DCPDS FURLOUGH USERS GUIDE

1.   **General Information**
     a.   **Purpose –** The purpose of this users guide is to provide HR Specialists with the information needed in order to effectively track employees and process actions on employees subject to furlough. This guide provides the steps necessary to process a furlough as well as information on the data elements and processes associated with furlough.

     b.   **Applicability**
         (1)   All of the data fields are available to all serviced agencies
         (2)   The business rules apply only to DoD agencies. This excludes BBG (SOID = "VO") and EOP (SOID – "EO")
         (3)   This applies only to Position Type = "APPR" and "TECH" – LN, NAF, AGR, EXT and MIL positions are excluded.

     c.   **Furlough Resources**
         (1)   OPM Furlough Guidance – https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/
         (2)   5CFR 351.604 – Use of Furlough
         (3)   5CFR 752 Subpart D – Regulatory Requirements for Removal, Suspension for More than 14 Days, Reduction in Grade or Pay, Furlough for 30 Days or Less
         (4)   Guide to Processing Personnel Actions (GPPA) – Chapters 15 and 16
         (5)   Deputy Secretary of Defense Furlough Guidance – Deputy Secretary of Defense, osd.mil
         (6)   31 USC 1341(c) – Limitations on expending and obligating amounts – (Public Law 116-1 – Government Employee Fair Treatment Act of 2019 dated January 1, 2016)

     d.   **Reasons for Furlough** – There are two different reasons for furlough: Shutdown Furlough (Lapse of Appropriations Furlough) and Administrative Furlough (Sequestration).
         (1)   Shutdown/Lapse of Appropriations Furlough
             (a)   Definition – When an agency no longer has the necessary funds to operate and must shut down those activities which are not excepted pursuant to the Antideficiency Act. This normally occurs when funds are not available through an appropriations law or continuing resolution.
             (b)   Types of employees:
                 1.   Excepted Employees: Employees whose positions are funded through annual appropriations who are nonetheless excepted from the furlough because they are performing

work that, by law, may continue to be performed during a lapse in appropriations. Excepted employees include employees who are performing emergency work involving the safety of human life or the protection of property or performed certain other types of excepted work.

2.   Exempt Employees: Employees whose positions are not funded by annual appropriated funds.

3.   Neither Excepted nor Exempt – Employees who are funded through annual appropriations but are not designated as excepted are barred from working during a shutdown, except to perform minimal activities as necessary to execute an orderly suspension of agency operations related to non-excepted activities. These employees will be furloughed.

(c)   Public Law 116-1 – Government Employee Fair Treatment Act of 2019 dated January 1, 2019

1.   Applies to any lapse in appropriations that begins on or after December 22, 2018

2.   Each employee of the United States Government or of a District of Columbia public employer furloughed as a result of a covered lapse in appropriations shall be paid for the period of the lapse in appropriations and each excepted employee who is required to perform work during a covered lapse in appropriations shall be paid for such work, at the employee's standard rate of pay, at the earliest date possible after the lapse in appropriations ends, regardless of scheduled pay dates, and subject to the enactment of appropriations Acts ending the lapse.

(2)   Administrative Furlough (Sequestration)

(a)   Definition: An administrative furlough is a planned event by the agency which is designed to absorb reductions necessitated by downsizing, reduced funding, lack of work, or any other budget situation other than a lapse in appropriations.

(b)   Types of Employees: Agencies are responsible for identifying the employees affected by administrative furloughs based on budget conditions, funding sources, mission priorities (including the need to perform emergency work involving the safety of human life or protection of property), and other factors.

(c)   Documentation of an Administrative Furlough

1. Per OPM instructions, SF-50s are generated at the on-set of the furlough.
2. During an Administrative Furlough either a NOA 471 – Furlough (non-continuous) or NOA 472 – Furlough NTE can be used.

e. **Guide to Processing Personnel Actions (GPPA) Instructions**
    (1) There are two different NOAs associated with Furlough:
        (a) NOA 471 – Furlough (Non-continuous)
            1. Definition: Furlough that occurs during parts of one or more pay periods which is interrupted by days in a pay and duty status (i.e., furlough on non-consecutive days).
            2. Use of NOA 471 – NOA 471 is only appropriate for an Administrative Furlough and is not used for a Lapse of Appropriations Furlough
            3. NOA 292 – Return to Duty from Nonpay Status – a Standard Form 50 Return to Duty is not needed for a non-continuous furlough IAW GPPA Chapter 16
            4. Required Remarks
                a. M72 – Reason for Furlough: (_____) *AND*
                b. M73 – To be furloughed *(list dates)* for a total of *(number)* hours *OR*
                c. M75 – On March 29, 2013, OPM issued GPPA Update 62 effective April 7, 2013 adding this remark – To be furloughed on discontinuous days between *(beginning date of furlough period)* and *(ending date of furlough period)* not to exceed a maximum of *(number of hours)* during the furlough period. You will be notified of the specific date(s) that you will be furloughed during each pay period.
            5. Additional Remarks – The following remarks are required if the following conditions are met:
                a. G33 – If Nature of action code is 430, 450, 452, 460, 471 or 472 and the employee is on a full-time or part-time work schedule, then the required remark is G33 – Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year.
                b. B72 – If Nature of action code is 430, 450, 452, 460, 471 or 472 and the employee has Federal Employees Group Life Insurance coverage then the

required remark is B72 –FEGLI coverage continues until your time in nonpay status totals 12 months. (If while in nonpay status you receive pay during any part of a pay period, you are not considered to be in nonpay status for FEGLI purposes). Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information.

c.   B42 – If Nature of Action code is 430, 450, 460, 471 or 472 and the employee has Federal Employees Health Benefits Program coverage and is a Schedule D work-study employee who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5CFR 890.303(e)(2)) then the required remark is B42 – Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your serving Human Resources Office or see the FEHB Handbook at https://www.opm.gov/insure for detailed information.

d.   B72 – If Nature of Action code is 430, 450, 460, 471 or 472 and the employee has Federal Employees Health Benefits Program coverage, then the required remark is B72 – If you enter a leave without pay status or any other type of nonpay status or your pay is insufficient to cover your FEHB premium, then you must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 354 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.

(b)   NOA 472 – Furlough NTE (Continuous)

1.   Definition: Furlough on one or more consecutive or continuous days.

2.   Use of NOA 472 – NOA 472 can be used for either a Lapse of Appropriations or an Administrative Furlough.

      3.   Return to Duty from Nonpay Status – a Standard Form 50 Return to Duty is required for a continuous furlough IAW GPPA Chapter 16.

      4.   Required Remarks:

          a.   M72 – Reason for Furlough: (_____).

      5.   Additional Remarks – See the remarks as listed in Section 1.e.(1)(a)5. for additional remarks.

f.   DCPDS Functionality

(1)   DPCDS Data Elements – There are eleven different data elements that are available to track/record whether an employee is subject to furlough. The purpose of and business rules for each data element are explained further in this guide.

      (a)   Furlough Indicator EIT (Person → Assignment) *(See Section 4)*

          1.   Shutdown Furlough Indicator

          2.   Shutdown Furlough Excepted Indicator

          3.   Shutdown Furlough Exempt Indicator

          4.   Administrative Furlough Indicator

          5.   Administrative Furlough Excepted Indicator

          6.   Furlough Indicator – Pay500

          7.   Furlough Action Effective Date

          8.   Furlough NTE Date.

          9.   Furlough Start Date – Non-continuous Furlough

          10.   Furlough End Date – Non-continuous Furlough

          11.   Furlough Hours – Non-continuous Furlough

      (b)   Additional Leave Info EIT (Person → Others → Finance Info) *(See Section 5)*

          1.   Furlough Used PP

          2.   Furlough Accumulated Hours

(2)   Mass Processes – There are five separate mass processes available to HR specialists that can be used in conjunction with furlough. The purpose of and business rules for each mass process are explained further in this guide.

      (a)   Furlough Indicator Mass Upload Process *(See Section 7.c.)* – This process allows users to update employee records through the use of pipe delimited file containing a list of employee records.

      (a)   Furlough Indicator Mass Update Process *(See Section 7.d.)* – This process allows users to update employee records to identify whether an employee is subject to furlough through the use of selection criteria.

(b)   Furlough Indicator Process – Pay500 *(See Section 9)* – This process flows an action to DFAS through the Pay500 process to identify those employees subjected to furlough (employees with a Furlough Indicator = "F" or "X") without generating an SF-50 during a Lapse of Appropriations Furlough.

(c)   Mass Load Non-Continuous Furlough Dates *(See Section 10)* – This process allows users to upload a text file containing furlough dates that can be used to populate the M73 Remark in the Mass Non Pay Duty Status Process for NOA 471.

(d)   Mass Non Pay Duty Status Process *(See Section 11)* – This process allows users to process non pay actions when employees are subjected to furlough (NOA 471 or 472).

(e)   Mass Return To Duty Process *(See Section 12)* – This process returns employees to duty status following a continuous furlough (NOA 472).

(3)   Standard DCPDS functionality

(a)   Searching for specific records within a mass process – click F11, enter the name (use % as a wildcard) and click CTRL F11 to find the specific record/records)
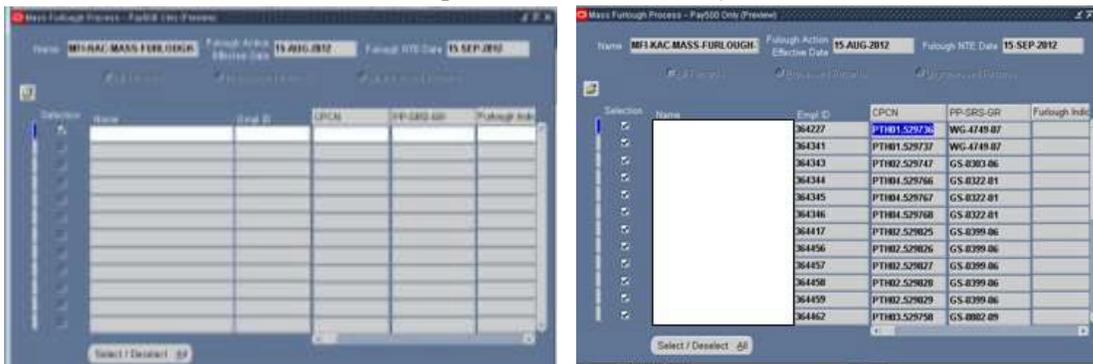
g.   **Steps to Processing a Furlough**

(1) Lapse of Appropriations Furlough Steps

A. Potential Lapse of Appropriations Furlough

1. Update/verify Furlough Indicator for all employees (F, X, E)

B. Lapse of Appropriations Decision Made – Place employees in a non-pay status only – no SF-50s are produced at this time

2. Process Mass Furlough Indicator – Pay500 (Flows a NOA 472 to Payroll Only)
(If Shutdown Furlough Indicator = "F" – Furlough then update Furlough Indicator = Pay500 to "N"
(If Furlough Indicator = "E" – Excepted then update Furlough Indicator – Pay500 to "E"
(Furlough Action Effective Date: 10/2/2015)
(Furlough NTE Date: 10/31/2015

C. Lapse of Appropriations Furlough Ended – Congressional Decision – pay furloughed employees – cancels the furlough action for furloughed and excepted employees

3. Process Mass Furlough Indicator = Pay500 (Flows a NOA 001/472 with the original effective date to Payroll Only)
(Furlough Indicator – Pay500 – null)

(2) Administrative Furlough Steps

A. Potential Administrative Furlough Announced

1. Update/verify Furlough Indicator for all employees (F, E, Null)

B. Administrative Furlough Decision Made – Continuous Furlough – Process SF-50s on employees

2. Process Mass Non-Pay Action NOA 472 for furloughed employees
Effective Date: 10/1/2015/Furlough NTE 10/15/2015
M72 Remark: Reason for furlough: (state reason)
And
3. Process Mass Return to Duty Action NOA 292 for furloughed employees
Effective Date: 10/16/2015

OR

C. Administrative Furlough Decision Made – Non-Continuous Furlough - Process SF-50s on employees

3. Upload Non-continuous Furlough Hours (optional)

4. Process Mass Non-Pay Action NOA 471 for furloughed employees

M72 Remark: Reason for furlough: (state reason)

M73 Remark: To be furloughed (list dates) for a total of (number) of hours or

M75 Remark: To be furloughed on discontinuous days between (beginning date of furlough period) and (ending date of furlough period) not to exceed a maximum of (number of hours) during the furlough period. Prior to the beginning of each pay period your supervisor will inform you of the specific date(s) that you will be furloughed during the pay period.”

Effective Date: 4/1/2015

Furlough Start Date: 4/1/2015

Furlough End Date: 9/30/2015

Furlough Hours: 80

2.   **DCPDS Employee Statuses** – There are four DCPDS employee statuses that may be affected by NOA 471 and NOA 472. Below explains when and how the statuses are changed when processing furlough actions.

Type of Status	NOA 471	NOA 472
Assignment Status	Remains as is	(1) Changes to 29 – Furlough NTE (2) NOA 292 is required to change the Assignment Status
Pay Status	Remains as is	(1) Changes to G - Nonpay Status/Furlough NTE (2) NOA 292 is required to change the Pay Status
Duty Status	Remains as is	(1) Changes to 21 – Over 30 days or 22 – 30 days or less (2) NOA 292 is required to change the Duty Status
Type of Employment	Manual RPA process – the user is required to input a value; however the value should remain as it was prior to the furlough action. Mass RPA process – the Type of Employment remains as is.	(1) User input is required – value depends on the number of days to be furloughed: F – 31 or more consecutive days, S – 1-14 days or T – 15-30 days (2) NOA 292 is required to change the Type of Employment

3.   **Assignment Effective Start Date** – The Assignment Effective Start Date is designed to capture within the employee record every time any changes are made in the assignment or assignment related items. At a minimum, the types of actions captured are all actions where the employee changes positions (promotions, reassignment, change to lower grade), and all actions related to placing an employee in a continuous non-pay status or returning an employee to duty (LWOP, furlough, suspension, sabbatical), change in duty station, and realignments. NOA 471 – Furlough is a non-continuous furlough process where employees are in both a pay and non-pay status during the furlough period and in accordance with OPM guidance, a return to duty is not processed at the end of the furlough period. Prior to DCPDS being modified, the Assignment Effective Start Date was changed when the NOA 471 was processed. DCPDS was modified on December 1, 2013 to not change the Assignment Effective Start Date when a NOA 471 is processed.

4.   **Furlough Indicator EIT**
   a.   **Furlough Indicator EIT General Information**– The Furlough Indicator EIT is located in Person → Assignment → Extra Information and contains the following data elements. Each data element is explained further in this section.

   (1)   Shutdown Furlough Indicator
   (2)   Shutdown Furlough Excepted Indicator
   (3)   Shutdown Furlough Exempt Indicator
   (4)   Administrative Furlough Indicator
   (5)   Administrative Furlough Excepted Indicator
   (6)   Furlough Indicator – Pay500
   (7)   Furlough Action Effective Date
   (8)   Furlough NTE Date
   (9)   Furlough Start Date – Non-continuous Furlough
   (10)   Furlough End Date – Non-continuous Furlough
   (11)   Furlough Hours – Non-continuous Furlough

   b.   **Furlough Indicator EIT Tables**
   (1)   **GHR_US_FURLOUGH_IND Lookup Table** – The GHR_US_FURLOUGH_IND Table is used by both the Shutdown Furlough Indicator and Administrative Furlough Indicator data elements.
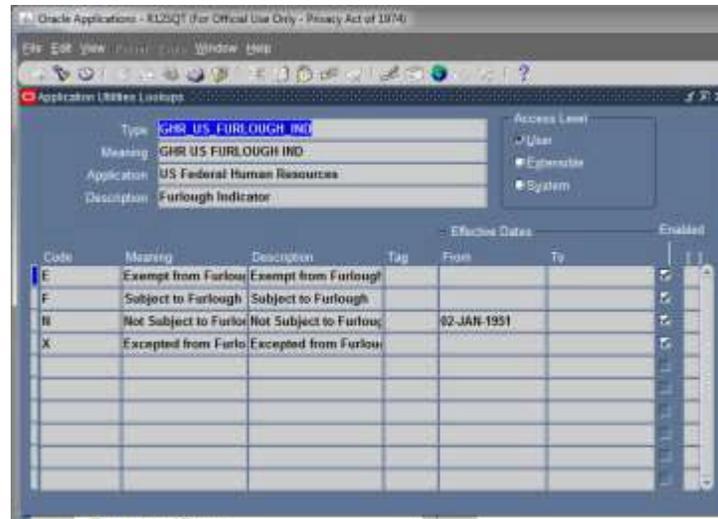
(a)   E – Exempt from Furlough

   1.   This code is only appropriate for a Shutdown/Lapse of Appropriations Furlough. During an actual furlough period, the employee's position is not subject to annual Congressional Action. Employee will continue to work and will continue to receive pay during the furlough period.

   2.   Employee records coded with this value will not be brought into either the Mass Furlough Indicator Process – Pay500 or the Mass Non Pay Duty Status Process.

(b)   F – Subject to Furlough

   1.   This code is appropriate for either a Shutdown/Lapse of Appropriations or Administrative Furlough. Employee is subject to furlough. During a Lapse of Appropriations Furlough period, the employee will not work and will d not be paid. Dependent upon Congressional action at the end of a lapse of appropriations the employee may or may not be paid for the furloughed period.

   2.   This code is used as a screen out factor for the Mass Furlough Indicator Process – Pay500 and the Mass Non Pay Duty Status Process.

(c)   X – Excepted from Furlough

   1.   This code is appropriate for either a Shutdown/Lapse of Appropriations or Administrative Furlough. During an actual furlough period, the employee will continue to work during a Shutdown/Lapse of Appropriations; however, they will not receive pay until the furlough period has been concluded.

        2.   The Shutdown Furlough Excepted Indicator is required if the employee's record is coded with this value.

        3.   This code is used as a screen out factor for the Mass Furlough Indicator Process – Pay500.

    (d)   N – Not Subject to Furlough

        1.   This code is not appropriate for a Shutdown/Lapse of Appropriations Furlough.

        2.   This code is used to identify those employees who have been determined that will not be subject to a furlough during the current administrative furlough period. This will help components identify those employees who will not be furloughed vs those employees whose records have not been reviewed (i.e., new employees).

        3.   Employee records coded with this value will not be brought into either the Mass Furlough Indicator Process – Pay500 or the Mass Non Pay Duty Status Process.

(2)   **CIVDOD_FURLOUGH_EXCEPTED_IND Lookup Table** – The CIVDOD_FURLOUGH_EXCEPTED_IND Lookup Table is used by both the Shutdown Furlough Excepted Indicator and Administrative Furlough Excepted Indicator data elements. The values for this data element are dictated by the Deputy Secretary of Defense Memo dtd ==September 25, 2015==; Subject: Guidance for Continuation of Operations in the Absence of Available Appropriations.
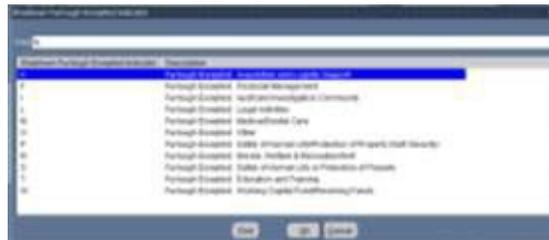
    (a)   A – Furlough Excepted: Acquisition and Logistic Support

    (b)   F – Furlough Excepted: Financial Management

    (c)   I – Furlough Excepted: Audit and Investigation Community

    (d)   L – Furlough Excepted: Legal Activities

    (e)   M – Furlough Excepted: Medical/Dental Care

    (f)   O – Furlough Excepted: Other (Note: This value is only to be used when the Deputy Secretary has added additional reasons for exceptions and DCPDS has not yet been updated).

    (g)   P – Furlough Excepted: Safety of Human Life or Protection of Property (National Security)

    (h)   R – Furlough Excepted: Morale, Welfare & Recreation/NAF

(i)   S – Furlough Excepted: Safety of Juman Life or Protection of Property

(j)   T – Furlough Excepted: Education and Training

(k)   W – Furlough Excepted: Working Capital Fund/Revolving Funds

(3)   CIVDOD_FURLOUGH_EXEMPT_IND Lookup Table – The CIVDOD_FURLOUGH_EXEMPT_IND Lookup Table is used by the Shutdown Furlough Exempt Indicator data element.
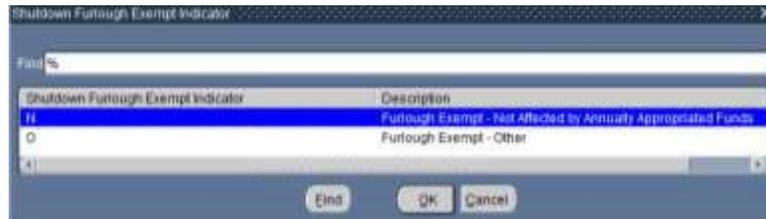
(a)   N – Furlough Exempt – Not Affected by Annually Appropriated Funds

(b)   O – Furlough Exempt – Other

c.   Shutdown Furlough Indicator Data Element

(1)   The Shutdown Furlough Indicator data element will be used to identify whether an employee could be impacted should a shutdown or lapse of appropriations furlough occur.

(2)   This data element is required. If the field is currently blank, once the user enters the EIT, the data element will automatically be populated with a value of "F". The user must exit the data field and click the SAVE ICON on the menu bar to retain the auto-populated values. *See Section 4.c.(5)* for business rules associated with this data element.

(3)   This data element may be manually updated by the HR Specialist through direct data update or through the Furlough Indicator Mass Upload Process or Furlough Indicator Mass Update Process (See Section 6).

(4)   Shutdown Furlough Indicator Values – The Shutdown Furlough Indicator and the Administrative Furlough Indicator both use the GHR_US_FURLOUGH_IND Lookup Table. Only the values of "F", "E", and "X" are valid values for the Shutdown Furlough Indicator data element.

(5)   Shutdown Furlough Indicator Business Rules

(a)   **CIV_SHUT_FURL_IND_REQD Error Message** – If the user fails to update the Shutdown Furlough Indicator, upon selecting the Save ICON display the following message: "The Shutdown Furlough Indicator is a required field, please update with an appropriate value." OKAY.
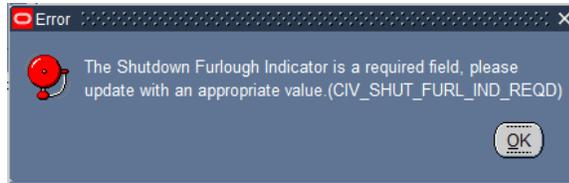
(b)   **CIV_SHUT_FURL_IND_N Error Message** – Only the values of "E" – Exempt from Furlough, "F" – Subject to Furlough" or "X" Excepted from Furlough are allowed. If the user selects a value of "N" – Not Subject to Furlough, display the following message: "N" – Not Subject to Furlough is not appropriate for a Shutdown Furlough, select "E" – Exempt from Furlough, "F" – Subject to Furlough, "X" – Excepted from Furlough.

d.   Shutdown Furlough Excepted Indicator Data Element

(1)   The Shutdown Furlough Excepted Indicator data element will be used to identify the type of exception due to a Shutdown/Lapse of Appropriations Furlough.

(2)   This data element is required if the Furlough Indicator = "X" – Excepted.

(3)   This data element may be manually updated by the HR Specialist through direct data update or through the Furlough Indicator Mass Upload Process or Furlough Indicator Mass Update Process (See Section 6).

(4)   Shutdown Furlough Excepted Indicator Values – The Shutdown Furlough Excepted Indicator and the Administrative Furlough Excepted Indicator both use the CIVDOD_FURLOUGH_EXCEPTED_IND Lookup Table.

