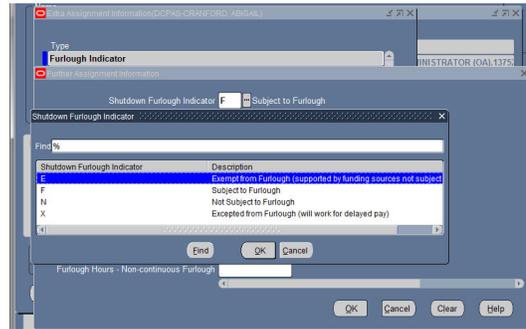
- a. **Step 1 – Lapse of Appropriations Furlough is announced.**
- b. **Step 2 – Agency Review/Update of the Shutdown Furlough Indicator Code within DCPDS** – A review of all active employees in DCPDS will be required and the Shutdown Furlough Indicator updated if necessary to identify whether or not employees will be furloughed, excepted or exempt from the furlough during shutdown procedures. This is required if any of the mass processes within DCPDS will be used during the furlough process.

### 2. Data Elements within DCPDS to be used to track a Shutdown Furlough

- a. **Shutdown Furlough Indicator DDF**

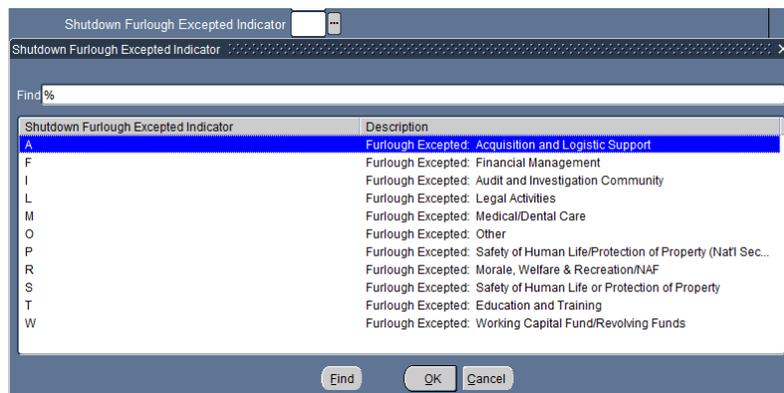
The screenshot shows a software window titled 'Further Assignment Information' with a 'Type' dropdown menu set to 'Furlough Indicator'. Below this, there are several dropdown menus for furlough indicators. The 'Shutdown Furlough Indicator' is set to 'Subject to Furlough'. The 'Administrative Furlough Indicator' is set to 'F Subject to Furlough'. Other fields include 'Furlough Action Effective Date', 'Furlough NTE Date', 'Furlough Start Date - Non-continuous Furlough', 'Furlough End Date - Non-continuous Furlough', and 'Furlough Hours - Non-continuous Furlough'. At the bottom of the window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

- (1) The Shutdown Furlough Indicator DDF is located in the Person à Assignment à Extra Information à Furlough Indicator in DCPDS.
- (2) The Furlough Indicator DDF contains 11 data elements. Only the following data elements will be used during a shutdown/lapse of appropriations furlough period. All other data elements are used during a Sequestration Furlough.
  - (a) Shutdown Furlough Indicator



1. This data element is used to identify whether an employee could be impacted should a shutdown or lapse of appropriations furlough occur.
2. List of Values for a Lapse of Appropriations Furlough
  - a. “F” – Subject to Furlough
  - b. “E” – Exempt from Furlough
  - c. “X” – Exempt from Furlough
    - (1) The Shutdown Furlough Indicator data element is required to be coded in the employee’s record.
    - (2) Date Tracking – The field must be updated with a date value equal to or less than the effective date of the furlough when processing mass actions.

