January 19, 2024

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

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

Step 1	Component review and update of the Shutdown Furlough Indicator Code in DCPDS for all employees with one of the following values:
	    F – Subject to Furlough
	    X – Excepted from Furlough
	    E – Exempt from Furlough
	Note: The Shutdown Furlough Indicator Code can be updated using the Furlough Indicator Mass Upload and Furlough Indicator Mass Update Process or manually updating the Furlough Indicator Extra Information Type in Person → Assignment → Extra Information
		Update as necessary but not later than (NLT) (**19-Jan-2024 Minus 3 Days**)	Components

Step 2	Create a Mass Furlough Process – Pay500 Only Process – Nature of Action (NOA) 472 – Furlough Not-to-Exceed (NTE) **(but do not execute)** in DCPDS that will place employees coded with an "F" – "Subject to Furlough" and "X" – "Excepted from Furlough" in the Shutdown Furlough Indicator field in a non-pay status in the Payroll System once executed. This will allow Components to be ready should a furlough take place and the furlough is expected to last beyond **23-Feb-2024**. Effective Date: **11-Feb-2024 and NTE 11-Mar-2024**	Create NLT (**19-Jan-2024 Minus 2 days**) Defense Civilian Personnel Advisory Service/Enterprise Solutions and Integration will provide Component Point of Contact's specific processing steps via a Quick Guide as soon as an effective date has been established.	Components

Step	Action	Action Date	POC
Step 3	Employees identified as "Subject to Furlough" and "Excepted from Furlough" record time and attendance of "KE"	Employees scheduled to work on 20-Jan-2024 will update time and attendance for **20-Jan-2024 through 27-Jan-2024** and create and update timecard for pay period **28-Jan-2024 through 10-Feb-2024.**	Employees
Step 4	If it is anticipated that the furlough will extend beyond **23-February 2024**, execute the Mass Furlough Process – Pay500 Only Process in DCPDS with an effective date of **11-Feb-2024** created in Step 2 above. This flows a NOA 472 Furlough NTE action to the Payroll System that places an employee in a non-pay status as of **11-Feb-2024.** Note: This process does not create an SF-☰NOA 472 in the employee record in DCPDS.	NLT **23-Feb-2024**	Component
B.	**CONCLUSION OF THE FURLOUGH**		
Step 1	Employees correct and/or create timecards for the furlough periods	As soon as possible after employees are recalled to work	Employees
Step 2	If the Mass Furlough Process – Pay500 Only Process was executed, process a Mass Furlough Process – Pay500 Only – NOA 001/472 Cancellation action in DCPDS that cancels the action executed in Step A.3. for all employees identified as "F" - Furlough Eligible and "X" – Excepted from Furlough in the Shutdown Furlough Indicator field.	As soon as possible after employees are recalled to work	Component
Step 3	If the Mass Furlough Process – Pay500 Only Process was executed, at the end of the furlough period, remove all values from the Furlough Used by PP and Furlough Accumulated Hours for all pay periods encompassing the furlough period through the use of a custom script.	TBD	DCPAS/ Leidos
C.	**IF EMPLOYEES ARE RECALLED BEFORE THE CONCLUSION OF THE FURLOUGH PERIOD**		
Step 1	Change the Furlough Indicator for all recalled employees from "F" – Subject to Furlough to "X" – Excepted from Furlough in the Shutdown Furlough Indicator field with an effective date of the recall in DCPDS. No further action is required.	As soon as possible after the employees are recalled to work	Component

Step	Action	Action Date	POC
Step 2	At the conclusion of the furlough process, process a Mass Furlough Process – Pay500 Only – NOA 001 Cancellation on all employees recalled to work using the same effective date as the original NOA 472 Furlough Action (Step A.2.) – NOA 001 Cancellation Action is sent to the DCPS only no SF-50s are created with this action.	At the conclusion of the furlough	Component