(5)   Shutdown Furlough Excepted Indicator Business Rules:

(a)   **CIV_SHUT-FXI_NOT_NULL Error Message** – If the user attempts to update the Shutdown Furlough Excepted Indicator to any value and the Shutdown Furlough Indicator <>= "X" – "Excepted from Furlough, then the following message will be displayed: "The Shutdown Furlough Excepted Indicator may only be updated if the Shutdown Furlough Indicator = "X" – Excepted from Furlough." OKAY
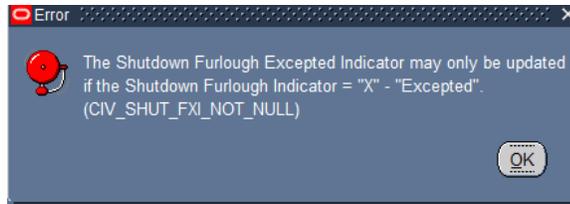
(b)   **CIV_SHUT_FXI_REM Error Message** – If the user changes the Shutdown Furlough Indicator from "X" – Excepted from Furlough to another value, display the following message: "You are changing the Shutdown Furlough Indicator from "X" – Excepted from Furlough to another value. The Shutdown Furlough Excepted Indicator of "XX" (display the value) will be removed. Do you wish to continue?" YES/NO. Note: The user must exit completely out of the Extra Information Area and re-enter the data element to verify that the value was removed.
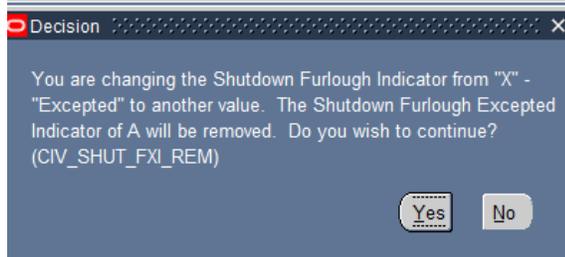
(c)   **CIV_SHUT_FXI_NULL Error Message** – If the user changes the Shutdown Furlough Indicator to "X" – Excepted from Furlough and fails to update the Shutdown Furlough Excepted Indicator, the following message will be displayed: "You are changing the Shutdown Furlough Indicator to "X" – Excepted from Furlough. Please update the Shutdown Furlough Excepted Indicator to indicate the reason the employee's position is excepted from furlough." OK
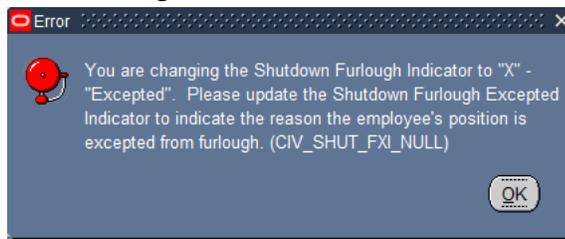
e.   **Shutdown Furlough Exempt Indicator Data Element**

(1)   The Shutdown Furlough Exempt Indicator data element will be used to identify the type of exemption due to a Shutdown/Lapse of Appropriations Furlough.

(2)   This data element is required if the Furlough Indicator = "E" – Excepted.

(3)   This data element may be manually updated by the HR Specialist through direct data update or through the Furlough Indicator Mass Upload Process or Furlough Indicator Mass Update Process (See Section 6).

(4)   Shutdown Furlough Exempt Indicator Values – The Shutdown Furlough Exempt Indicator use the CIVDOD_FURLOUGH_EXEMPT_IND Lookup Table.

(5)   Shutdown Furlough Exempt Indicator Business Rules:

       (a)   **CIV_SHUT_FEI_NOT_NULL Error Message** – If the user attempts to update the Shutdown Furlough Exempt Indicator to any value and the Shutdown Furlough Indicator <>= "E" – Exempt from Furlough, then the following message will be displayed: "The Shutdown Furlough Exempt Indicator may only be updated if the Shutdown Furlough Indicator = "E" – Exempt from Furlough." OKAY
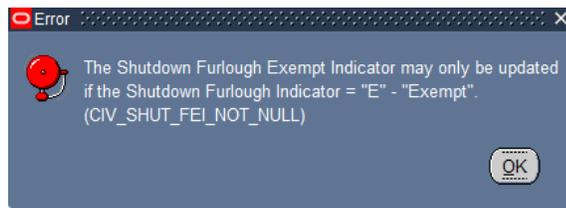
       (b)   **CIV_SHUT_FEI_REM Error Message** – If the user changes the Shutdown Furlough Indicator from "E" – Exempt from Furlough to another value, display the following message." "You are changing the Shutdown Furlough Indicator from "E" – Exempt from Furlough to another value. The Shutdown Furlough Exempt Indicator of "XX" (display the value) will be removed. Do you wish to continue?" YES/NO. If the user selects YES, then remove the value from the Shutdown Furlough Exempt Indicator field.
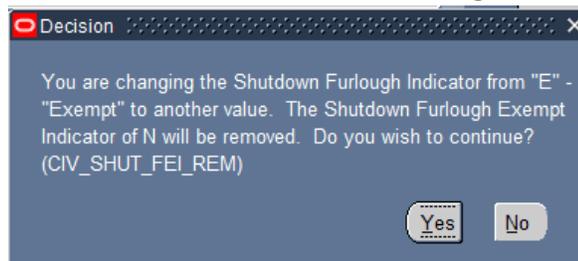
       (c)   **CIV_SHUT_FEI_NULL Error Message** – If the user changes the Shutdown Furlough Indicator to "E" – Exempt from Furlough and fails to update the Shutdown Furlough Exempt Indicator, the following message will be displayed: "You are changing the Shutdown Furlough Indicator to "E" – Exempt from Furlough. Please update the Shutdown Furlough Exempt Indicator to indicate

the reason the employee's position is exempt from furlough.
OKAY
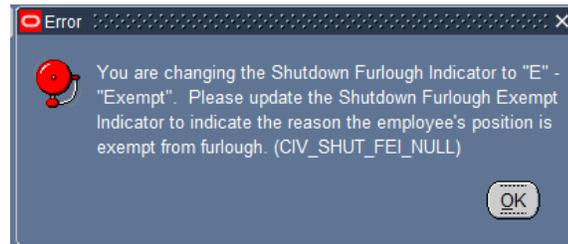
f. **Administrative Furlough Indicator Data Element**

(1) The Administrative Furlough Indicator data element will be used to identify whether an employee could be impacted should an administrative furlough occur.

(2) This data element is required. If the field is currently blank, once the user enters the EIT, the data element will automatically be populated with a value of "F". The user must exit the data field and click the SAVE ICON on the menu bar to retain the auto-populated values. *See Section 4.f.(5)* for business rules associated with this data element.

(3) This data element may be manually updated by the HR Specialist through direct data update or through the Furlough Indicator Mass Upload Process or Furlough Indicator Mass Update Process (See Section 6).

(4) Administrative Furlough Indicator Values – The Shutdown Furlough Indicator and the Administrative Furlough Indicator both use the GHR_US_FURLOUGH_IND Lookup Table. Only the values of "F", "E", and "N" are valid values for the Administrative Furlough Indicator data element.

(5) Administrative Furlough Indicator Business Rules:

(a) **CIV_ADMIN_FURL_IND_REQD Error Message** – If the user fails to update this data field upon selecting the Save Icon, display the following message: "The Administrative Furlough Indicator is a required field, please update with an appropriate value." OKAY
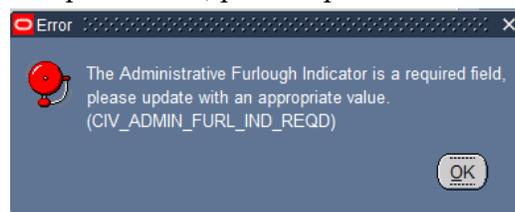
(b) **CIV_ADMIN_FURL_IND_E Error Message** – If the user selects a value of "E" – Exempt from Furlough, display the following message: "E" – Exempt from Furlough is not appropriate for an Administrative Furlough, select "N" – Not

Subject to Furlough, "F" – Subject to Furlough, "X" – Excepted from Furlough." OKAY

g.   **Administrative Furlough Excepted Indicator Data Element**

(1)   The Administrative Furlough Excepted Indicator data element will be used to identify the type of exception due to an administrative furlough.

(2)   This data element is required if the Administrative Furlough Indicator = "X" – Excepted.

(3)   This data element may be manually updated by the HR Specialist through direct data update or through the Furlough Indicator Mass Upload Process or Furlough Indicator Mass Update Process (See Section 6).

(4)   Administrative Furlough Excepted Indicator Values – The Shutdown Furlough Excepted Indicator and the Administrative Furlough Excepted Indicator both use the CIVDOD_FURLOUGH_EXCEPTED_IND Lookup Table.

(5)   Administrative Furlough Excepted Indicator Business Rules:

(a)   **CIV_ADMIN_FXI_NOT_NULL Error Message** – If the user attempts to update the Administrative Furlough Excepted Indicator with any value and the Administrative Furlough Indicator <>= "X", then display the following message: "The Administrative Furlough Excepted Indicator may only be updated if the Administrative Furlough Indicator = "X" – Excepted from Furlough.
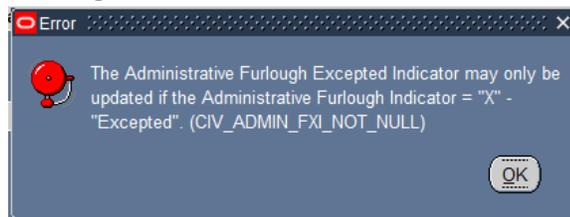
(b)   **CIV_ADMIN_FXI_REM Error Message** – If the user attempts to change the Administrative Furlough Indicator from "X" – Excepted from Furlough to any other vaue, display the following message: "You are changing the Administrative Furlough Indicator from "X" – Excepted from Furlough to another value. The Administrative Furlough Excepted Indicator of "XX" (display the value) will be removed. Do you wish to continue?" YES/NO. If the user selects YES, then remove the value from the Administrative Furlough Excepted Indicator field.
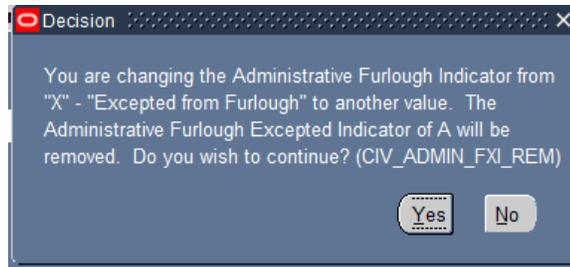
(c) **CIV_ADMIN_FXI_NULL Error Message** – If the user attempts to update the Administrative Indicator to "X" – Excepted from Furlough and fails to update the Administrative Furlough Excepted Indicator, then display the following message: "You are changing the Administrative Furlough Indicator to "X" – Excepted from Furlough. Please update the Administrative Furlough Excepted Indicator to indicate the reason the employee's position is excepted from furlough." OKAY
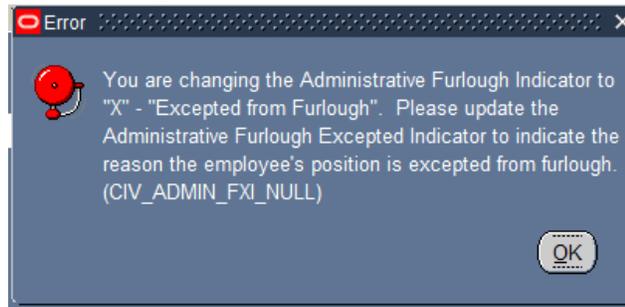
h.   **Furlough Indicator – Pay500 Data Element**

(1)   The Furlough Indicator – Pay500 data element indicates those employees where a furlough action has been sent to DFAS through the Mass Furlough Indicator – Pay500 Process and no SF-50 has been produced.

(2)   Furlough Indicator – Pay500 Values – These values will help the HR Specialist distinguish between employees who are excepted from furlough and furloughed in the event that at the conclusion of the furlough period, Congressional decision is to not pay furloughed employees.

(a)   E – Excepted from Furlough

(b)   N – Nonexempt from Furlough (furloughed)

(3)   Business Rule – This data element may only be updated through the Mass Furlough Indicator Process – Pay500.

(a)   **CIV_MFI_FURLOUGH_PROTECT Error Message** – If the user attempts to update the Furlough Indicator – Pay500, the following error message will be displayed. Click OK. *(See Section 7)*
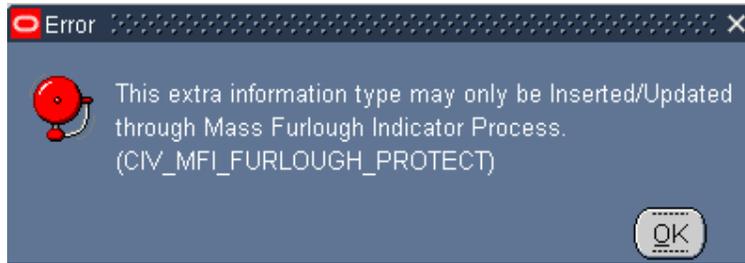
i.   **Furlough Action Effective Date Data Element**

(1)   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.

(2)   Business Rule – This data element may only be updated through the Mass Furlough Indicator Process – Pay500.

(a)   **CIV_MFI_FURLOUGH_PROTECT Error Message** – If the user attempts to update the Furlough Indicator – Pay500, the following error message will be displayed. Click OK. *(See Section 7)*
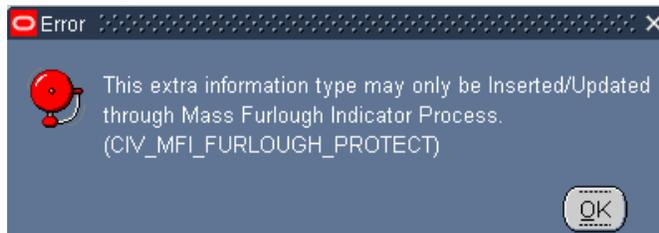
j.   **Furlough NTE Date Data Element**

(1)   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 a lapse of appropriations furlough.

(2)   Business Rule – This data element may only be updated through the Mass Furlough Indicator Process – Pay500.

(a)   **CIV_MFI_FURLOUGH_PROTECT Error Message** – If the user attempts to update the Furlough Indicator – Pay500, the following error message will be displayed. Click OK. *(See Section 7)*
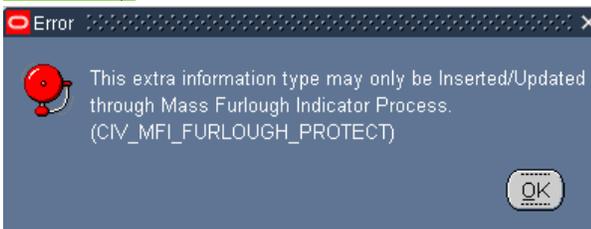
    k.   **Furlough Start Date – Non-continuous Furlough Data Element**

        (1)   The Furlough Start Date – Non-continuous Furlough data element is used to identify those employees where a NOA 471 RPA has been processed documenting a non-continuous furlough and shows the first date of the furlough period.

        (2)   Business Rule – This data element is not updatable through the employee record and is only updated when a NOA 471 RPA has been processed.

            (a)   **CIV_MFI_FURLOUGH_PROTECT1 Error Message** – If the user attempts to update the Furlough Start Date – Non-continuous Furlough, the following error message will be displayed. Click OK. *(See Sections 7 and 10)*

        (3)   If Remark M75 is selected during both the manual RPA process and the mass process, this data field will be used to populate the remark when the action is consummated. *(See Sections 7 and 10)*

    l.   **Furlough End Date – Non-continuous Furlough Data Element**

        (1)   The Furlough End Date – Non-continuous Furlough data element is used to identify those employees where a NOA 471 RPA has been processed documenting a non-continuous furlough and shows the last date of the furlough period.

        (2)   Business Rule – This data element is not updatable through the employee record and is only updated when a NOA 471 RPA has been processed.

            (a)   **CIV_MFI_FURLOUGH_PROTECT1 Error Message** – If the user attempts to update the Furlough End Date – Non-continuous Furlough, the following error message will be displayed. Click OK. *(See Sections 7 and 10)*
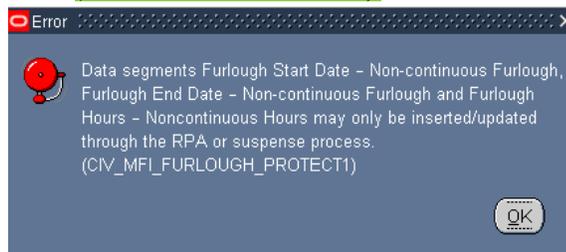
        (3)   If Remark M75 is selected during both the manual RPA process and the mass process, this data field will be used to populate the remark when the action is consummated. *(See Sections 7 and 10)*

    m.   **Furlough Hours – Non-continuous Furlough Data Element**

        (1)   The Furlough Hours – Non-continuous Furlough data element is used to identify those employees where a NOA 471 RPA has been processed documenting a non-continuous furlough and is used to show the total number of hours an employee could be furloughed.

        (2)   Business Rule – This data element is not updatable through the employee record and is only updated when a NOA 471 RPA has been processed.

            (a)   **CIV_MFI_FURLOUGH_PROTECT1 Error Message** – If the user attempts to update the Furlough Hours – Non-continuous Furlough, the following error message will be displayed. Click OK. *(See Sections 7 and 10)*
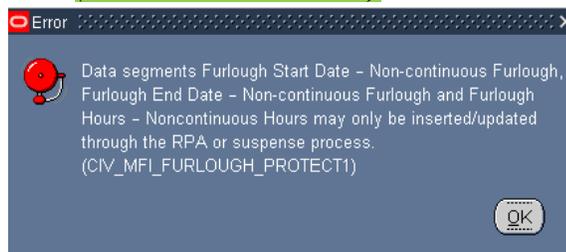
        (3)   If Remark M75 is selected during both the manual RPA process and the mass process, this data field will be used to populate the remark when the action is consummated. *(See Sections 7 and 10)*

5.   Additional Leave Info EIT
   a.   Additional Leave Info EIT General Information
      (1)   The Additional Leave Info EIT in the Person → Other → Financial Info and contains two data elements associated with furlough.
         (a)   Furlough Used PP
         (b)   Furlough Accumulated Hours

   b.   Furlough Used PP
      (1)   The Personnel/Pay Application Data (PAD) Interface File has been modified to include the number of hours an employee is furloughed and has added a data element called Furlough Used PP. The Furlough Used PP can be found in position # 1553 – 1557 of the PAD.
      (2)   Each pay period an employee is placed in a furlough status, the furlough hours are fed from the PAD into the Furlough Used PP EIT.
      (3)   The PAD is normally received from DFAS on the Thursday following the end of a pay period but can be received as late as the following Thursday.

   c.   Furlough Accumulated Hours
      (1)   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.
      (2)   Each pay period an employee is placed in a furlough status, the hours are fed from the PAD into the Furlough Used PP and will be added into this data element.
      (3)   A change request (CRT) will be required in order to zero out the hours when the criteria has been determined to stop accumulating hours.

    6.   **Furlough Indicator RPA Update EIT**

    a.   **Furlough Indicator RPA Update EIT** contains the following data elements. The business rules associated with the data elements are discussed below:

        (1)   Shutdown Furlough Indicator – required field
        (2)   Shutdown Furlough Excepted Indicator
        (3)   Shutdown Furlough Exempt Indicator
        (4)   Administrative Furlough Indicator – required field
        (5)   Administrative Furlough Excepted Indicator

    b.   **RPA Families** – The Furlough Indicator RPA Update EIT is located in following RPAs Families in the Extra Information Area.

        (1)   Appointment (NOA 1XX)
        (2)   Cancellation/Correction (NOA 001/002)
        (3)   DoD Correction process (NOA C002)
        (4)   Change Appointment Office
        (5)   Transfer Interagency
        (6)   Conversion to Appointment (NOA 5XX)
        (7)   Federal Position Change (NOA 740, 741)
        (8)   Reassignment (NOA 721)
        (9)   Salary Change
               (a)   Change to Lower Grade, Level or Band (NOA 713)
               (b)   Promotion (NOA 702)

    c.   **Furlough Indicator RPA Update EIT Business Rules**

        (1)   The Shutdown Furlough Indicator and the Administrative Furlough Indicator data elements will be required to be updated for each RPA identified in section 6.b. above.

(2) Auto-populate both the Shutdown Furlough Indicator and Administrative Furlough Indicator with a value of "F". User must enter the EIT in order for the auto-population to take place. Click the OK Button and then click the SAVE Icon to save the entry.

(3) Furlough Indicator EIT – Values currently stored in the employee record in the Person → Assignment → Extra Information → Furlough Indicator EIT are not brought into this EIT.

(4) Upon successful Update HR, populate the data contained in the Furlough Indicator RPA Update into the respective data fields contained in the Person → Assignment → Furlough Indicator EIT.