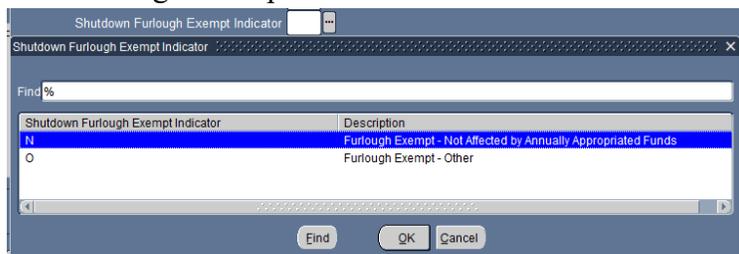
(b) Shutdown Furlough Exempted Indicator



1. This data element is used to identify the type of exception used to except an employee from a shutdown furlough.

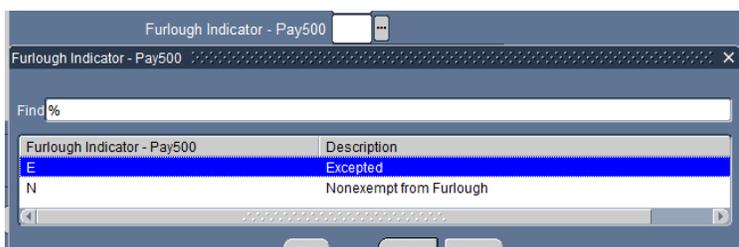
2. This data element is required if the Shutdown Furlough Indicator = “X”
3. List of Values
  - a. A – Furlough Excepted: Acquisition and Logistic Support
  - b. F – Furlough Excepted: Financial Management
  - c. G – Furlough Excepted: Legislative and Public Affairs Support
  - d. I – Furlough Excepted: Audit and Investigation Community
  - e. L – Furlough Excepted: Legal Activities
  - f. M – Furlough Excepted: Medical/Dental Care
  - g. O – Furlough Excepted: Other (Note: This value is used for excepted employees not covered by the other exception categories)
  - h. P – Furlough Excepted: Protection of Life/National Security
  - i. R – Furlough Excepted: Morale, Welfare & Recreation/NAF
  - j. S – Furlough Excepted: Safety of Persons and Protection of Property
  - k. T – Furlough Excepted: Education and Training
  - l. U – Furlough Excepted: Activities Funded with Unobligated, Unexpired Balance
  - m. W – Furlough Excepted: Working Capital Fund/Revolving Funds

(c) Shutdown Furlough Exempt Indicator



1. This data element is used to identify the reason the employee is exempt from a shutdown furlough.

(d) Furlough Indicator – Pay500



1. This data element indicates those employees where a furlough action has been sent to DCPS through the Mass Furlough Process – Pay500 Only and no SF-50 has been produced.

2. These values will help the HR specialist distinguish between employees who are excepted from furlough and those who were furloughed.
  3. This data field can only be updated through the Mass Furlough – Pay500 Only Process.
  4. List of Values
    - a. “N” – Furloughed
    - b. “E” – Excepted from Furlough
- (e) Furlough Action Effective Date – The Furlough Action Effective Date indicates the effective date an action was flowed through the Pay500 to indicate an employee was placed in a non-pay status as a result of a lapse of appropriations furlough.
- (f) Furlough NTE Date – The Furlough NTE Date indicates the NTE of the action that placed an employee in a non-pay status through the Pay500 as a result of the lapse of appropriations furlough.
- (3) Updating the Furlough Indicator – The Shutdown Furlough Indicator can be updated in one of two ways:
- (a) Updating the employee record individually by the HR Specialist
  - (b) Updating the employee record in mass by organization (Furlough Indicator Mass Process)

**b. Additional Leave Info EIT**

- (1) The Additional Leave Info EIT contains 2 data elements that pertain to furlough and is located in the Person à Other à Financial Info



- (a) Furlough Used PP – Each pay period an employee is placed in a furlough status, the furlough hours will be fed from DCPS into the Furlough Used PP EIT.
- (b) Furlough Accumulated Hours – This data element will be used to accumulate the total number of hours an employee is in a furlough status during a specified period of time. Each pay period an employee is placed in a furlough status, the

hours are fed from DCPS into the Furlough Used PP and will be added into this data element.