(5) **CIV_PAR_SHUT_FURL_IND_REQD Error Message** – If the Shutdown Furlough Indicator is blank upon Update HR, the following error message will be displayed:
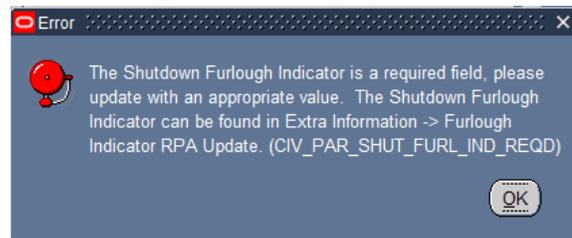
(6) **CIV_PAR_ADMIN_FURL_IND_REQD Error Message** – If the Administrative Furlough Indicator is blank upon Update HR, the following error message will be displayed:

(7) **CIV_PAR_SHUT_FURL_IND_N Error Message** – If the Shutdown Furlough Indicator value = "N", upon Update HR, the following error message will be displayed:
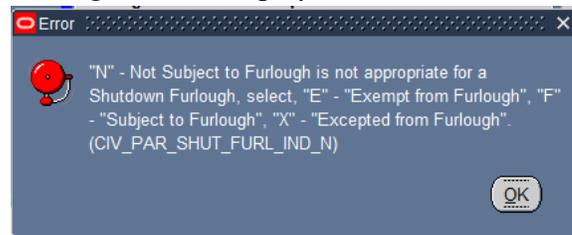
(8) **CIV_PAR_SHUT_FXI_NOT_NULL Error Message** – If the Shutdown Excepted Indicator is updated to any value and the Shutdown Furlough Indicator <>= "X", then the following error message will be displayed:
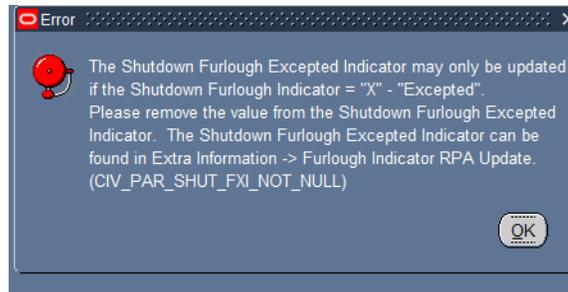
(9)   **CIV_PAR_SHUT_FXI_NULL Error Message** – If the Shutdown Furlough Indicator = "X" and the Shutdown Furlough Excepted Indicator does not contain a value, then display the following error message:
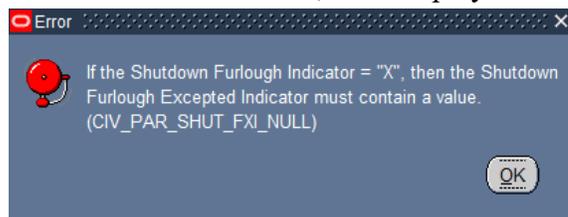
(10)   **CIV_PAR_SHUT_FEI_NOT_NULL Error Message** – If the Shutdown Furlough Exempt Indicator is updated with any value and the Shutdown Furlough Indicator <>= "E", then the following error message will be displayed:
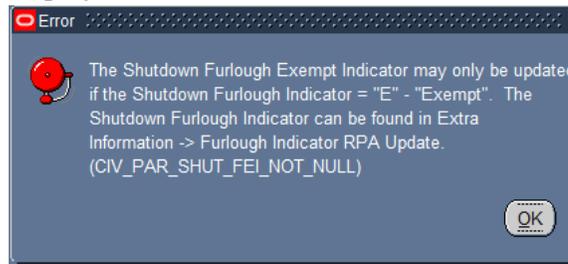
(11)   **CIV_PAR_SHUT_FEI_NULL Error Message** – If the Shutdown Furlough Indicator = "E" and the Shutdown Furlough Exempt Indicator is null, then display the following error message:
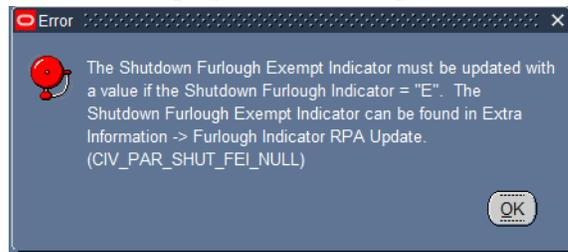
(12)   **CIV_PAR_ADMIN_FURL_IND_E Error Message** – If the Administrative Furlough Indicator = "E", then display the following error message:
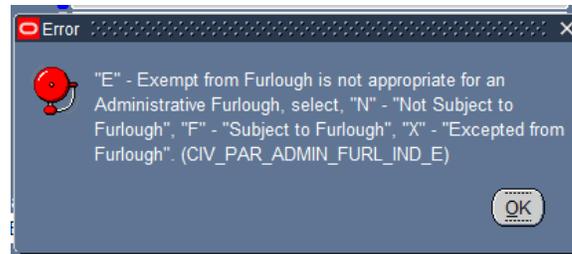
(13)   **CIV_PAR_ADMIN_FXI_NOT_NULL Error Message –** if the
       Administrative Furlough Indicator is updated with any value and the
       Administrative Furlough Indicator <>= "X", then display the following
       error message:
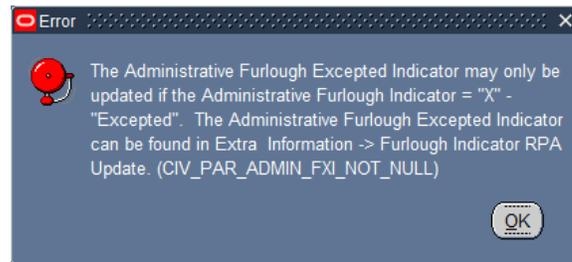
(14)   **CIV_PAR_ADMIN_FXI_NULL Error Message –** If the Administrative
       Furlough Indicator = "X" and the Administrative Furlough Excepted
       Indicator does not contain a value, then display the following error
       message:
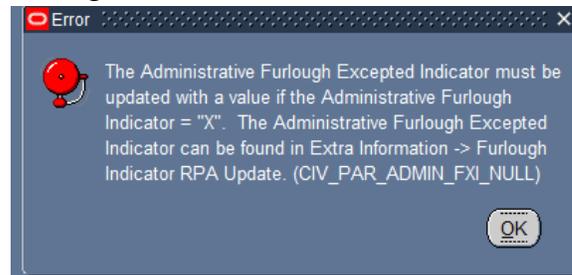
7.   Mass Furlough Process

> - Mass Furlough Process
>   Furlough Indicator Mass Update Process
>   Furlough Indicator Mass Upload Process
>   Mass Furlough Process - Pay500 Only

a.   Mass Furlough Process General Information

(1)   The Mass Furlough Process contains three functionalities.

   (a)   Furlough Indicator Mass Upload Process – The Furlough Indicator Mass Upload Process uses a pipe delimited file that can be used to create the Furlough Indicator Mass Update Process.

   (b)   Furlough Indicator Mass Update Process – The Furlough Indicator Mass Update Process and the Furlough Indicator Mass Upload Process are discussed in this section.

   (c)   Mass Furlough process – Pay500 Only Process – The Mass Furlough Process – Pay500 Only process is discussed in *Section 9*.

b.   Furlough Indicator Mass Update Process General Information

(1)   The Furlough Indicator Mass Update Process contains two different functionalities:

   (a)   Furlough Indicator Mass Upload Process – The Furlough Indicator Mass Upload Process uses a pipe delimited file that contains a listing of employees that the agency needs to update the furlough indicator code. Once uploaded, it creates the Furlough Indicator Mass Update Process.

   (b)   Furlough Indicator Mass Update Process – The Furlough Indicator Mass Update Process is used to update employee records to identify which employees could be impacted should a furlough be announced. This process can use either a pipe delimited file containing a list of employee records, or use selection criteria within the process to identify the records that need to be updated.

(2)   Responsibilities – this mass update is available through the following responsibilities:

   (a)   US Federal HR Manager

   (b)   CIVDOD Personnelist

c.   Furlough Indicator Mass Upload Process

(1)   **Furlough Indicator Mass Upload Process General Information**
    (a)   This process, once executed will create the Furlough Indicator Mass Update Process.
    (b)   A pipe-delimited file will be used to upload the list of employees.

(2)   **Furlough Indicator Mass Upload Process File Format**
    (a)   File must be in a pipe-delimited format
    (b)   File must contain either an EDIPI and/or Oracle Employee # for each record in the file
    (c)   File must contain a value in either the Shutdown Furlough Indicator and/or Administrative Furlough Indicator

Maximum Field Length	Value	Comments
30	EDIPI	
	Pipe Delimiter	
20	Oracle Employee Number	
	Pipe Delimiter	
1	Shutdown Furlough Indicator	Populate into the "New Shutdown FI" Column
	Pipe Delimiter	
1	Shutdown Furlough Excepted Indicator	Populate into the "New Shutdown FXI" Column
	Pipe Delimiter	
1	Shutdown Furlough Exempt	Populate into the "New Shutdown FEI" Column
	Pipe Delimiter	
1	Administrative Furlough Indicator	Populate into the "New Administrative FI"
	Pipe Delimiter	
	Administrative Furlough Excepted Indicator	Populate into the "New Administrative "FXI"
	Pipe Delimiter	

SAMPLE FILE

FILE FORMAT	DESCRIPTION
12345678912345|45678|F|||||	(1) Shutdown Furlough fields: Populates the New Shutdown FI" column with "F" in the "New Shutdown FI" and populates "Null" in the "New Shutdown FXI" and "New Shutdown FEI" Columns in the Preview Screen. (2) Administrative Furlough fields: Administrative Furlough fields are not updated
23456789123456|23456|F|||X|A|	(1) Shutdown Furlough fields: Updates "New Shutdown FI" to "F" and "New Shutdown FXI" and "New Shutdown FEI" columns (2) Administrative Furlough fields: Updates "New Administrative FI" to "X" and "New Administrative FXI" to "A"
34567891234567|34567|E||U|F||	(1) Shutdown Furlough fields: Updates "New Shutdown FI" to "E" and "New Shutdown FEI" to "U" and "New Shutdown FXI" to "Null" (2) Administrative Furlough fields: Updates "New Administrative FI" to "F" and "New Administrative FXI" to "Null

(3)   **Furlough Indicator Mass Upload Page – The following fields are available on the upload process screen**

    (a)   File Name – This area will be used to identify the file that will be uploaded. Users will need to navigate to browse/search for the file that needs to be uploaded. Field size, including directories and file name is limited to 90 characters
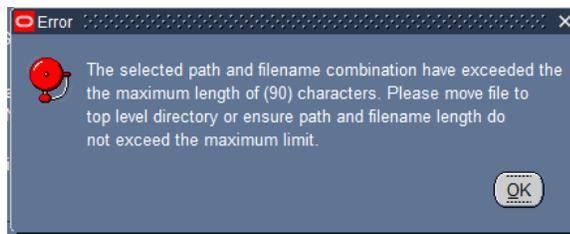
    (b)   Status

    (c)   Furlough Indicator Mass Update Name: The name identified here will be used to create the Furlough Indicator Mass Update Process.

(4)   **Executing the Process**

    (a)   Once the File Name has been identified and the Furlough Indicator Mass Update Process Name has been input, select the Load Button
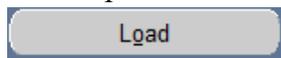
    (b)

(c)   If there are any errors, the Status will read Error. To view the
        status of the upload process, click the Process Log Button.

(5)   Process Log Entries

    (a)   **Record Not Found in DCPDS**: or only EDIPI or only Oracle
        Employee Number was included in the upload but not found in the
        database – fail the record to the process log.

        1.   If the EDIPI and Oracle Employee Number were included
            in the file and the combination was not found in DCPDS,
            then display the following process log: "EDIPI/Employee
            Number (EDIPI/Employee #) combination not found in the
            database, by-passing the record."

        2.   If only the EDIPI was included in the file and not found in
            DCPDS, then display the following process log message:
            "EDIPI (EDIPI) not found in the database, by-passing the
            record."

        3.   If only the EDIPI was included in the file and more than
            one active record was found, then display the following
            process log message: "More than one record with the same
            EDIPI (EDIPI) was found in the database, by-passing the
            record."

        4.   If only the Oracle Employee Number was included in the
            file and not found in DCPDS, then display the following
            process log message: "Employee Number (Employee #)
            not found in the database, by-passing the record."

    (b)   **Shutdown Furlough Indicator and Administrative Furlough**
        Indicator = Blank. If both the Shutdown Furlough Indicator and
        the Administrative Furlough Indicator are blank, fail the record to
        the process log and display the following process log message:
        "EDIPI/Employee Number (EDIPI/Employee #): Either the
        Shutdown Furlough Indicator or the Administrative Furlough
        Indicator must contain a value, by-passing the record."

    (c)   **Shutdown Furlough Indicator <>= "F", "E", "X", or blank**. If
        the Shutdown Furlough Indicator <>= "F", "E", "X", or blank,

then fail the record to the process log and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee #): Shutdown Furlough Indicator must equal "F", "E", "X", or blank, by-passing the record."

(d) **Shutdown Furlough Indicator = "X" and Shutdown Furlough Excepted Indicator does not contain a value**. If the Shutdown Furlough Indicator = "X" and the Shutdown Furlough Excepted Indicator does not contain a value, then fail the record to the process log and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee #): If Shutdown Furlough Indicator = "X", then the Shutdown Furlough Excepted Indicator must contain a value, by-passing the record."

(e) **Shutdown Furlough Indicator = "X" and Shutdown Furlough Excepted Indicator cannot be found on the Furlough Excepted Indicator Table**, then fail the record to the process log and display the following message: "EDIPI/Employee Number (EDIPI/Employee #): Shutdown Furlough Indicator = "X"; value identified in the Shutdown Furlough Excepted Indicator cannot be found on the Furlough Excepted Indicator Table, by-passing the record.

(f) **Shutdown Furlough Indicator <>= "X" and Shutdown Furlough Excepted Indicator contains a value**. If the Shutdown Furlough Indicator <>= "X" and the Shutdown Furlough Excepted Indicator contains a value, then fail the record to the process log and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee #): If the Shutdown Furlough Indicator <>= "X", then the Shutdown Furlough Excepted Indicator must be blank, by-passing the record."

(g) **Shutdown Furlough Indicator = "E" and Shutdown Furlough Exempt Indicator does not contain a value**. If the Shutdown Furlough Indicator = "E" and the Shutdown Furlough Exempt Indicator does not contain a value, then fail the record to the process and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee #): If Shutdown Furlough Indicator = "E", then the Shutdown Furlough Exempt Indicator must contain a value, by-passing the record."

(h) **Shutdown Furlough Indicator = "E" and Shutdown Furlough Exempt Indicator cannot be found on the Furlough Exempt Indicator Table**, then fail the record to the process log and display the following message: "EDIPI/Employee Number

     (EDIPI/Employee #): Shutdown Furlough Indicator = "E"; value identified in the Shutdown Furlough Exempt Indicator cannot be found on the Furlough Exempt Indicator Table, by-passing the record.

(i) **Shutdown Furlough Indicator <> "E" and Shutdown Furlough Exempt Indicator contains a value**. If the Shutdown Furlough Indicator <> "E" and the Shutdown Furlough Exempt Indicator contains a value, then fail the record to the process log and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee#): If the Shutdown Furlough Indicator <>= "E", then the Shutdown Furlough Exempt Indicator must be blank, by-pass the record."

(j) **Administrative Furlough Indicator <>= "F", "X", "N" or blank**. If the Administrative Furlough Indicator <>= "F", "X", "N" or Blank, then fail the record to the process log and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee #): Administrative Furlough Indicator must equal "F", "X", "N", or blank, by-passing the record."

(k) **Administrative Furlough Indicator = "X" and Administrative Furlough Excepted Indicator does not contain a value**. If the Administrative Furlough Indicator = "X" and the Administrative Furlough Excepted Indicator does not contain a value, then fail the record to the process log and display the following process log message: "EDIPI/Employee Number (EDIPI/Employee #): If Administrative Furlough Indicator = "X", then the Administrative Furlough Excepted Indicator must contain a value, by-passing the record.

(l) **Administrative Furlough Indicator = "X" and Administrative Furlough Excepted Indicator cannot be found on the Furlough Excepted Indicator Table**, then fail the record to the process log and display the following message: "EDIPI/Employee Number (EDIPI/Employee #): Administrative Furlough Indicator = "X"; value identified in the Administrative Furlough Excepted Indicator cannot be found on the Furlough Excepted Indicator Table, by-passing the record.

(m) **Administrative Furlough Indicator <>= "X" and Administrative Furlough Excepted Indicator contains a value**. If the Administrative Furlough Indicator <>= "X" and the Administrative Furlough Excepted Indicator contains a value, then fail the record to the process log and display the following process

log message: "EDIPI/Employee Number (EDIPI/Employee #): If the Administrative Furlough Indicator <>= "X", then the Administrative Furlough Excepted Indicator must be blank, by-passing the record.

(n)   **Employee is not an APPR/TECH employee** – If the Employee Type <> APPR or TECH employee, then fail the record to the process log and display the following process log message: EDIPI/Employee Number (EDIPI/Employee #): not an APPR/TECH employee, by-passing the record.

(o)   **Duplicate Rows Found** – If more than one record is found with the same EDIPI/Employee Number, then fail the record to the process log and display the following process log message: EDIPI/Employee Number (EDIPI/Employee #): duplicate rows, by-passing the record.

(p)   **Line not in the correct format** – If the record does not contain the correct number of pipe delimiters, the fail the record to the process log and display the following process log message: Error loading line: EDIPI|Employee# F||||| .Line not in correct format - bypassing record.

(5)   **Population of the Furlough Indicator Mass Update Process Preview Screen from the Furlough Indicator Mass Upload Process**

(a)   With the exception of the population rules listed below, if a field does not contain a value in the Furlough Indicator Mass Upload Process, when the record is populated into the Furlough Indicator Mass Update Process Preview Screen, the field should be left blank.

(b)   If the Shutdown Furlough Indicator field contains a value of "F", then automatically populate the "New Shutdown FXI" column, and "New Shutdown FEI" column with a value of "Null" in the Furlough Indicator Mass Update Process Preview Screen.

(c)   If the Shutdown Furlough Indicator contains a value of "X", then automatically populate the "New Shutdown FEI" column "Null" in the Furlough Indicator Mass Update Process Preview Screen.

(d)   If the Shutdown Furlough Indicator contains a value of "E", then automatically populate the "New Shutdown FXI" column "Null" in the Furlough Indicator Mass Update Process Preview Screen.

(e)   If the Administrative Furlough Indicator contains a value of "F" then automatically populate the "New Administrative FXI" column with a value of "Null" in the Furlough Indicator Mass Update Process Preview Screen.

>   **d.**   **Furlough Indicator Mass Update Process**

>   **(1)   Furlough Indicator Mass Update Process General Information**
>   (a)   The Furlough Indicator Mass Update Process allows agencies to
>   update the Furlough Indicator through a mass process.
>   (b)   The Furlough Indicator Mass Upload Process uses a pipe delimited
>   file to identify which employee records are updated.
>   (c)   If the Furlough Indicator Mass Upload Process is used to create the
>   Furlough Indicator Mass Update Process, then the Name,
>   Shutdown Furlough Indicator and the Administrative Furlough
>   Indicator fields will be grayed out.
>   **(2)   Furlough Indicator Mass Update Process Region**
>   (a)   Name – Required – limited to 30 characters – no required naming
>   convention. If the Furlough Indicator Mass Upload Process is
>   used, the name will be created when the Furlough Indicator Mass
>   Update Process is executed.
>   (b)   Description – optional
>   (c)   Shutdown Furlough Indicator and Administrative Furlough
>   Indicator
>   1.   If the Furlough Indicator Mass Upload Process is used, the
>   Shutdown Furlough Indicator and Administrative Furlough
>   Indicator will not be available for selection.
>   2.   **CIV_SHUT_ADMIN_FURL_NULL** Error Message – If
>   the Furlough Indicator Mass Upload Process is not used,
>   either the Shutdown Furlough Indicator or the
>   Administrative Furlough Indicator Field must be selected.
>   If the user attempts to Preview or Execute the process
>   without selecting one of the values, then the following
>   message will be displayed: "You must select either the

Shutdown Furlough Indicator and/or Administrative Furlough Indicator field." OKAY
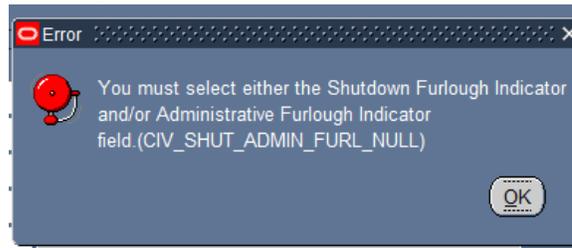
3. User will be able to select values from one or both of the Shutdown Furlough Indicator or the Administrative Furlough Indicator.

(d) Shutdown Furlough Indicator
1. If the Furlough Indicator Mass Upload Process was not used to create the Furlough Indicator Mass Update Process:
   a. "F", "E", "X" will be the only values available for selection

   b. The value selected will be populated in the New Shutdown FI field in the Preview Screen if a value is selected.

(e) Administrative Furlough Indicator
1. If the Furlough Indicator Mass Upload Process was not used to create the Furlough Indicator Mass Update Process:
   a. "F", E", "N" will be the only values available for selection
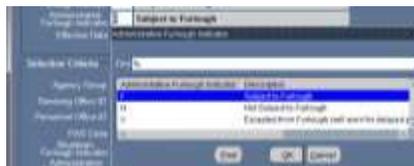
   b. The value selected will be populated in the New Administrative Furlough Indicator field in the Preview Screen if a value is selected.

(f) Effective Date – self explanatory
(g) Process Date – If left blank or with a previous date, the actions will process immediately. If the date is a future date, the process will be held in abeyance until the process date is reached.

(3)   **Furlough Indicator Mass Update Process Selection Criteria Region**

(a)   If the Furlough Indicator Mass Upload Process was used to create the Furlough Indicator Mass Update Process, none of the fields in the Selection Criteria Region will be available.

(b)   If the Furlough Indicator Mass Upload Process was not used to create the Furlough Indicator Mass Update Process, then at least one of the following fields must be selected.

   (1)   Agency Group

   (2)   Servicing Office ID

   (3)   Personnel Office ID

   (4)   PAS Code

   (5)   UIC

   (6)   Shutdown Furlough Indicator

      a.   Only the following values will be available for selection: "F", "E", "X", "Null"
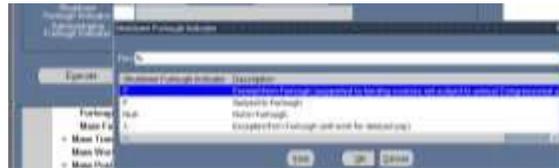
      b.   If no value is input, then all records that meet the other criteria in the Selection Criteria Region will be available in the Preview Screen.

   (7)   Administrative Furlough Indicator Field

      a.   Only the following values will be available for selection: "F", "E", "N", "Null".
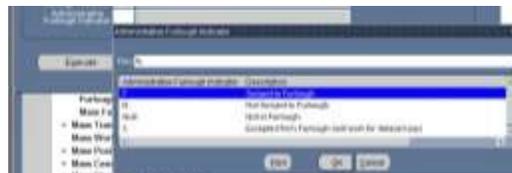
      b.   If no value is input, then all records that meet the other selection criteria in the Selection Criteria Region will be available in the Preview Screen.

(c)   Selecting more than one field serves as an "AND" function.

(d)   **CIV_MFI_SEL_REQUIRED_DATA Error Message** – If the user attempts to Preview or Execute the process and at least one of the fields identified in Section (3)(b) above, then the following error message will be displayed: One of the fields listed in the Selection Criteria must be entered

(4)   Furlough Indicator Mass Update Process Preview Button

(a)   Initial Build of the Preview

1.   Once the Furlough Indicator Mass Update Process Region and the Selection Criteria Region has been completed, you are ready to create the Preview. Select the Preview Button.
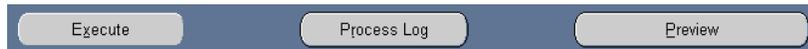
2.   Upon clicking the Preview Button for the first time, the status will change from Unprocessed to Submitted.
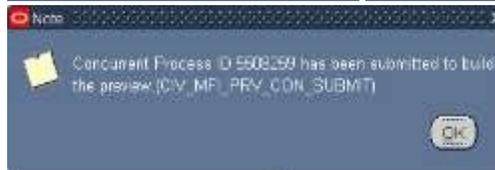
3.   The Preview will not be available until the Status changes from Submitted to Preview Ready. To view the status of the preview, Click the F11 Button and reenter the mass process name in the Name area and click Ctrl F11 to view the Status. This may need to be done several times until the Status changes to Preview Ready.

4.   To view/select/update records, click the Preview Button. The following window will be displayed:

a.   Keep Existing Button – Selecting the Keep Existing Button will retain that records and the data that was extracted from DCPDS at the time the Preview was executed.

b.   Rebuild Button – Selecting the Rebuild Button will re-query DCPDS based on the values input in the

Selection Criteria. Any changes made in DCPDS
will be brought into the Preview. Any record
selections/updates made in the previous Preview
will be removed.

(b)   Preview Screen

1.   The only fields that will be available for update in this mass process are as follows:
   a.   New Shutdown FI
   b.   New Shutdown FXI
   c.   New Shutdown FEI
   d.   New Administrative FI
   e.   New Administrative FXI

2.   Population of the furlough columns
   a.   Current Shutdown FI Column – this field is populated with the value found in the Person → Assignment → Furlough Indicator → Shutdown Furlough Indicator
   b.   New Shutdown FI Column – this field is populated as follows:
      (1)   from either the Furlough Indicator Mass Upload Process – Shutdown Furlough Indicator field or from the Furlough Indicator Mass Update Region – Shutdown Furlough Indicator
      (2)   If no value is brought in from either the Furlough Indicator Mass Upload Process or from the Furlough Indicator Mass Update Region, then no update is performed when the process is executed.
   c.   Current Shutdown FXI Column – this field is populated with the value found in the Person → Assignment → Furlough Indicator → Shutdown Furlough Excepted Indicator.
   d.   New Shutdown FXI Column – this field is populated as follows:
      (1)   if the Furlough Indicator Mass Upload Process is used, then this column is updated with the value contained in the Shutdown Furlough Excepted Indicator column, if provided.
      (2)   if the Furlough Indicator Mass Upload Process is not used, then the user will need to manually update this column if the New Shutdown FI Column = "X".

e.　　Current Shutdown FEI Column – this field is populated with the value found in the Person → Assignment → Furlough Indicator → Shutdown Furlough Exempt Indicator.

d.　　New Shutdown FEI Column – this field is populated as follows:

(1)　　if the Furlough Indicator Mass Upload Process is used, then this column is updated with the value contained in the Shutdown Furlough Exempt Indicator column, if provided.

(2)　　if the Furlough Indicator Mass Upload Process is not used, then the user will need to manually update this column if the New Shutdown FI Column = "E".

e.　　Current Administrative FI Column – this field is populated with the value found in the Person → Assignment → Furlough Indicator → Administrative Furlough Indicator

f.　　New Administrative FI Column – this field is populated as follows:

(1)　　from either the Furlough Indicator Mass Upload Process – Administrative Furlough Indicator field or from the Furlough Indicator Mass Update Region – Administrative Furlough Indicator

(2)　　If no value is brought in from either the Furlough Indicator Mass Upload Process or from the Furlough Indicator Mass Update Region, then no update is performed when the process is executed.

g.　　Current Administrative FXI Column – this field is populated with the value found in the Person → Assignment → Furlough Indicator → Administrative Furlough Excepted Indicator.

d.　　New Administrative FXI Column – this field is populated as follows:

(1)　　if the Furlough Indicator Mass Upload Process is used, then this column is updated with the value contained in the

Administrative Furlough Excepted Indicator column, if provided.

(2)   if the Furlough Indicator Mass Upload Process is not used, then the user will need to manually update this column if the New Administrative FI Column = "X".

(3)   Select/Deselect – Records can be selected/deselected as needed. Only those records selected (records with a check-mark) will be processed.

(4)   Once all records have been updated/selected/deselected, click the SAVE ICON and then click the X Button to return to the Region Screen.

(5)   Furlough Indicator Mass Update Process Execute Button

(1)   Once all records have been updated/selected/deselected, the process is ready to be executed.

(2)   Upon selecting the Execute Button, if the Process Date is a current or past date, the user will receive the following message. Click OK to continue.

(3)   Upon selecting the OK Button the following message will be displayed.

(6)   Furlough Indicator Mass Update Process Process Log
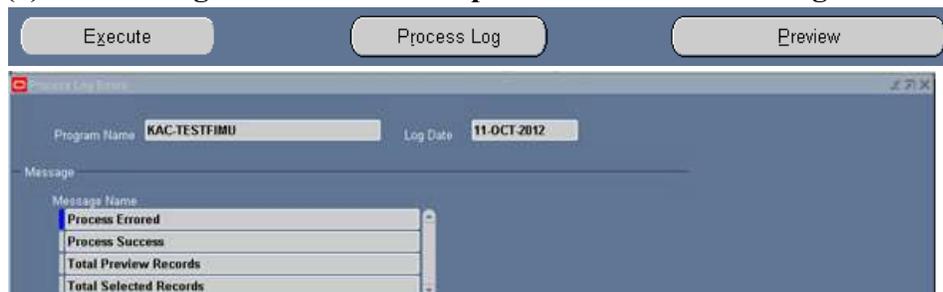
(1)   To view the status of the records selected once the process has been executed, click the Process Log Button.

(2)   Process Errored – shows the records that errored during the process

(a)   Employee record had a value in the Furlough Indicator as of October 11, 2012 and this process attempted to update the employee record with September 15, 2012 date.
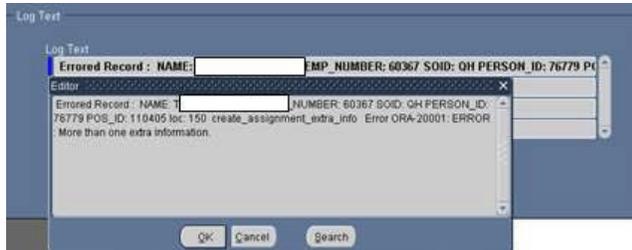
(b)   User failed to update the New FEI when the New Furlough Indicator = "X"
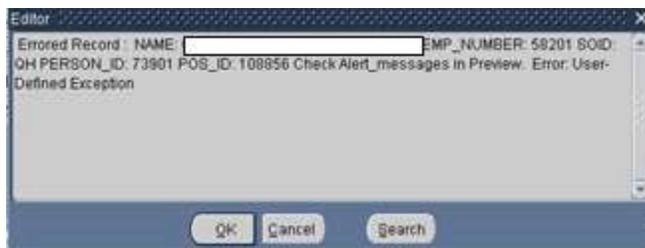
(3)   Process Success – shows the records that were successfully processed.
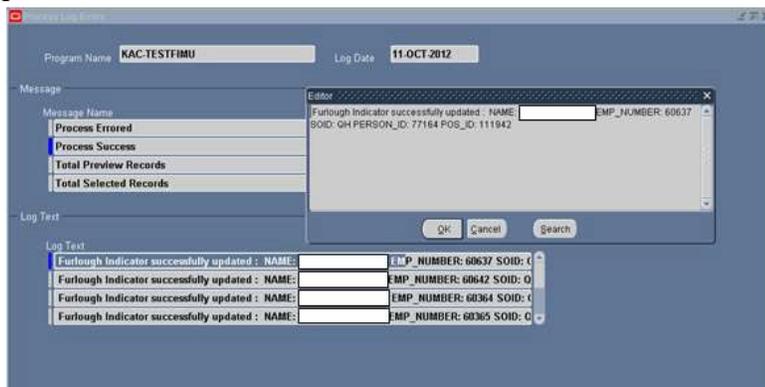
(4)   Total Preview Records – shows the number of records in the Preview

(5)   Total Selected Records – shows the total number of selected records, number of records processed successfully and the number of errored records.
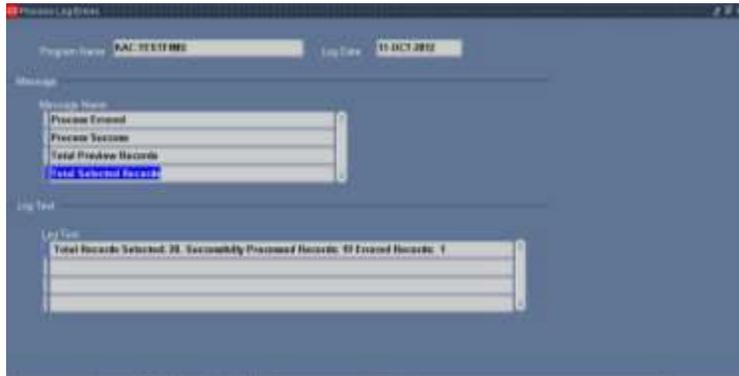
8.   **Non Pay/Duty Status RPA (Manual RPA process) –** This process allows the user to
process single actions placing employees in a non pay status. This users guide will only
address those NOAs necessary for a furlough (NOA 471 and NOA 472)

   a.   **Legal Authority Codes that apply to both NOA 471 and NOA 472**

   (1)   VDR – SES Employees – Furlough that occurs during parts of one or
           more pay periods which is interrupted by days in pay and duty status (i.e.,
           furlough on nonconsecutive days) **And** Employee is a Senior Executive
           Service appointee.

   (2)   USM – DCIPS Employees and employees not covered under 5 U.S.C.
           chapter 75 – Furlough that occurs during parts of one or more pay periods
           which is interrupted by days in pay and duty status (i.e., furlough on
           nonconsecutive days) **And** Is for more than 30 calendar days (or 22
           workdays) or less and is effective under other than 5 U.S.C. chapter 75.

   (3)   VAJ – All employees covered under 5 U.S.C. chapter 75 – Furlough that
           occurs during parts of one or more pay periods which is interrupted by
           days in pay and duty status (i.e., furlough on nonconsecutive days) **And** Is
           for more than 30 calendar days (or 22 workdays) or less and is effective
           under 5 U.S.C. chapter 75.
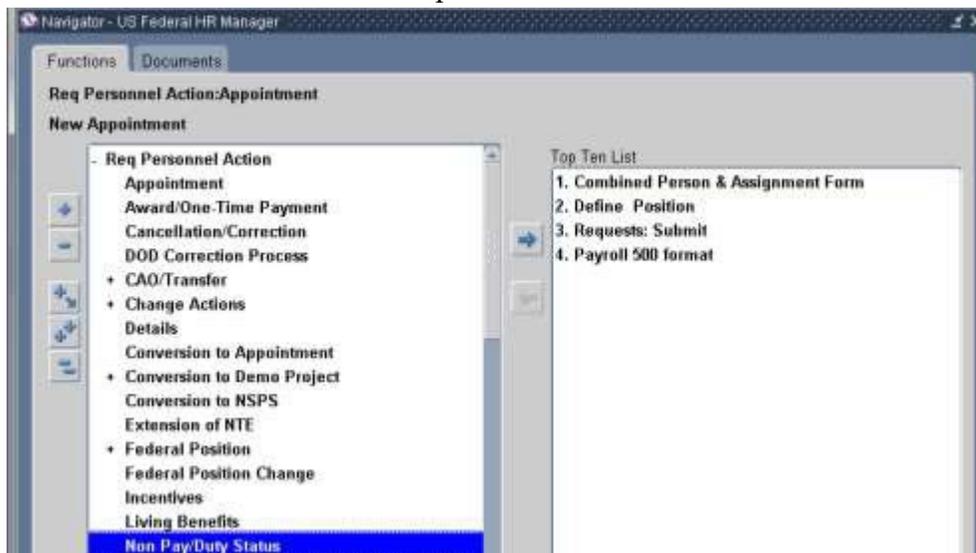
   b.   **NOA 471 – Furlough (Non-continuous Furlough)**

   (1)   Data Elements:

   (a)   Type of Employment – Extra Information → US Federal Non Pay
           or Non Duty – The Non Pay/Duty Status RPA Process requires the
           user to manually enter the Type of Employment. A review of the
           employee's record is required to determine the current value. For a
           NOA 471, the value should remain the current value.
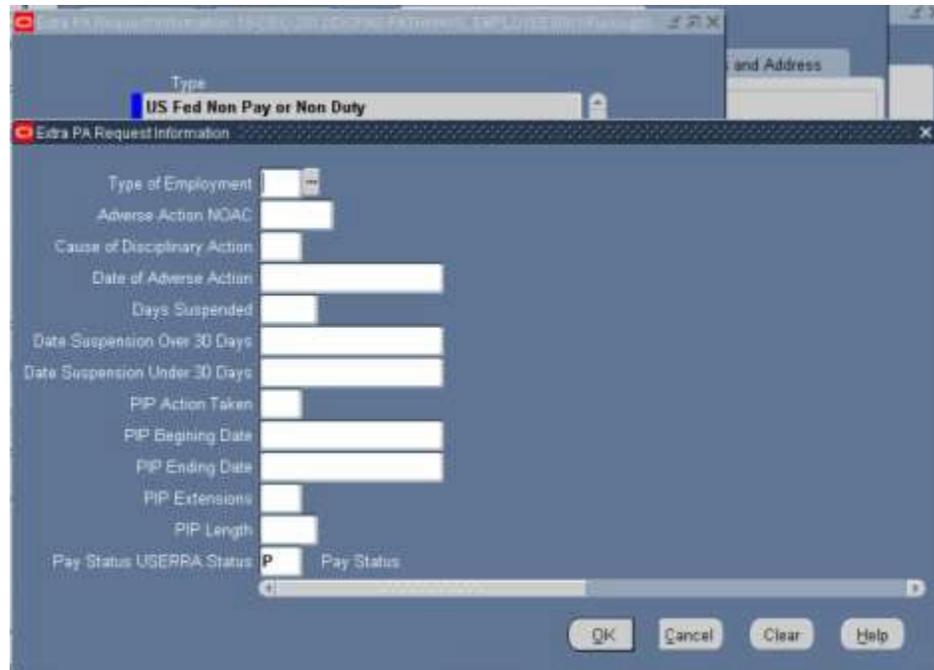
(b)   Extra Information → Furlough Indicator EIT
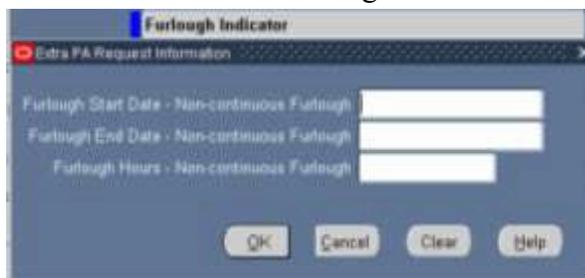
1.   There are three data elements within this EIT that are
      required. These data elements are used to track when a
      non-continuous furlough is processed on an employee.
      a.   Furlough Start Date – Non-continuous Furlough
      b.   Furlough End Date – Non-continuous Furlough
      c.   Furlough Hours – Non-continuous Furlough.

2.   If one of Non-continuous data elements are not updated, the
      following error message will be displayed when the user
      attempts to Update HR:
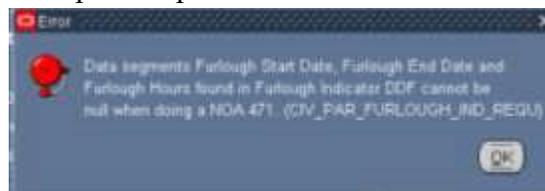
3.   If Remark M75 is selected during the RPA process, these
      data elements will be used to auto-populate the remark.
      The user will not be able to update the insertion values.

(2) Required Remarks – M72 is required and either Remark M73 or Remark M75 Remark are required.
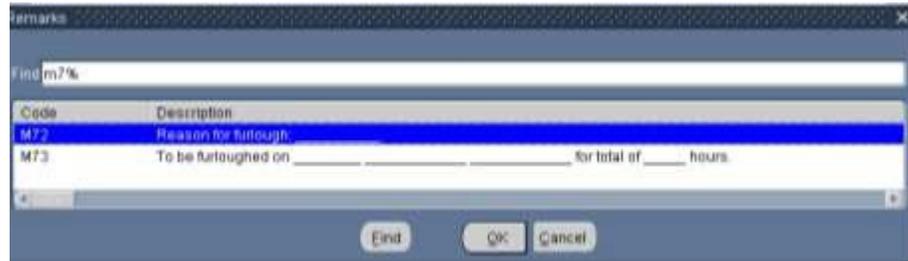
(a) Remark M72 – Reason for furlough _____ ***AND***

(b) Remark M73 – To be furloughed on _____ for total of _____ hours ***OR***

Note: The insertion fields for the Furlough Dates are text fields and the text will appear exactly as entered. Users should ensure the dates entered in the insertion fields are uniform and consistent.

(c) Remark M75 – To be furloughed on discontinuous days between (beginning date of furlough period) and (ending date of furlough period) not to exceed a maximum of (number of hours) during the furlough period. Prior to the beginning of each pay period your supervisor will inform you of the specific date(s) that you will be furloughed during the pay period.
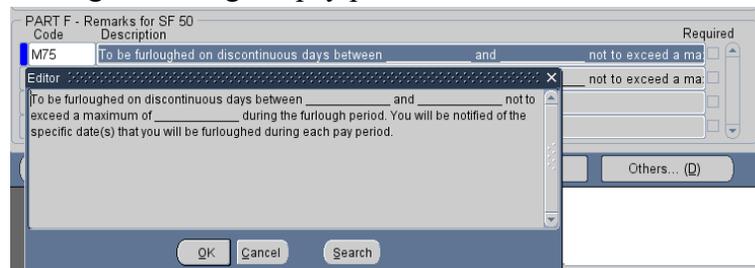
Note 1: When selecting M75, the insertion screen will not appear. When the remark appears on the RPA before it is processed, the fields will appear to be blank. The insertion values for M75 will be populated from the Furlough Indicator in the Extra Information → Furlough Indicator EIT and will be populated into the RPA and NPA upon update HR.

(d) CIV_PAR_FURLOUGH_REM_CHK_1 – If the user attempts to update HR without selecting either M73 or M75, the following error message will be displayed.
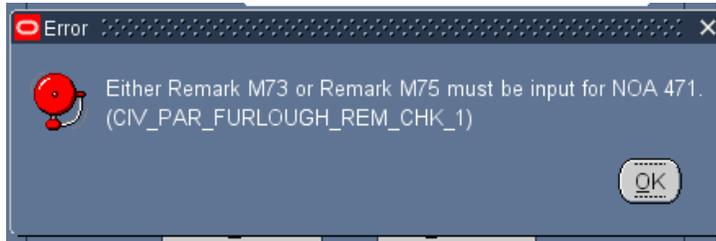
(e) CIV_PAR_FURLOUGH_REM_CHK_2 – If the user attempts to update HR after selecting both M73 and M75, the following error message will be displayed.
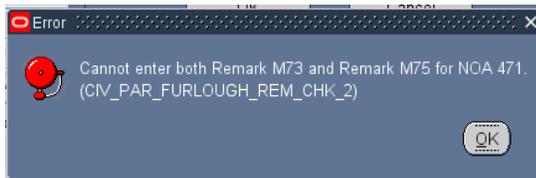
(f) CIV_PAR_FURLOUGH_IND_REQU) – If the user attempts to update HR without updating Furlough Indicator DDF, the following error message will be displayed.
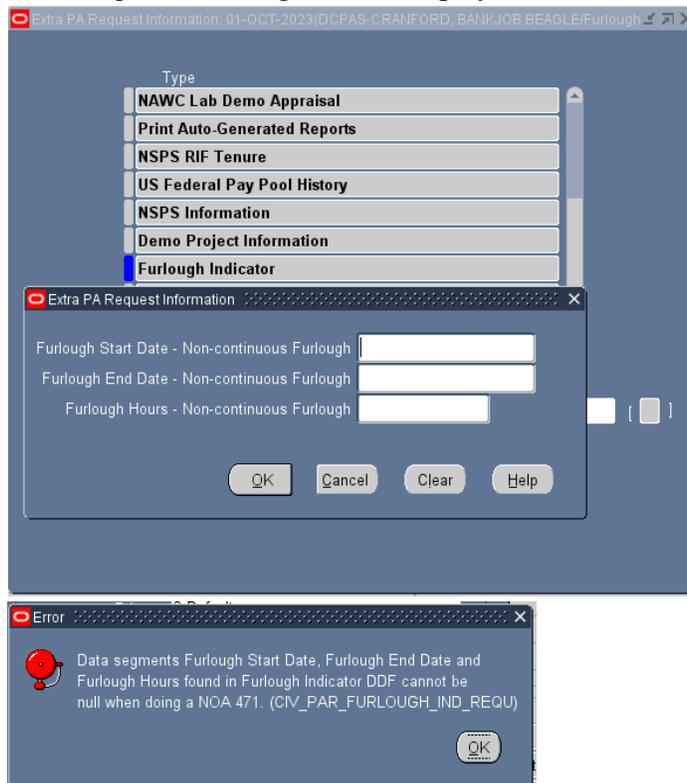
(3) Employee Statuses
    (a) Assignment Status – Remains as is
    (b) Pay Status – Remains as is
    (c) Duty Status – Remains as is

       (d)   Type of Employment – User input is required. This value should not change. The user should input the same value as is currently in the employee record.

    (4)   Overlapping Furlough Periods

       (a)   CIV_FURLOUGH_EXIST – The following message will be displayed if the user attempts to update HR when the employee's projected Furlough Start Date – Non-continuous Furlough data element is equal to or prior to the current Furlough End Date – Non-continuous Furlough:
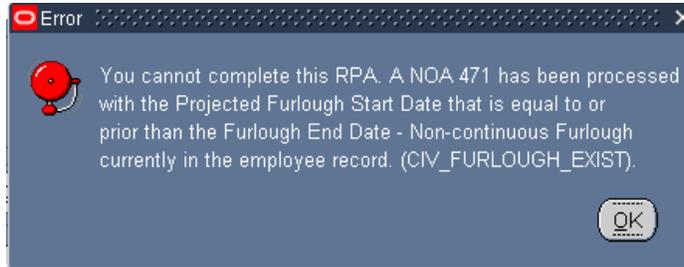
CURRENT RECORD   **PROJECTED RPA ACTION**
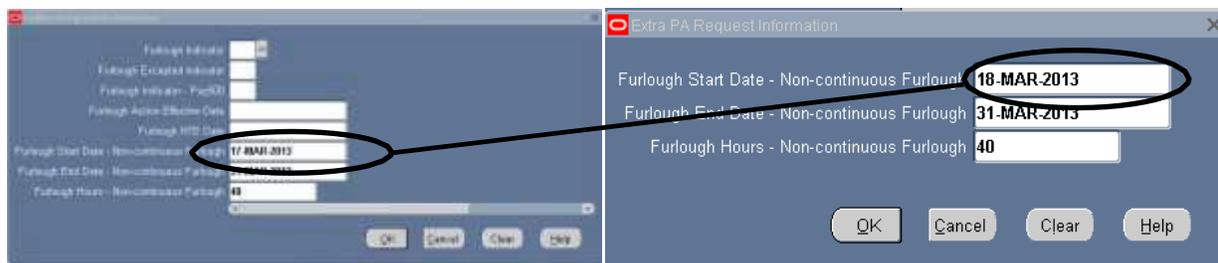
c.   **NOA 472 – Furlough NTE (Continuous Furlough)**

    (1)   NTE Date – Required input

    (2)   Data Elements:

       (a)   Type of Employment – Extra Information → US Federal Non Pay or Non Duty → Type of Employment – The value input will depend on the length of the furlough

1. F – Emp on LWOP/Furl/Susp in Non-Pay Stat for 31/More Cons Days
2. S – Emp on LWOP/Susp/NonPay/Furl for 1-14 Days
3. T – Emp on LWOP/Susp/NonPay/Furl for 15-30 Days

(3) Required Remarks – Remark M72 is required.

(a) Remark M72 – Reason for Furlough _____

(4) Employee Statuses – A NOA 292 is required to return the employee to a pay status and change the following statuses once the furlough has been concluded.

(a) Assignment Status – Automatically changes to 29 – Furlough NTE.

(b) Pay Status – Automatically changes to G – Nonpay Status/Furlough NTE

(c)   Duty Status – Automatically changes based on the number of days of the furlough – 21 – Over 30 days or 22 – 30 days or less

(d)   Type of Employment – User input is required; value depends on the length of the furlough – F – 31 or more consecutive days, S – 1 -14 days; T – 15-30 days.

d.   **Remarks for NOA 471 and NOA 472 –** The following remarks should be documented on the RPA based on the following conditions. Users should check employee records to determine which remarks are applicable and must be manually added by the user.

    (1)   Remark G33 – If the employee's current work schedule is "F" – Full-time, "P" – Part-time, "S" – Part-time – Job Share, "B" – Baylor Plan, "G" – Full-Time Seasonal, "Q" – Part-Time Seasonal, T – Part-Time Seasonal Job Sharer.

    (2)   Remark B72 – If the employee's current FEGLI Code does not equal "00", "05", "B0".

    (3)   Remark B41 – If the employee's current Legal Authority Code equals "YEA", "YEF", or "YEG" and the employee's current FEHB Enrollment Code does not equal "X", "Y", or "Z"

    (4)   Remark B71 – If the employee's current FEHB Enrollment Code does not equal "X", "Y", or "Z"

9.   **Mass Furlough Process – Pay500 Only**

a.   **Mass Furlough Process – Pay500 Only General Information**

(1)   **Purpose:** This process is used to flow a NOA 472 Furlough NTE to payroll at the beginning of a Lapse of Appropriations furlough to prevent employees from being paid and is not intended to be used for an Administrative furlough. This will allow agencies to place employees in a non-pay status at Payroll without generating SF-50s. Public Law 116-1, dated 1/16/2019 indicates that furloughed and excepted employees shall be paid during a covered lapse of appropriations. At the end of the action is cancelled and the employees are placed back in a pay status effective at the beginning of the furlough period.

(2)   **Cancellation/Return To Duty Action (RTD):** A cancellation or Return to Duty action to remove the information from the Furlough Indicator EIT must be processed through this mass process at the end of the furlough period regardless of whether SF-50 furlough actions and RTD action are processed.

(3)   **Automatic Record Selection:**

(a)   **Furlough Indicator Values** – Only those employee records where the Shutdown Furlough Indicator have been coded with a value of "F" – Subject to Furlough or "X" – Excepted from Furlough will be available for processing through this mass process. Employees

whose records are coded with an "E" – Exempt from Furlough, "N" – Not Subject to Furlough or whose records are null will not be brought into this process.

    (b)   **Assignment Status** – In addition, employees with the following assignment statuses will not be available in this process:

        1.   2 – Suspend Assignment

        2.   28 – Furlough

        3.   29 – Furlough NTE

        4.   32 – Leave Without Pay NTE

        5.   34 – Non Pay

        6.   37 – Suspension NTE

        7.   38 – Suspension Indefinite

        8.   159 – Military Furlough

        9.   162 – LWOP Workers' Compensation

        10.   193 – Leave Without Pay US.

(4)   **Types of Actions:** There are four types of actions that can be processed through this mass process and will flow a Pay500 process to DFAS. *(See Section 9)*

    (a)   Placing an employee in a furlough (non-pay) status – NOA 472

        1.   Current Furlough Indicator – Pay500 = Null

        2.   New Furlough Indicator – Pay500 = N or E

    (b)   Extending an employee in a furlough status – NOA 002 – corrects the original furlough action with a new NTE date

        1.   Current Furlough Indicator – Pay500 = N or E

        2.   New Furlough Indicator – Pay500 = N or E

        3.   New Furlough Action Effective Date = Current Furlough Indicator Effective Date

        4.   New Furlough NTE Date is greater than the Current Furlough NTE Date

    (c)   Cancelling a furlough action – Return to duty an employee designated as Excepted at the end of the furlough and/or when Congressional action indicated that employees would be paid for the time they were furloughed – NOA 001.

        1.   Current Furlough Indicator – Pay500 = N or E

        2.   New Furlough Indicator – Pay500 = Null

        3.   Current Furlough Action Effective Date is the same as the New Furlough Action Effective Date

    (d)   Returning employees to a pay status after being furloughed – Congressional action indicated that the employees would not be paid for the time they were furlough – NOA 292.

1. Current Furlough Indicator – Pay500 = N or E
2. New Furlough Indicator – Pay500 = Null
3. Current Furlough Action Effective Date is less than the New Furlough Action Effective Date

(5) **Navigation Screen for the Mass Furlough Process – Pay500 Only** can be found under the Mass Furlough Process Menu Item on the Navigator Screen.

- Mass Furlough Process
  Furlough Indicator Mass Update Process
  Furlough Indicator Mass Upload Process
  Mass Furlough Process - Pay500 Only

b. **Mass Furlough Indicator – Pay500 Only Region**

(1) Name

(a) This field is required, must begin with MFI and is limited to 30 characters. Make a note of the name you type in as you will use it later when querying the process.

(b) **CIV_MFI_NAME_CHECK Error Message** – If the name does not begin with MFI and the user attempts to move off of the field, the following error message will be displayed and upon clicking OK, the name will automatically be changed to include MFI at the beginning and will truncate to the name to 30 characters if necessary.

Process Name must start with MFI and total length must be less than or equal to 30 characters. Changing process name to include MFI. (CIV_MFI_NAME_CHECK)

OK

(2) Status – displays the status of the mass process.

(a) Unprocessed
(b) Submitted
(c) Preview Ready
(d) Processed

(3) Description – optional

(4) Furlough Indicator – Pay500
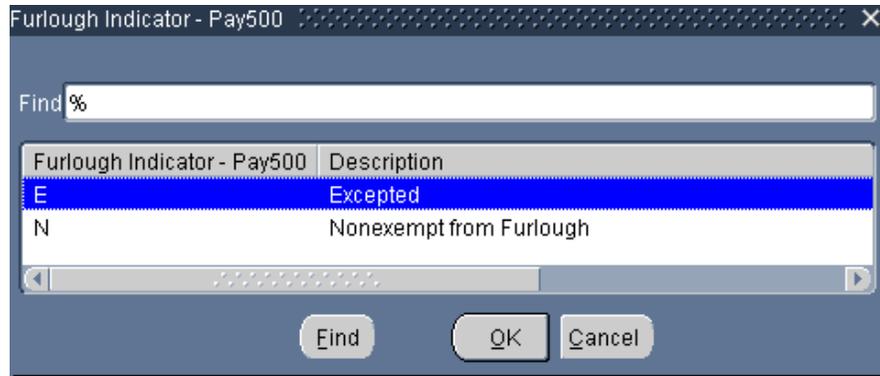
(a)   Default value = "N" – Nonexempt from Furlough

(b)   In addition to the values shown above, the user may blank out the field.

(c)   The value selected will populate into each employee record in the New FI-Pay500 Column in the Preview.

(d)   This field in combination with the Furlough Action Effective Date will drive the type of action that will be processed *(See Section 7.h.)*

(5)   Furlough Action Effective Date

(a)   This field is required

(b)   This field in combination with the Furlough Indicator – Pay500 field will drive the type of action that will be processed *(See Section 7.i.)*

(c)   This value will be populated in the New FI Action Effective Date Column in the Preview.

(6)   Furlough NTE Date

(a)   This field is required when the Furlough Indicator – Pay500 = "N" or "E"

(b)   This value will be populated in the New Furlough NTE Date Column in the Preview

(7)   Process Date – If left blank or with a previous date, the actions will process immediately. If the date is a future date, the process will be held in abeyance until the process date is reached.

c.   Mass Furlough Process – Pay500 Only Selection Criteria Region

(1)   **CIV_MFI_SEL_REQUIRED_DATA Error Message** – At least one field must be populated in order for the process to execute. If the user fails to input at least one field, the following error message will be displayed.

(2)   Selecting more than one field serves as an "AND" function.

(3)   Furlough Indicator – Pay500
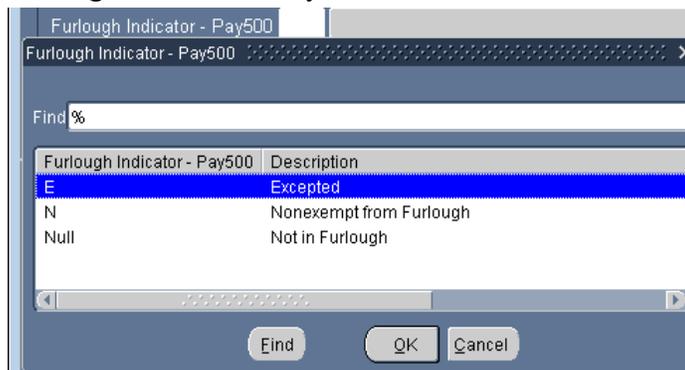
     (a)   If no value is selected from the Furlough Indicator – Pay500, then all records meeting the other values selected in the Selection Criteria will be brought through. If a value is selected, then only those records meeting the Furlough Indicator – Pay500 value in the Selection Criteria Region plus the other selection criteria will be brought through the process.

d.   **Mass Furlough Process – Pay500 Only Preview Button**

(1)   Initial Build of the Preview

     (a)   Upon clicking the Preview Button for the first time, the status will change from Unprocessed to Submitted.

(b)   The Preview will not be available until the Status changes from Submitted to Preview Ready.

(c)   To view the status of the preview, click the F11 Button and reenter the mass process name in the Name area and click Ctrl F11 to view the Status. This may need to be done several times until the Status changes to Preview Ready.

Status   **Preview Ready**

(d)   To view/select/update records, click the Preview Button.

1.   Keep Existing Button – Keep Existing Button will retain records and data that was extracted from DCPDS at the time the Preview was executed.

2.   Rebuild Button – Rebuild Button – Selecting the Rebuild Button will re-query DCPDS based on the values identified in the Selection Criteria. Any changes made in DCPDS or in the Selection Criteria will be brought into the Preview. Any record selections/updates made in the previous Preview will be removed.

(2)   Preview Screenshots

(3)   New FI-Pay500 Column – This column will be populated from the Furlough Indicator - Pay500 field from the Mass Furlough Indicator – Pay500 Region and can be changed as needed.

(4)   New Furlough Action Date Column – This column will be populated from the Furlough Action Effective Date from the Mass Furlough Indicator – Pay500 Region and can be changed as needed.

(5)   New Furlough NTE Date Column – This column will be populated from the Furlough NTE Date from the Mass Furlough Indicator – Pay500 Region and can be changed as needed.

(6)   Select/Deselect – Records can be selected/deselected as needed. Only those records selected will be processed.

(7)   Once all records have been updated/selected/deselected, click the SAVE ICON and then click the X to return to the Region Screen.

e.   **Mass Furlough Process – Pay500 Only Execute Button**
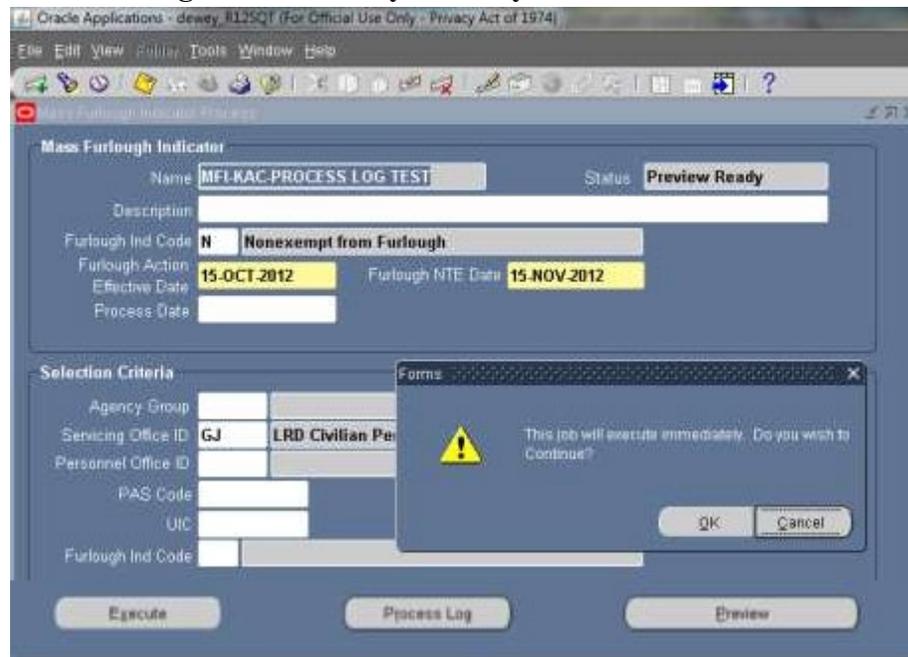
(1)   Once all changes have been made, the process is not ready to be executed. To execute the process, click the Execute Button

(2)   Upon executing the process, the following updates to DCPDS and Pay500 will be made:

(a)   **Place an employee in a furlough (non-pay) status** – Current Furlough Indicator – Pay500 = Null and New Furlough Indicator – Pay500 = "N" or "E"

1.   DCPDS will be updated as follows:

a.   Furlough Indicator – Pay500, Furlough Action Effective Date and Furlough NTE Date will be updated with the values found in the Preview identified as "NEW"

b.   Duty Status

(1)   If the NTE Date is > 30 days than the Effective Date, then update the Duty Status to 21.

(2)   If the NTE Date is < 30 days than the Effective Date, then update the Duty Status to 22.

2.   Pay500 will be updated as follows:

a.   Nature of Action (position 70-72) with NOA 472

b.   Effective Date (position 73-78) with the New Furlough Action Effective Date

c.   Duty Status (position 187-188) with the New Duty Status

   d. NTE DATE/3R Service Agreement End Date (position 397-402) with the New Furlough NTE Date

 (b) **Extends the time an employee is on furlough** – Current Furlough Indicator – Pay500 = "N" or "E" and the New Furlough Indicator Pay500 in the Preview Screen = "N" or "E", the New Furlough Action Effective Date is the same date as the current Furlough Action Effective Date and the New Furlough NTE Date is > Current Furlough NTE Date

  1. DCPDS will be updated as follows

   a. Furlough Indicator – Pay500, Furlough Action Effective Date and Furlough NTE Date will be updated with the values found in the Preview identified as "NEW"

  2. Pay500 will be updated as follows:

   a. Nature of Action (position 70-72) with NOA 002

   b. Effective Date (position 73-78) with the New Furlough Action Effective Date

   c. Corrected Nature of Action Code (position 305-307) with NOA 472

   d. NTE DATE/3R Service Agreement End Date (position 397-402) with the New Furlough NTE Date

 (c) **Cancels a furlough – employees will be paid for the furlough period or Excepted employees are return to pay status to the beginning of the furlough** – Current Furlough Indicator Code is "N" or "E" and the New Furlough Indicator Code = "Null" and Current Furlough Action Effective Date is the same as the date in the New Furlough Action Effective Date

  1. DCPDS will be updated as follows:

   a. Furlough Indicator – Pay500, Furlough Action Effective Date and Furlough NTE Date will be updated with the values found in the Preview identified as "NEW"

   b. Duty Status will be updated with a value of "00"

  2. Pay500 will be updated as follows:

   a. Nature of Action (position 70-72) with NOA 001

   b. Effective Date (position 73-78) with the New Furlough Action Effective Date

                c.   NTE DATE/3R Service Agreement End Date (position 397-402) with the New Furlough NTE Date

       (d)   **Returns an employee to a pay status at the end of a furlough period – Furloughed employees are not being paid during the furlough period** – Current Furlough Indicator Code is "N" or "E" and the New Furlough Indicator Code = "Null" and Current Furlough Action Effective Date is prior to the date in the New Furlough Action Effective Date

            1.   DCPDS will be updated as follows:

                a.   Furlough Indicator – Pay500, Furlough Action Effective Date and Furlough NTE Date will be updated with the values found in the Preview identified as "NEW"

                b.   Duty Status will be updated with a value of "00"

            2.   Pay500 will be updated as follows:

                a.   Nature of Action (position 70-72) with NOA 292

                b.   Effective Date (position 73-78) with the New Furlough Action Effective Date

                c.   NTE DATE/3R Service Agreement End Date (position 397-402) with null.

   f.   **Mass Furlough Process – Pay500 Only Process Log**

       (1)   To view the Process Logs, click the Progress Log Button

       (2)   Process Success – Process Success lists those records that processed successfully

       (3)   Total Preview Records – Total Preview Records lists the total number of records in the preview.
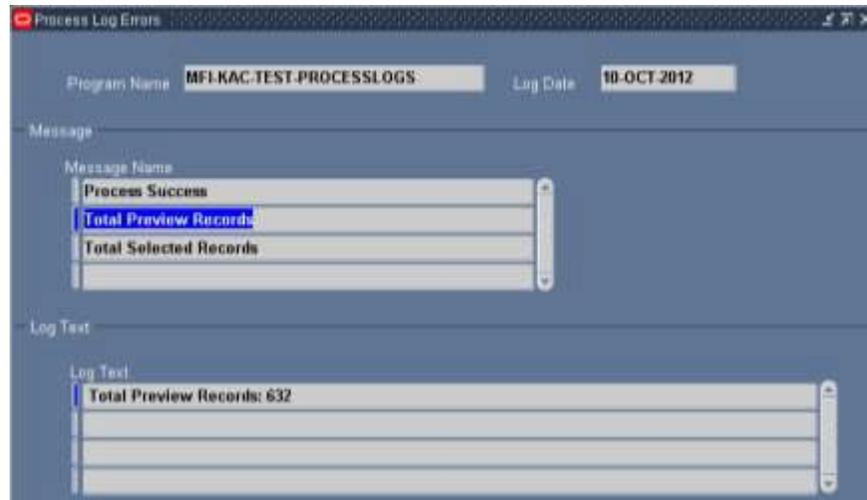
(4)   Total Selected Records – Total Selected Records list the total number of records, the total number of successfully processed records and the total number of records that error during the process.
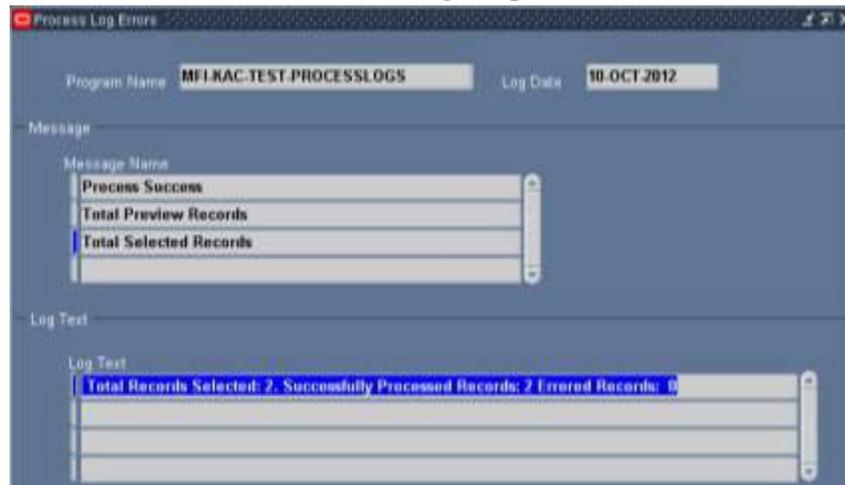
g.   **Pay500 Screenshots**

     (1)   There are five data elements that are updated in the Pay500 during the Mass Furlough Indicator – Pay500 process. See the screenshot below for the location of these fields

         (a)   NOA – position 70-72 – all actions – NOAs 472, 292, 001 and 002

         (b)   Effective date – position 73-78 – all actions

         (c)   Duty Status – position 187-188 – NOAs 472, 292 and 001

         (d)   Corrected Nature of Action Code – position 305-307 – NOA 002

         (e)   NTE Date/3R Service Agreement End Date – position 397-402 – all actions
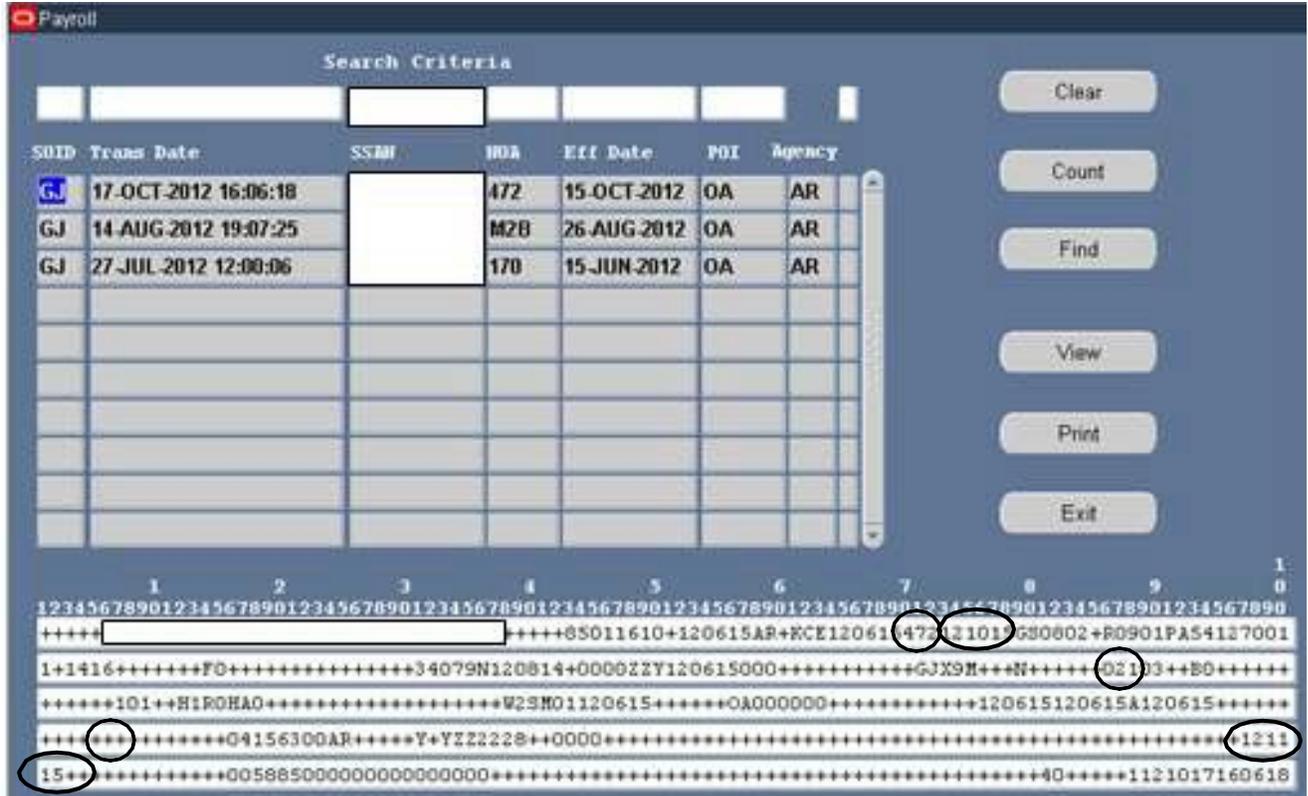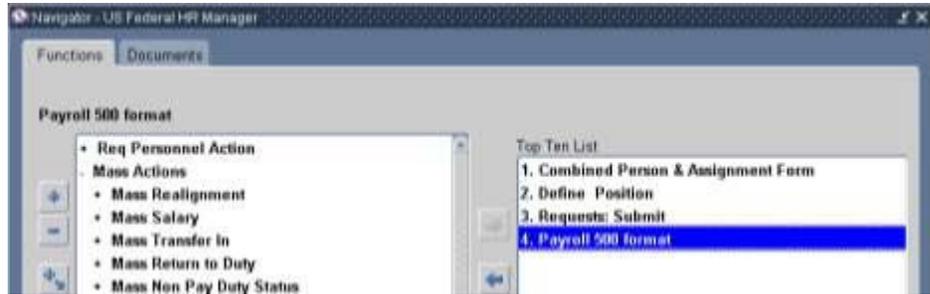
10. **Mass Load Non-Continuous Furlough Dates Process**
    a. **Mass Load Non-Continuous Furlough Dates Process General Information**
       (1) This process allows users upload a pipe delimited text file containing the dates an employee will be furloughed during a non-continuous furlough. Once the file is uploaded, it automatically creates the Mass Non Pay Duty Status Process using the file name created in this process. These dates will be used to populate Remark M73 when processing a NOA 471 using the Mass Non Pay Duty Status Process.
       (2) Once loaded, the Mass Non Pay Duty Process will be used to execute the furlough process.
       (3) This mass process requires that either the Shutdown Furlough Indicator or the Administrative Furlough Indicator = "F" – Subject to Furlough be selected to determine which records containing an "F" will be brought in to the Mass Non Pay Duty Status Process.

    b. **Mass Load Non-Continuous Furlough Dates Upload File**
       (1) Furlough dates will be separated by either a comma or semi-colon.
       (2) Store the file in either the root directory or the Temp directory. The path name cannot exceed 90 characters. If the path file is too long, an error will be encountered.
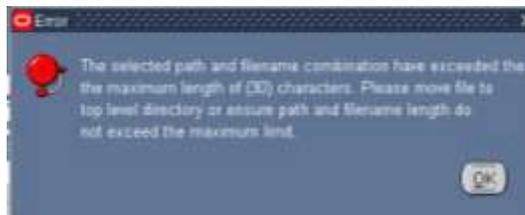
       (3) Mass Load Furlough Dates File Format

Maximum Field Length	Value
20	EDIPI
	Pipe Delimiter
30	Oracle Employee Number
	Pipe Delimiter
11	EFFECTIVE_DATE (Format: DD-MMM-YYYY)
	Pipe Delimiter
3	NOA_CODE (NOA 471)
	Pipe Delimiter
150	Furlough Dates – Insertion 1 – M73 Remark
	Pipe Delimiter
150	Furlough Dates – Insertion 2 – M73 Remark

Maximum Field Length	Value
	Pipe Delimiter
150	Furlough Dates – Insertion 3 – M73 Remark
	Pipe Delimiter
8	Furlough Hours (text) – Remarks M73
	Pipe Delimiter

Sample File: `12345678901234567890|01234567890|1-APR-2013|471|04/01/2013, 04/08/2013, 04/15/2013, 04/22/2013, 04/29/2013|||8|

c.   Mass Load Non-Continuous Furlough Dates Page

(1)   File Name – Using the browse button, locate the file

    (a)   The file length including directories is limited to 90 characters. If the path file is too long, the following error message will be displayed after the file has been selected.
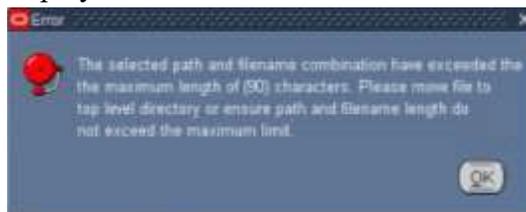
(2)   Shutdown Furlough Indicator/Administrative Furlough Indicator Checkboxes – User must select only one of the checkboxes and only those records containing an "F" – Subject to Furlough contained in the employee record will be brought into the Mass Non Pay Duty Status Process.

    (a)   **CIV_SHUT_ADMIN_FURL_CHECK Error Message** – If the user fails to select either the Shutdown Furlough Indicator or the

Administrative Furlough Indicator Checkbox produce the following error message:
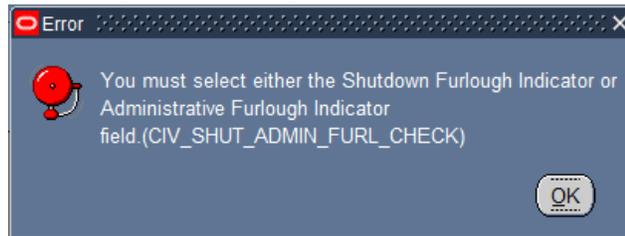
(3) Mass Load Non-Continuous Furlough Dates Name – Enter a unique upload name. Make a note of the name you enter as this will be same name used in the Mass Non Pay Duty Status Process.

    (a) Business Rule: If the name already exists the following error message will appear:

        (1) **CIV_MASS_NCF_NAME_USED Error Message**
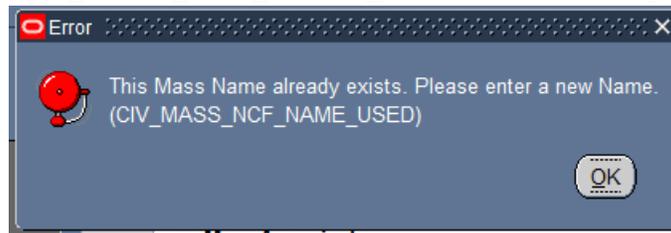
(4) Description – The description is a text area that allows the user to describe the purpose of the process and is optional.

(5) Save – Once you have selected your file and created a Mass Load Non-Continuous Dates Name click the Save Button.

    (a) **CIV_COMMIT_CHGS Error Message** – If you fail to save your inputs prior to selecting the Load Button, the following Error Message will be displayed.

    (b) The Status changes from blank to Unprocessed
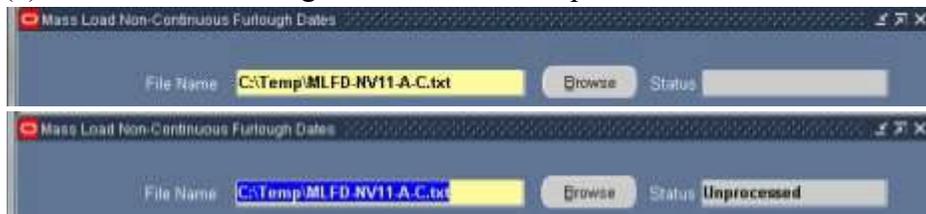
(6) Load Button

(a) Once the load process has been completed, you will receive a pop-up message providing you with the Request ID number and number of records processed.

(b) **CIV_MASS_NCF_LOAD_SUBMIT Message**: The process will create a Mass Non Pay Duty Status Process containing only those records contained in the Mass Load Non-Continuous Furlough Dates File minus any records identified in the process log as errors
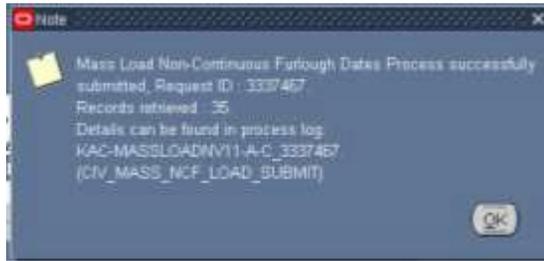
(7) Process Log

(a) If an error occurs during the upload process, the following entry will be made in the Requests Area.

(b) Access the Process Log by clicking Federal Maintenance Forms → Process Log (Federal)
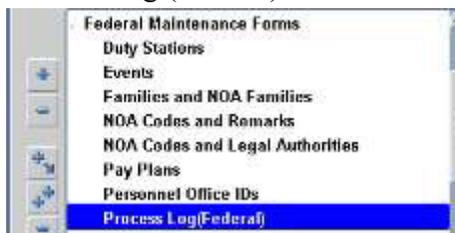
(c) Program Name – To access the process log Click F11 and enter all or part of the process name – using % as a wildcard if necessary.

(d)   Load Details – displays the number of records successfully loaded and the number of records that failed
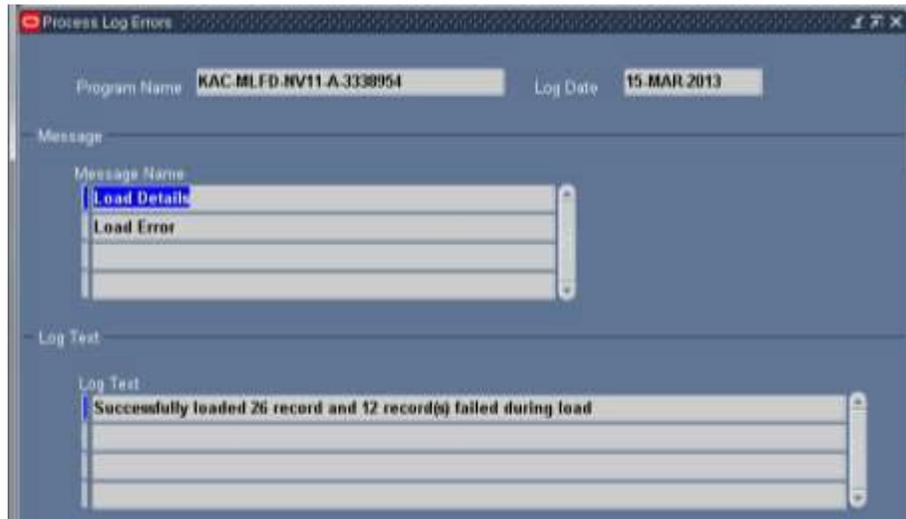
(e)   Load Error – Displays the records that failed. Click on Load Error Menu Item to determine which records did not load and the reason. Use the Edit Field Toolbar item to view the complete message for each record.

1.   The following message will be displayed if the file is not in the correct format.
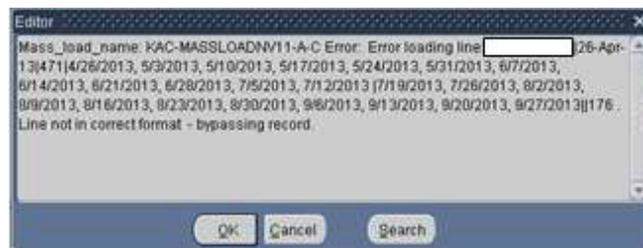
2.   The following message will be displayed if the employee's record does not contain an "F" in the Furlough Indicator.

3.   The following message will be displayed if the employee's record is not found in the region in DCPDS where the file is uploaded.
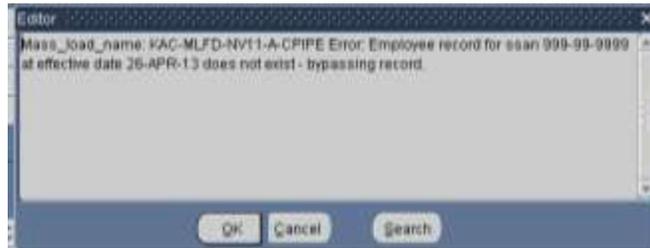
11.   **Mass Non Pay Duty Status Process (NOA 471 and 472)**

a.   **Mass Non Pay Duty Status Process (NOA 471 and 472) General Information**

(1)   The Mass Non Pay Duty Status Process allows the user to generate mass actions for NOA 471, 472 and 430. This user's guide will deal only with furlough (NOA 471 and 472).

(2)   The Mass Non Pay Duty Status Process can be created using the Mass Load Non-Continuous Furlough Dates Process (See Section XX for more information) or through the use of the Selection Criteria.

(3)   CRT 12-127082-DoD added the Furlough Indicator to the employee record. This mass process was modified to require a value of "F" in the Furlough Indicator in order for the employee records to be available for NOA 471 and 472. SCR 15-131258-DoD changed the Furlough Indicator field to "Shutdown Furlough Indicator" and added an additional furlough indicator to track administrative furloughs called "Administrative Furlough Indicator". Users are required to select either Shutdown Furlough Indicator or Administrative Furlough Indicator. Only those employees that contain an "F" in the field selected will be brought into the process.

(4)   Responsibilities – this mass update is available through the following responsibilities:

(a)   US Federal HR Manager

(b)   CIVDOD Personnelist

(5)   There are two menu items that can be used to begin the Mass Non-Pay proc(6)ess – Preview and Final. This guide is written with the user accessing the process from the Final Mass Non Pay Duty Status Process. To access

the Mass Non Pay Duty Status Process, click on the Mass Non Pay Duty
Status and then Final Mass Non Pay Duty Status from the Navigator
screen.

Mass Actions : Mass Non Pay Duty Status

- Preview Mass Non Pay Duty Stat
- Final Mass Non Pay Duty Status
- Mass Load Non-Continuous Furlough Dates

(6)   Mass Load Non-Continuous Furlough Dates Process

(a)   If the Mass Non Pay Duty Status Process is created through the
Mass Load Non-Continuous Furlough Dates Process, the Source
Criteria fields will grayed out and only those records contained in
the Mass Load Non-Continuous Furlough Dates file that did not
fail to the process log will be loaded into Preview.

(b)   Remark M75 cannot be used in the Mass Non Pay Duty Status
Process when created through the Mass Load Non-Continuous
Furlough Dates Process. The following message will be displayed
upon selecting the Execute Button.

==NEED SCREENSHOT OF ERROR MESSAGE FOR M75==

Error ☒

You cannot input Remark FR1 for the processing of Mass Load
Non-Continuous Furlough Dates. (CIV_PAR_FURLOUGH_REM_CHK_3)

OK

(7)   Quality Check of Data

(a)   Prior to running the mass process, it is recommended that a quality
check of data be performed. The following are errors that are
frequently found when running a mass process that will fail the
record to the group in-box and will require the record to be fixed
before the RPA can be updated. Note: This list is not all inclusive.

(b)   CPDF Edit 640.11.1: If Retirement Plan is K, KR, L, LR, M, MR,
N, NR, O, OR, P, or PR, then FERS coverage must be A or E.

(c)   CPDF Edit 472.04.2: If Rating of Record (period) (date appraisal
period starts & date appraisal period ends) is not spaces, then it
must not be more than 5 years earlier than the Effective Date of
Personnel Action.

(d)   CPDF Edit #320.17.2. If the Nature of Action Code is 471 then
the Legal Authority Code must be L9K, PNM, UFM, USM, VAJ,
VDR, V8V, ZVB, ZVC.

(e)   ORA-2001: CIV_EXP_RETENTION_INCENTIVE

(f)   CPDF Edit #665.03.3. If neither SCD-Retirement nor SCD-Leave
        is blank, then SCD-Retirement must be greater than or equal to
        SCD-Leave.

b.   **Mass Non Pay Duty Status Process Region**

(1)   Status – The Status changes automatically throughout the process
        (a)   Blank – A new or unsaved mass process
        (b)   Unprocessed – A saved mass process that has not been executed
        (c)   Submitted – A mass process that has been executed but has not
                been completely processed. Note: the Status will change to either
                Processed or Error once the process has completed.
        (d)   Processed – The process will change to Processed if all RPAs
                within the preview were successfully created
        (e)   Error – The process will change to Error if at least one RPA failed
                to be created within the preview.
(2)   Action Buttons
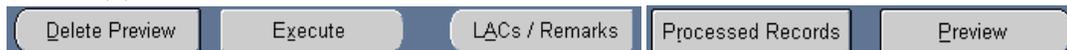
        (a)   Preview Button
                (1)   To view/edit records associated with the Selection Criteria.
                (2)   Once the Preview Button is selected, changes can be made
                        on the Setup Page will not be reflected in the Preview
                        Screen.
        (b)   Delete Preview Button – Any changes made to employee records
                or any changes made to the Setup screen after the Preview was
                created will require a new preview. To reuse the same name,
                delete the preview and recreate it.
        (c)   LACs/Remarks Button
                (1)   LACs – At least one LAC must be selected
                (2)   Remarks
                        a.   NOA 471 and NOA 472 – Remark M72 is a
                                required remark
                        b.   NOA 471 – Either Remark M73 or Remark M75 is
                                required

(d)   Execute Button

    (1)   Once the Execute Button is selected, the Status changes to Submitted. Once the process is complete the status will then change to either Processed or Error.

    (2)   Processed. If RPAs are created for all records selected in the Preview, the Status changes to Processed and the Execute Button becomes grayed out.

    (3)   Error. If at least one RPA fails to be created, the Status changes to Error and the Execute Button remains active. Access the Process Log to determine the reason the RPA(s) failed to be created. If you are able to correct the record, you may use the same mass process to process those records that initially failed to be created.

(e)   Processed Records

    (1)   Clicking the Processed Records Button will display a listing of any records where an RPA was created once the Execute Button is selected.

(3)   Name – required field

(a)   Input an unique name for the "Preview Mass Non Pay Status". Make a note of the name you type in as you will use it later in the Final Mass Non Pay Duty Status Process. The following error message will be displayed if a unique name is not entered in the Name field.

(b)   If the user uploaded records through the Mass Load Non-Continuous Furlough Dates Process, enter the name created in that process.

(4)   Effective Date – required field

(a)   Input the effective date of the furlough

(b)   If the user uploaded records through the Mass Load Non-Continuous Furlough Dates Process, the effective date will automatically be populated

(5)   Description

(a)   This field is optional - The description is a text area allows the user to describe the purpose of the process.

(b)   If the user uploaded records through the Mass Load Non-Continuous Furlough Dates Process, the description will automatically be populated

(6)   NOA Code

    (a)   Select one of the available NOA codes
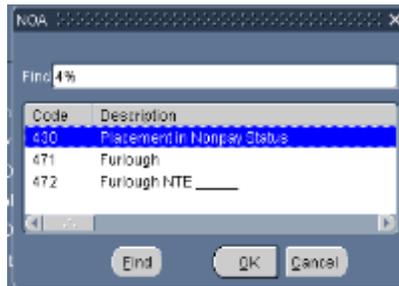
    (b)   If the user uploaded records through the Mass Load Non-Continuous Furlough Dates Process, NOA 471 will automatically be populated

(7)   NTE Date – required if NOA 472 is selected

(8)   Furlough Start Date

    (a)   Only available if NOA 471 is selected

    (b)   Update is optional in the Mass Process Screen. If this field is not updated on this screen, it must be manually input on the Preview Screen for each employee otherwise the record will fail once the process has been executed.

    (c)   If this field is updated, then the value will automatically be populated in the Preview Screen.

(9)   Furlough End Date

    (a)   Only available if NOA 471 is selected.

    (b)   Update is optional in the Mass Process Screen. If this field is not updated on this screen, it must be manually input on the Preview Screen otherwise the record will fail once the process has been executed.

    (c)   If this field is updated, then the value will automatically be populated in the Preview Screen.

(10) Furlough Hours

    (a)   Only available if NOA 471 is selected.

    (b)   Update is optional in the Mass Process Screen. If this field is not updated on this screen, it must be manually input on the Preview Screen otherwise the record will fail once the process has been executed.

    (c)   If this field is updated, then the value will automatically be populated in the Preview Screen.

(11) If Remark M75 is selected during the mass process, the Furlough Start date, Furlough End Date and Furlough Hours will be used to populate the remark.

    (12)   **Important Note: Any changes made to this area after the Preview has been created will not be made to the Preview Screen. A new preview will be required if any changes need to be made. This includes NOA, NTE Date, Furlough Start Date, Furlough End Date, Furlough Hours and any Source Criteria data.**

  c.   **Mass Non Pay Duty Status Process Source Criteria Region**

      (1)   If the user created the Mass Non Pay Duty Status Process through the Mass Load Non-Continuous Furlough Dates, the Source Criteria fields will grayed out and only those records contained in the Mass Load Non-Continuous Furlough Dates file that did not fail to the process log will be loaded into Preview.

      (2)   Selecting more than one field serves as an "AND" function.

      (3)   Required fields – one of the Furlough Indicator fields (Shutdown or Administrative) must be selected and at least one of the other fields is required. Only one of the Furlough Indicator fields can be selected.

    (a)   Shutdown Furlough Indicator

    (b)   Administrative Furlough Indicator

    (c)   Organization – only one organization can be selected at a time

    (d)   Organization Structure ID

    (e)   Office Symbol

    (f)   Personnel Office ID

    (g)   Agency Code/SubElement

    (h)   Error Messages:

        1.   **CIV_SHUT_ADMIN_NOA_CHECK Error Message** – If NOA = 471 or 472 and one of the Furlough Indicator fields is not selected, the following error message will be displayed
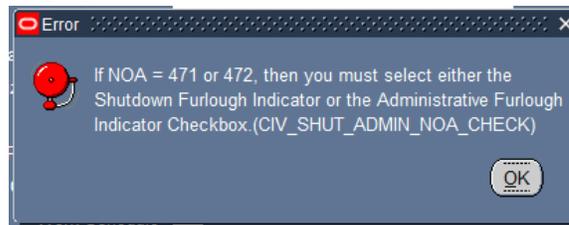
        2.   If one of the other required fields is not selected the following error message will be displayed:
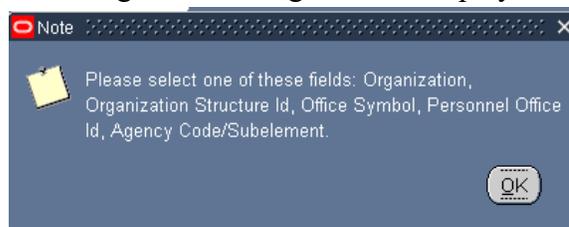
(4)   Optional fields

    (a)   Organizational Hierarchy

    (b)   UIC

    (c)   Work Schedule

    (d)   PAS Code

    (e)   Servicing Region

(5)   **Important Note: Any changes made to this area after the Preview has been created will not be made to the Preview Screen. A new preview will be required if any changes need to be made. This includes NOA, NTE Date, Furlough Start Date, Furlough End Date, Furlough Hours and any Source Criteria data.**

d.   Mass Non Pay Duty Status Process LACs/Remarks
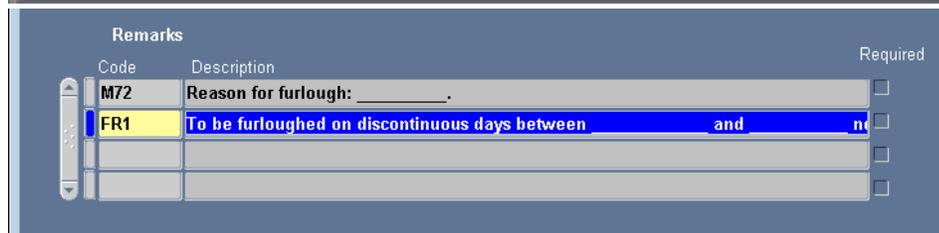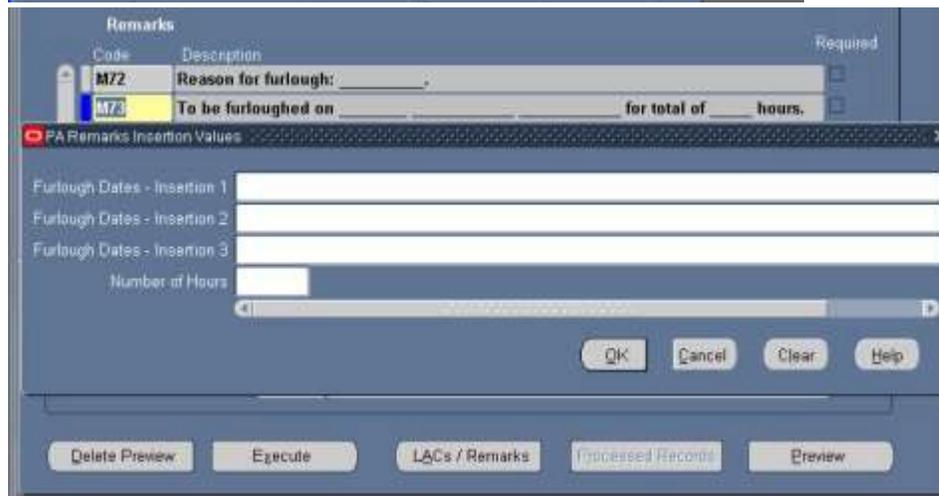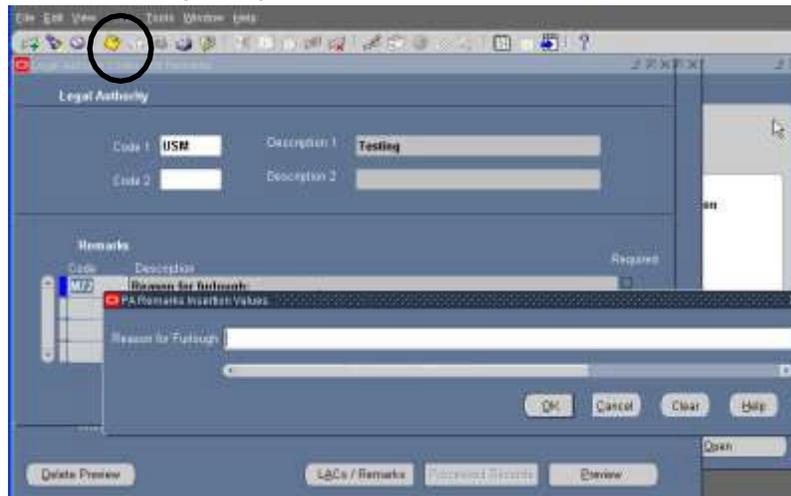
(1)   Click the LACs/Remarks button to enter Legal Authority and Remarks. The Legal Authority Codes and Remarks window is displayed.

(2)   LAC

    (a)   Input the LAC appropriate for the type of action being process.

(b)   If the user attempts to execute the process without inputting a
LAC, the following error message will be displayed:

(3)   Remarks - To open the Remarks Insertion values, click and tab on blue
(Code Box) in remark area

(a)   NOA 472

1.   Remark M72

a.   Description of Remark: Reason for Furlough
(Reason)

b.   Required Remark

(b)   NOA 471

1.   Remark M72

a.   Description of Remark: Reason for Furlough
(Reason)

b.   Required Remark

2.   Remark M73

a.   Description of Remark: To be furloughed (list
dates) for a total of (number) hours.

b.   Choose either M73 or M75 Remark to document
non-continuous furlough information –

c.   M73 can be populated in several ways

(1)   If furlough dates and hours are populated
into the Preview Screen either through the
Mass Load Non-Continuous Furlough Dates
Process or manually updated into the
Preview Screen, then M73 will be populated
from the Preview Screen.

(2)   If the furlough dates and hours are populated
in the LACs/Remarks Page, then M73 will
be populated from this page.

3.   Remark M75 – Need Screenshot
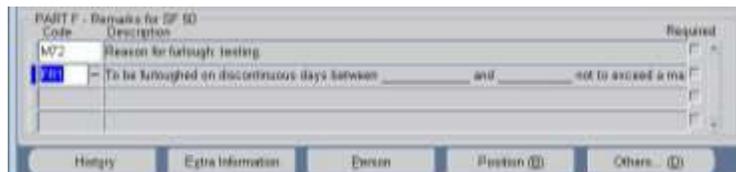
a.   Description of Remark: To be furloughed on discontinuous days between (beginning date of furlough period) and (ending date of furlough period) not to exceed a maximum of (number of hours) during the furlough period. Prior to the beginning of each pay period your supervisor will inform you of the specific date(s) that you will be furloughed during the pay period. (Note: This remark was approved by OPM to be used as a substitution to the M73 Remark.)

b.   Choose either M73 or M75 Remark to document non-continuous furlough information.

c.   When selecting M75, the insertion screen will not appear. The insertion values for M75 will be populated from the Furlough Indicator in the Extra Information → Furlough Indicator EIT in the Preview Screen and will be populated into the RPA and NPA upon update HR.

(c)   **CIV_PAR_FURLOUGH_REM_CHK_2 Error Message** – If the user attempts to process the action using both M73 and M75 the following error message will be displayed.

(3)   Save information by clicking on the floppy icon on the top of menu.

(4)   Automatic Generation of Remarks – The following remarks will be automatically generated based on the following conditions in the employee record. For a description of each remark see the GPPA or *Section 1.d.(1)(a)5*.

(a)   G33 – If the employee's current work schedule is "F" – Full-time, "P" – Part-time, "S" – Part-time – Job Share, "B" – Baylor Plan, "G" – Full-Time Seasonal, "Q" – Part-Time Seasonal, T – Part-Time Seasonal Job Sharer,.

(b)   B72 – If the employee's current FEGLI Codes does not equal "00", "05", or "B0".

(c)   B41 – If the employee's current Legal Authority Code equals "YEA", "YEF", "YEG", and the employee's current FEHB Enrollment Code does not equal "X", "Y", or "Z".

(d)   B71 – If the employee's current FEHB Enrollment Code does not equal "X", "Y", "Z".

e.   **Mass Non Pay Duty Status Process Preview Button**

(1)   Initial Build of the Preview

(a)   Upon clicking the Preview Button for the first time, the status will change from Unprocessed to Submitted

(b)   The Preview will not be available until the Status changes from Submitted to Preview Ready.

(c)   To view the status of the preview, click the F11 Button and reenter the mass process name in the Name area and click Ctrl F11 to view the Status. This may need to be done several times until the Status changes to Preview Ready.

(d)   To view/select/update records, click the Preview Button.

1.   Keep Existing Button – Keep Existing Button will retain records and data that was extracted from DCPDS at the time the Preview was executed.

2.   Rebuild Button Rebuild Button – Selecting the Rebuild Button will re-query DCPDS based on the values input in the Selection Criteria. Any changes made in DCPDS will be brought into the Preview. Any record selections/updates made in the previous Preview will be removed.

(e)   **Important Note: Any changes made to Mass Non Pay Duty Status Region and Source Criteria area after the Preview has been created will not be made to the Preview Screen. A new preview will be required if any changes need to be made. This includes NOA, NTE Date, Furlough Start Date, Furlough End Date, Furlough Hours and any Source Criteria data.**

(2)   Preview Screenshots – Note: The data elements available for update will
        depend on the NOA selected in the setup page

(3)   Select/deselect records
(a)   default is set to select all records
(b)   to deselect records click the select/deselect button twice, then click
        in the selection box to select records you want.

    (4)   Updateable Data Elements

        (a)   Furlough Start Date

              1.   Required input if NOA = 471

              2.   Documents the start date of a non-continuous furlough period

              3.   Autopopulated from the Main Screen if input, however, can be changed if necessary

              4.   If Remark M75 is selected, the information contained in this data element will be automatically populated into the Remark once the action is processed.

        (b)   Furlough End Date

              1.   Required input if NOA = 471

              2.   Documents the end date of a non-continuous furlough period

              3.   Autopopulated from the Main Screen if input, however, can be changed if necessary

              4.   If Remark M75 is selected, the information contained in this data element will be automatically populated into the Remark once the action is processed.

        (c)   Furlough Hours

              1.   Required input if NOA = 471

               2.   Documents the number of total furlough hours

               3.   Autopopulated from the Main Screen if input, however, can be changed if necessary

               4.   If Remark M75 is selected, the information contained in this data element will be automatically populated into the Remark once the action is processed.

    (d)   Furlough Dates – Insertion 1 – M73 Remark
- 1. Automatically updated if the user created the Mass Non Pay Duty Status Process using the Mass Load Non-Continuous Furlough Dates Process
- 2. The values contained in the column will be used to populate the 1st of 3 insertion values associated with M73 Remark dealing with furlough dates
- 3. Length is limited to 150 characters

    (e)   Furlough Dates – Insertion 2 – M73 Remark
- 1. Automatically updated if the user created the Mass Non Pay Duty Status Process using the Mass Load Non-Continuous Furlough Dates Process
- 2. The values contained in the column will be used to populate the 1st of 3 insertion values associated with M73 Remark dealing with furlough dates
- 3. Length is limited to 150 characters

    (f)   Furlough Dates – Insertion 3 – M73 Remark
- 1. Automatically updated if the user created the Mass Non Pay Duty Status Process using the Mass Load Non-Continuous Furlough Dates Process
- 2. The values contained in the column will be used to populate the 1st of 3 insertion values associated with M73 Remark dealing with furlough dates
- 3. Length is limited to 150 characters

    (g)   Furlough Hours – M73 Remark
- 1. Automatically updated if the user created the Mass Non Pay Duty Status Process using the Mass Load Non-Continuous Furlough Dates Process
- 2. The value in this column will be used to populate the total furlough hours associated with M73 Remark
- 3. Length is limited to 8 characters

    (h)   NTE Date

- 1. The NTE Date column is only available for NOA 472 – Furlough NTE.
- 2. The data element is auto-populated from the Main Screen, however, can be updated individually

    (i)   Employment Type

Employment Type

1.   "Employment Type" – There are three values associated
        with Furlough. Users will need to change the Employment
        Type to meet the length of furlough.
    a.   F – Emp on LWOP/Furl/Susp in Non-Pay Stat for
            31/More Cons Days
    b.   S – Emp on LWOP/Susp/Non Pay/Furl for 1-14
            Days
    c.   T – Emp on LWOP/Susp/Non Pay/Furl for 15-30
            Days
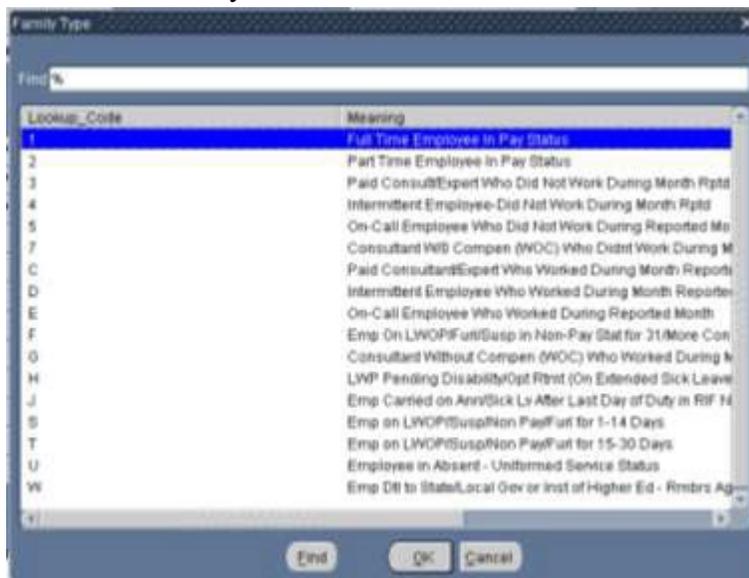
(5)   Once all records have been updated/selected/deselected, click the yellow
        floppy disk icon and then the gray X in the upper right corner to return to
        the Mass Placement in Non-Pay Status/Furlough (Preview) Window.

(6)   If changes are made to the employee records within DCPDS after the
        preview is built, you will need to delete the preview using the DELETE
        PREVEIW Button and re-execute the preview (PREVIEW Button) in
        order for records to be updated.

f.   **Mass Non Pay Duty Status Process Execute Button**
(1)   Once you have reviewed all changes, you are now ready to process the
        mass furlough. Click on the on gray X in the upper right corner to return
        to the Mass Placement in Non-Pay Status/Furlough (Final) window.

(2)   Error Messages

(a)   **CIV_PAR_FURLOUGH_REM_CHK_1 Error Message** – The following error message will be displayed if either Remark M73 or Remark M75 are not selected.
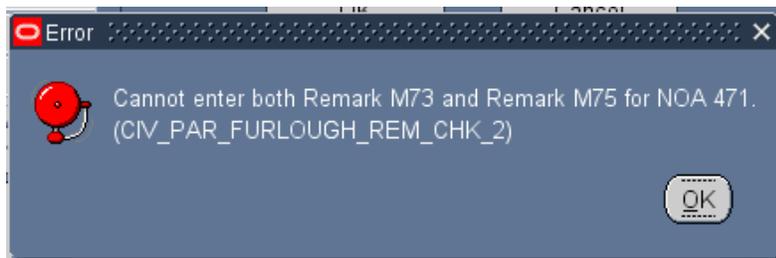
(b)   **CIV_PAR_FURLOUGH_REM_CHK_3 Error Message** – The following error message will be displayed if Remark M75 is selected and the user used the Mass Load Non-Continuous Furlough Dates Process to create the Mass Non Pay Duty Status Process.

(3)   Submitted Status
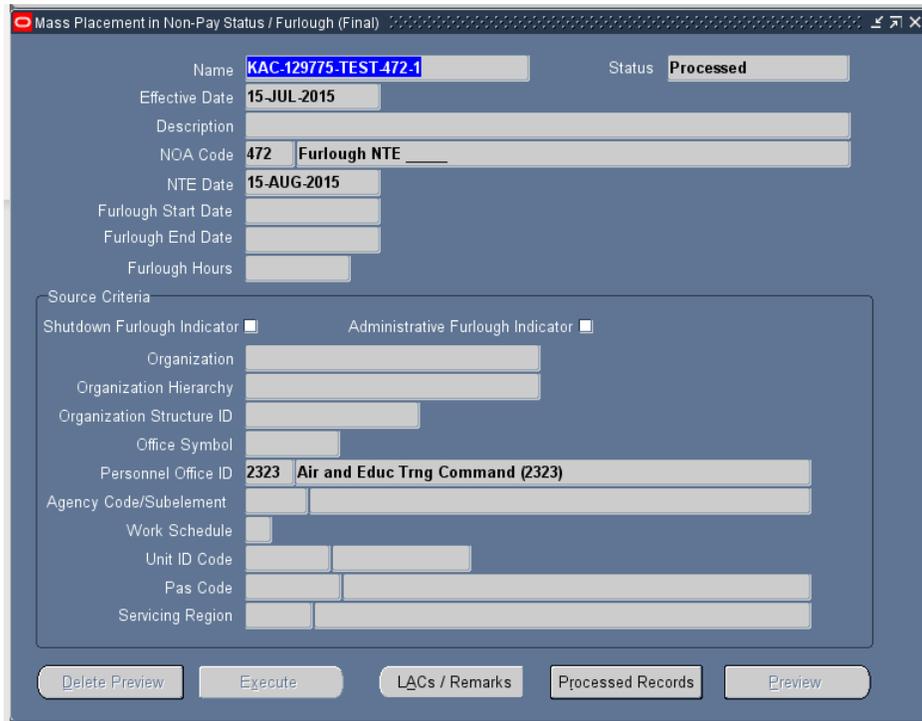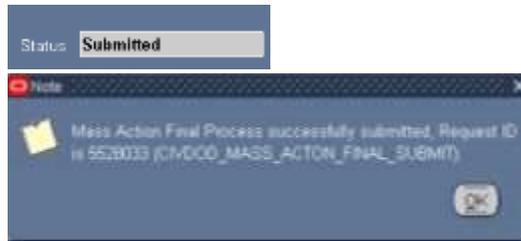
g.   Mass Non Pay Duty Status Process Process Log

(1)   Once the process has been executed, a process log number is assigned to the process. The user can query the process log to determine which records an RPA was created and which records failed to create an RPA (if any). Note: Once the process has been executed, futures must be run in order for the RPAs to consummate.

(2)   In the US Federal HR Manager responsibility, select Federal Maintenance
        Forms → Process Log(Federal)

(3)   To query, click F11 and type in a portion of the process name or the
        process log number and click Cntrl F11.
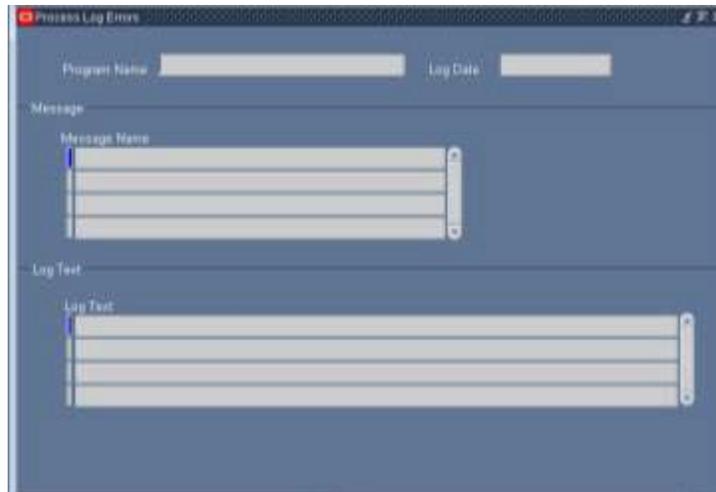
(4)   To view the entries in the Process Log:

        (a)   To view the records, click on the Message Name, the records
                associated with the message will appear in the Text Log
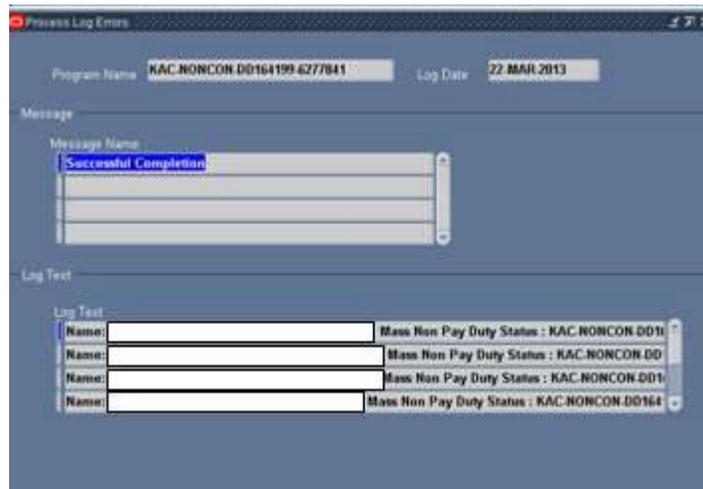
        (b)   To view the individual message, click on the individual record in
                the Log Text and then the Edit Field Icon

        (c)   To export the process log:
                1.   Click on the first record in the Log Text
                2.   Click File/Export
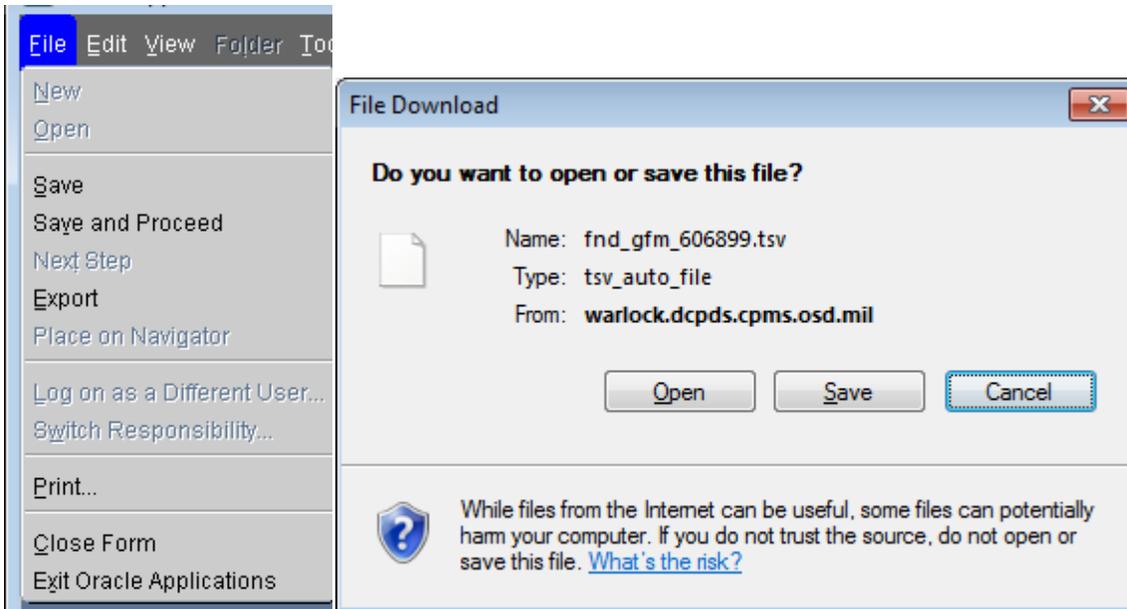
3.   Click either Open or Save.

(4)   Following are the different entries that may appear on the process log.

(1)   Successful Completion – An entry is created for each RPA that successfully was created.

(2)   RPA Exists Already – An entry is created for each record where an RPA already exists for the same effective date with the same NOA
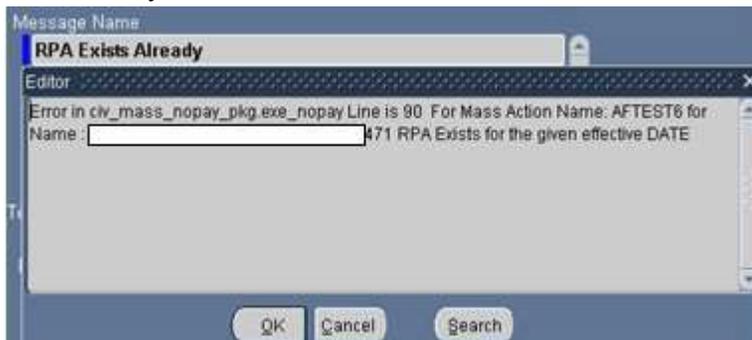
(3)   Unable to Create RPA – An entry is created for each record where the following conditions are met:

a.   Non-continuous Furlough Data Elements are null
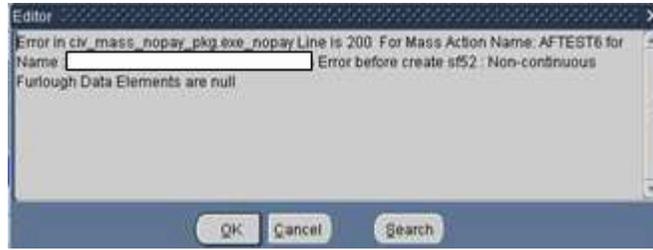
b. This employee is currently on LWOP. The furlough action is only needed if the employee returns from LWOP prior to the expiration of the furlough.
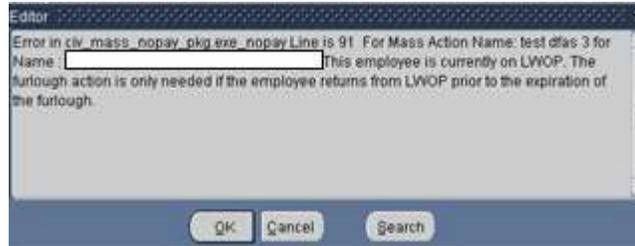
c. Overlapping Actions
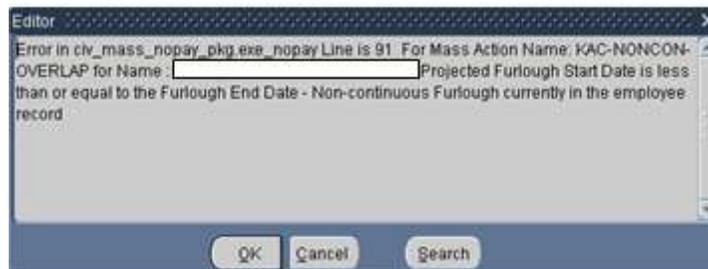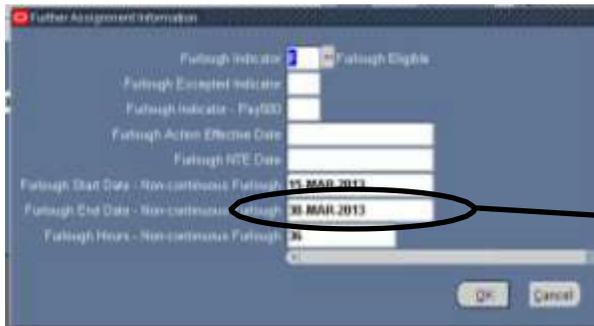
CURRENT RECORD	**PROJECTED RPA ACTION**
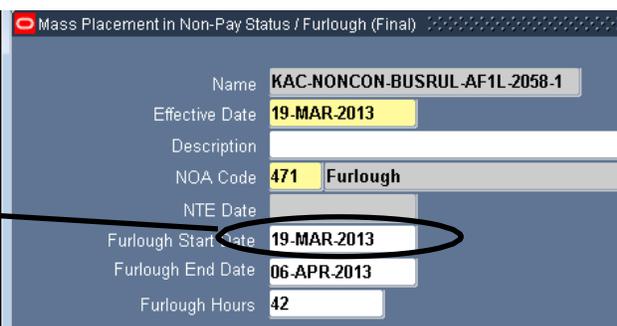
h. **Mass Non Pay Duty Status Process Consummation of RPAs**

(1) Futures must be executed for the NPAs to be consummated and HR updated. Futures will normally process overnight. See your system's administrative, if the NPAs are needed prior to normal overnight processing.

(2) Once futures has run, check the process log to those RPAs that were processed successfully and those that failed to be consummated. RPAs that failed to processed will be routed to the Group Inbox.

(3)   To access the process log, go to US Federal HR Manager → Process Log
          (Federal) – Click F11 and type in GHR% in the Program Name the Log
          Date and click Cntrl F11.
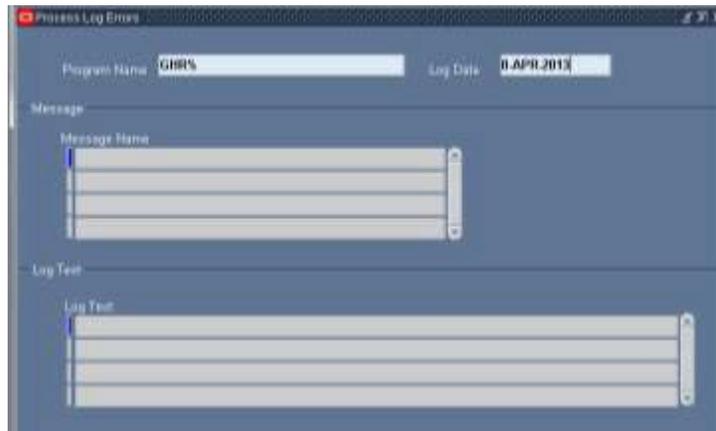
12.   **Mass Return to Duty (NOA 292)**

a.   **Mass Return to Duty (NOA 292) General Information**

(1)   The Mass Return to Duty allows the user to generate mass actions for NOA 280 AND 292. This user's guide will deal only with returning an employee to duty (NOA 292) from a furlough (NOA 472).

(2)   Responsibilities – this mass update is available through the following responsibilities:

(a)   US Federal HR Manager

(b)   CIVDOD Personnelist

(3)   There are two menu items that can be used to begin the Mass Return to Duty Process – Preview and Final – This guide is written with the user accessing the process from the Final Mass Return to Duty. To access the Mass Return to Duty, click on the Final Mass Return to Duty link from the Navigator screen.

b.   **Mass Return to Duty Process Region**

(1) Name – required field – input a unique name for the "Preview Mass Non Pay Status". Make a note of the name you type in as you will use it later in the querying the process.

(2) Effective Date – required field - input the effective date of the return to duty

(3) Description – optional

(4) NOA Code – select one of the available NOA codes
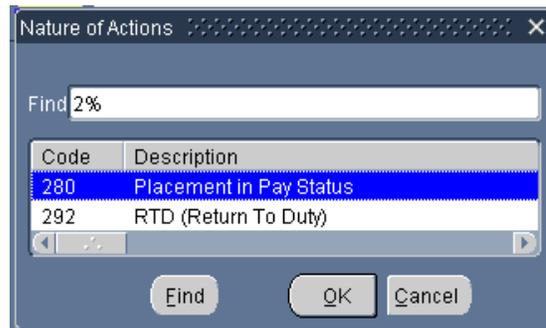
c.   **Mass Return to Duty Process Source Criteria Region**

(1) Use any field identified in this area to further define which records will be used within the organization.

(2) Selecting more than one field serves as an "AND" function.

(3) Required fields – one of the following fields is required
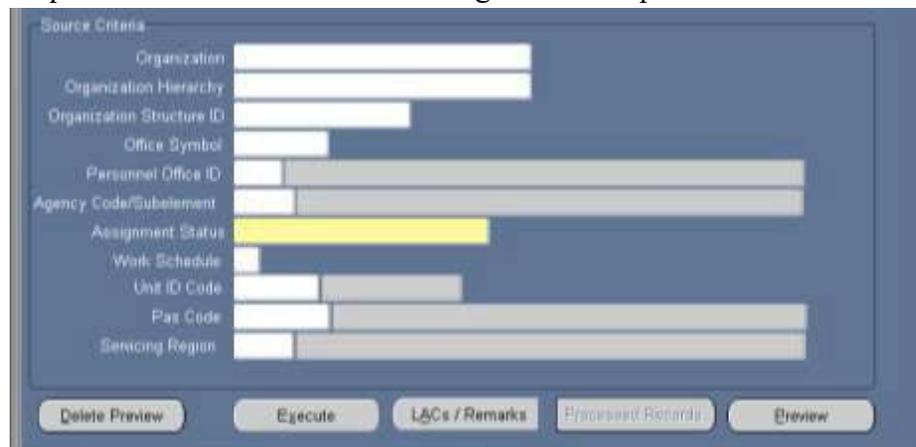
(a) Organization – only one organization can be selected at a time

(b) Organization Structure ID

(c) Office Symbol

(d) Personnel Office ID

(e) Agency Code/Subelement

(f) Assignment Status - required
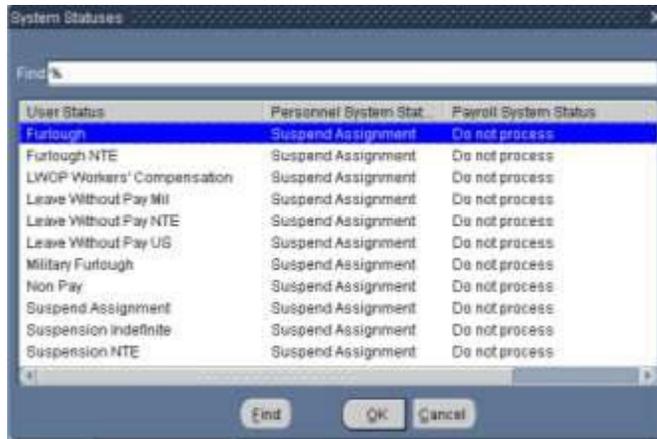
(g) If one of the required fields is not selected the following error message will be displayed:
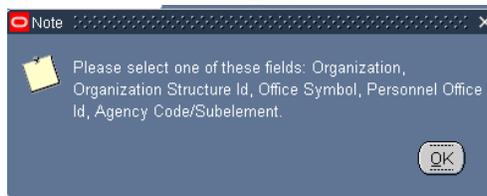
(4) Optional fields
  (a) Organizational Hierarchy
  (b) Work Schedule
  (c) PAS Code
  (d) UIC
  (e) Servicing Region

d. **Mass Return to Duty Process LAC/Remarks**
  (1) Click the LACs/Remarks button to enter Legal Authority and Remarks. The Legal Authority Codes and Remarks window is displayed.
  (2) Enter any appropriate Remarks.
  (3) Save information by clicking on the floppy icon on the top of menu.
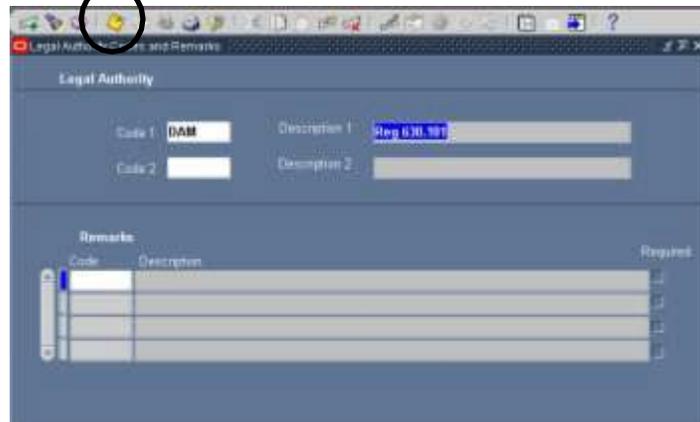
e.   **Mass Return to Duty Process Preview Button**

(1)   Click on "Preview" button in the lower right corner of the screen to review the records to make sure you have the correct data.

(2)   Select/deselect records

(a)   default is set to select all records

(b)   to deselect records click the select/deselect button twice, then click in the selection box to select records you want.
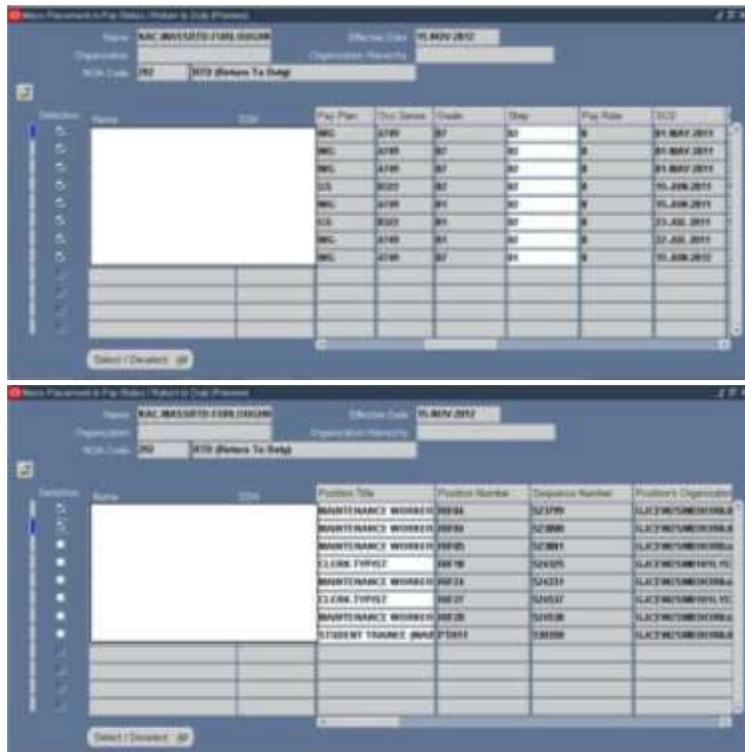
(3)   You can only change 3 columns in preview page

(a)   "Position Title" – changing the position title will automatically change all of the columns attributed to the position

1.   To change the Position Title, click in the Position Title field of the record you wish to change

2.   Key in the position title name and select from the available positions

(3)   Step

(4)   Duty Station Code

(4)   Once all records have been updated/selected/deselected, click the yellow floppy disk icon and then the gray X in the upper right corner to return to the Mass Placement in Non-Pay Status/Furlough (Preview) window.

(5)   If changes are made to the employee records within DCPDS after the preview is built, you will need to delete the preview using the DELETE PREVEIW Button and re-execute the preview (PREVIEW Button) in order for records to be updated.

f.   Mass Return to Duty Process Execute Button

(1)   Once you have reviewed all changes, you are now ready to process the mass furlough. Click on the on gray X in the upper right corner to return to the Mass Placement in Pay Status/Return to Duty (Final) window.
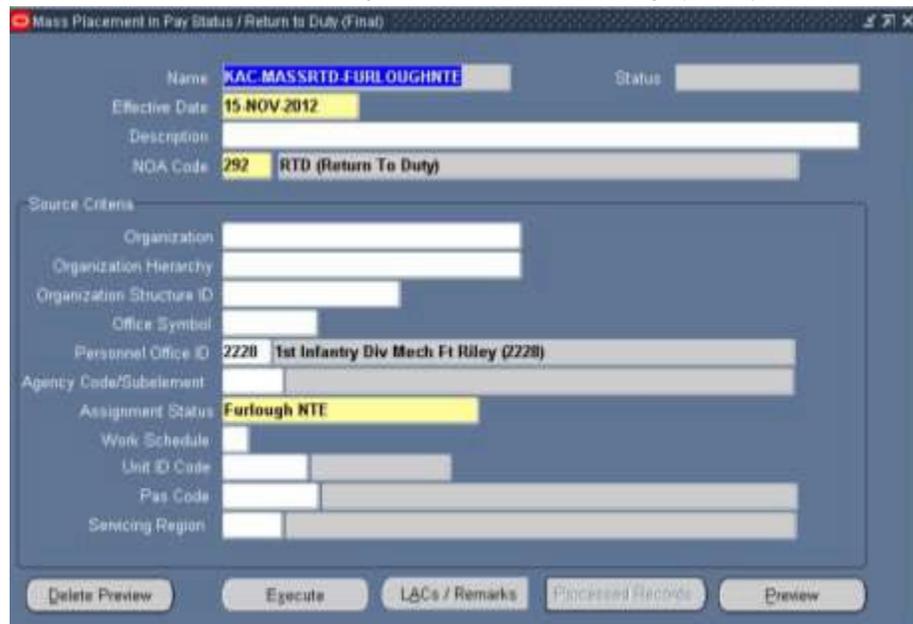
(2)   Submitted Status
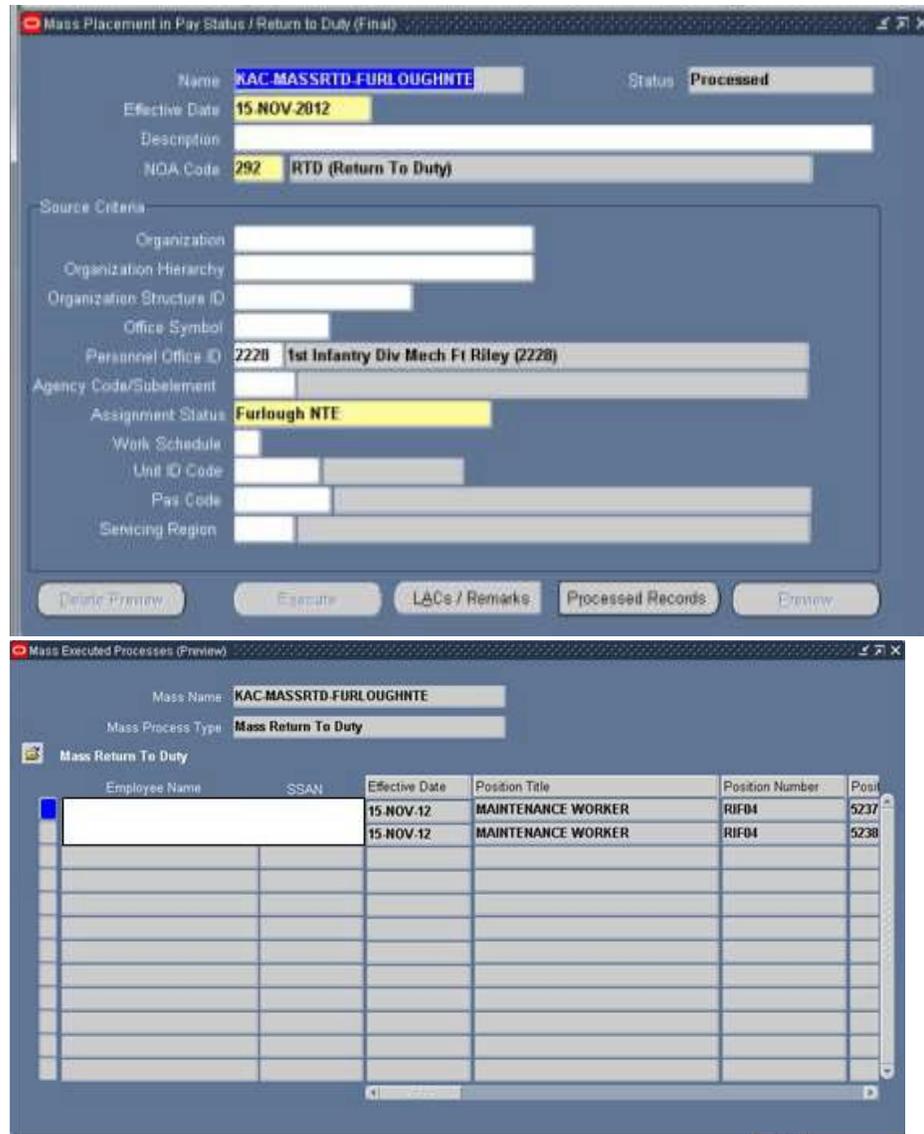
g.   **Mass Return to Duty Process Process Log**

h.   **Mass Return to Duty Process Consummation of RPAs** – Futures must be executed for the NPAs to be consummated and HR updated. Futures will normally process overnight. See your system's administrative, if the NPAs are needed prior to normal overnight processing.

13. CRT/SCR/PR

Type & # (SCR/CRT/PR)	Component #	Title	Delivery Date	Remarks
SCR 11-125227-DLA	DLA-11-0075	Mass Furlough Indicator Code Process	12/4/2011	(1) Remove Pay Cap code from the Mass Non Pay Duty Status Process (2) Remove dbug code/main cursor (3) Process Log changes (4) Pay Plan requirements (5) Add new interfaces (6) Exclude specific records (7) Add UIC/PAS and Servicing Region to the selection criteria (8) Do not create an RPA for employees in a LWOP Status.
CRT 11-125014-DoD	CPMS-11-0061 – 03/08/2011	Mass Non Duty Status (Furlough) Process Update	3/16/2011	(1) Create a new DDF and Data Elements to identify Furlough Indicator Codes (2) Create a mass process called "Mass Furlough Indicator Process"
CRT 12-126187-DoD	CPMS-12-0006 – 01/05/2012	Mass Furlough Indicator Code Update	5/13/2012	(1) Furlough Indicator Code Value Change (2) Mass Furlough Indicator Process Change

Type & # (SCR/CRT/PR)	Component #	Title	Delivery Date	Remarks
CRT 12-127082-DoD	CPMS-12-0218 – 09/10/2012	New Furlough Indicator Functionality	11/11/2012	(1) Hide the Oracle Furlough Indicator (2) Changes to the Furlough Indicator EIT (3) Change the Mass Furlough Indicator Process (4) Create a mass process called "Mass Furlough Indicator Update Process" (5) Self Service Updates (6) Change the Mass Non Pay Duty Status Process
CRT 13-127268-DoD	CPMS-12-0257-10/23/2012	CSU - Furlough Indicator	12/30/2012	Modified CSU as a result of 11-125227-DLA, 12-126187-DoD and 12-127082-DoD
CRT 13-127296-DoD	CPMS-12-0262 – 11/1/2012	Furlough Indicator Modifications	12/2/2012	(1) Add the ability to process a correction to the 472 through the Mass Furlough Indicator – Pay500 Process (2) Modify the Mass Furlough Indicator – Pay500 to exclude non-pay status records (3) Remove the Furlough Action Effective Date from the employee record when processing a Mass Furlough Indicator – Pay500 Cancellation or Return to Duty Action (4) Change the location of the Preview and Execute Buttons (5) Change the order of appears in the Navigation Screen

Type & # (SCR/CRT/PR)	Component #	Title	Delivery Date	Remarks
CRT 13-127432-DoD	CPMS-12-0298 – 12/10/2012	Modify the Pay500 to Exclude NOA 471	2/11/2013	(1) Modify DCPDS to not create the Pay500 when processing a NOA 471, correction to a NOA 471 or cancellation NOA 471
CRT 13-127555-DoD	CPMS-13-0015 – 01/18/2013	Furlough Indicator – New Lookup Value	2/1/2013	(1) Add a new value to the GHR_US_FURLOUGH_IND Lookup Table
CRT 13-127570-DoD	CPMS-13-0017 – 01/25/2013	Non-continuous Furlough Modifications	4/7/2013	(1) Add three data elements used to track a non-continuous furlough (2) Add the data elements to the manual NOA 471 (3) Modify Remark M73 from a date to a three insertion fields – 150 characters each (4) Change the Mass Non Pay Duty Status Process (5) Create a new mass process called "Mass Load Non-Continuous Furlough Dates"
CRT 13-127682-DoD	CPMS-13-0039 – 02/26/2013	Modify PAD Interface and Additional Leave Info DDF	4/7/2013	(1) Modify the PAD Interface to add Furlough Used PP (2) Add Furlough Used PP to the Additional Leave Info DDF (3) Create new data element called Furlough Accumulated Hours to the Additional Leave Info DDF

Type & # (SCR/CRT/PR)	Component #	Title	Delivery Date	Remarks
CRT 13-127711-DoD	CPMS-13-0046 – 3/5/2013	Non-continuous Furlough New Remark	4/7/2013	(1) Create a new remark in the Remarks Table (FR1) (2) Associate the new remark with NOA 471 (3) Apply business rules in the Mass Non Pay Duty Status Process
CRT 13-127712-DoD	CPMS-13-0047 – 3/5/2013	Modify Self-Service – Furlough	4/7/2013	(1) Add Furlough Hours & Furlough Accumulated Hours (2) Add Furlough Start Date, Furlough End Date and Furlough Hours
CRT 13-127816-DoD	CPMS-13-0068 – 3/29/2013	Non-Pay/Non Duty Status Remark Modifications	4/7/2013	(1) GPPA Update 62 – Modifies Remarks B71 and B72 (2) GPPA Update 62 – Adds reference to Remark M75
TD 18129		Hide Furlough Indicator Region from My Workplace	6/28/2013	Hid the Furlough Indicator Region from My Workplace
CRT 13-128192-DoD	CPMS-13-0165-7/1/2013	Mass Non-Pay Non Duty Status – Furlough DCIPS LAC	7/3/2013	Regardless of the LAC that is input in the Mass Non Pay Duty Status process, if the Intel Position Ind = "2", when the RPA is created and the NPA processed, update the LAC to "USM" and the LAC description to "10 U.S.C. 1601".
CRT 13-127920-DoD		Upload DCPDS Furlough Users Guide into Tnkerbell		
CRT 13-127291-DoD	CPMS-13-0167-7/2/2013	Replace the DCPDS Furlough Users Guide on Tnkrbell	7/19/2013	Replaced the DCPDS Furlough Users Guide on Tnkrbell with current version dated 7/7/2013
CRT 13-128275-DoD		Hide Oracle Non-Continuous Furlough Data Elements	9/29/2013	This CRT hides the Non-Continuous Furlough data elements added by Oracle. DoD has created a special DDF to store

Type & # (SCR/CRT/PR)	Component #	Title	Delivery Date	Remarks
				the furlough data elements. Please forward to Lockheed
CRT 13-128469-DoD		Modify the Pay500 to Exclude NOA 472 and NOA 292 following a NOA 472		
CRT 14-128489-DoD	CPMS-13-0269-10/28/2013	Modify the CIVDOD_FURLOUGH_EXCEPTED_IND Lookup Table to include POMA 2014	10/11/2013	Modify the CIVDOD_FURLOUGH_EXCEPTED_IND Lookup Table to add the following lookup code: 3 – Pay our Military Act (POMA) - 2014
CRT 14-128513-DoD	CPMS-13-0280-10/16/2013	Update Furlough Processing Documentation on Tnkrbell	10/17/2013	Posted the following documents on the Tnkrbell Website (1) DCPDS Actions Related to Current Furlough – 20131016 (2) DCPDS Furlough Decision Logic Tree – 20131016 (3) Steps to Processing a Lapse of Appropriation Furlough Within DCPDS (Updated for POMA) - 20131016
CRT 13-128477-LM	Patch 17467702	Oracle September 2013 Legislative Patch 17467702	12/1/2013	DCPDS modified to no longer change the Assignment Effective Start Date when NOA 471 is processed.
CRT 13-128201-DoD		Replace the DCPDS Furlough Users Guide in Tinkerbell		
CRT 13-128469-DoD		Modify the Pay500 to Exclude NOA 472 and NOA 292 following a NOA 472		
CRT 15-129929-DoD	DCPAS-14-0295-12/5/2014	Furlough Remarks – FR1 and M75 Changes	3/29/2015	(1) End-Date Remark FR1 effective 9/30/2013

Type & # (SCR/CRT/PR)	Component #	Title	Delivery Date	Remarks
				(2) Modify the manual Non-Pay Duty Status RPA Process to use Remark M75 instead of FR1 (3) Modify the Mass Non-Pay Duty Status RPA Process to use Remark M75 instead of Remark FR1
CRT 15-131613-DoD	DCPAS-15-0313-9/25/2015	Furlough - Change Furlough Accumulated Hours to Zero for PP Ending 19Oct2013		Change the Furlough Accumulated Hours to Zero for PP Ending 22Mar2014 and all pay periods forward to current pay period
CRT 15-131614-DoD	DCPAS-15-0314-9/25/2015	Furlough - End Date Furlough Exception Code for POMA 2014		End-date the Furlough Excepted Indicator Code for Furlough on the CIVDOD_FURLOUGH_EXCEPTED_I ND Lookup Table
CRT 15-129833-DoD		SSN Reduction in DCPDS Mass Processes – Task #2 – Update 10 Mass Processes		
SCR 15-131258-DoD	DCPAS-15-0193-6/25/2015	Furlough Indicator – Shutdown vs Administrative Furlough	8/21/2016	
SCR 16-131785-ARM		ARM-Add Furlough Indicator DDF to CIVDOD Reconstruct History		

14.   Glossary of Changes

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