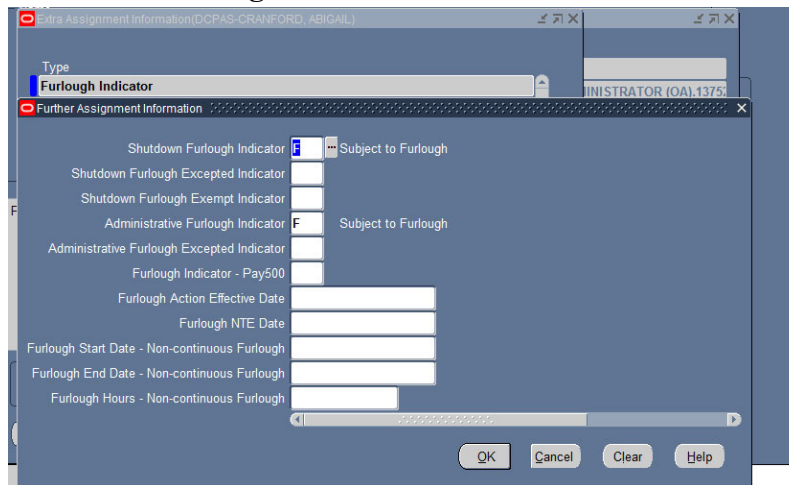


DCPDS FURLOUGH QUICK GUIDE LAPSE OF APPROPRIATIONS FURLOUGH

NOTE 1: An effective date of **one day after the lapse of appropriations** will be used for actions processed through the Mass Furlough Process – Pay500 Only

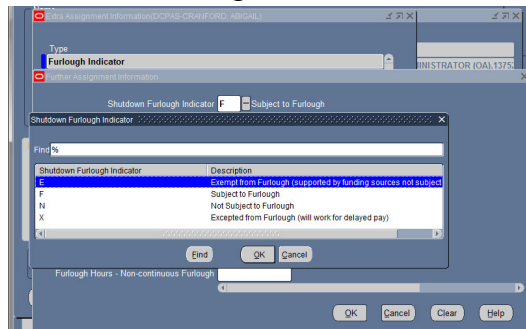
1. **Steps to Processing a Lapse of Appropriations Furlough**
 - a. **Step 1 – Lapse of Appropriations Furlough is announced.**
 - b. **Step 2 – Agency Review/Update of the Shutdown Furlough Indicator Code within DCPDS** – A review of all active employees in DCPDS will be required and the Shutdown Furlough Indicator updated if necessary to identify whether or not employees will be furloughed, excepted or exempt from the furlough during shutdown procedures. This is required if any of the mass processes within DCPDS will be used during the furlough process.
 - c. **Step 3 – Process a Mass Furlough Process – Pay500 Only** – NOA 472 Furlough NTE with an **effective date of one day after the lapse of appropriations** on all employees coded with a Shutdown Furlough Indicator of “F” – Subject to Furlough or “X” – Excepted from Furlough – NOA 472 Furlough action is sent to payroll only, no SF-50s are issued with this action.
 - d. **Step 4 – End of Furlough - Process a Mass Furlough Process – Pay500 Only** – NOA 001 Cancellation on all employees using **the same effective date as the original NOA 472 Furlough action (Step 3)** – NOA 001 Cancellation action is sent to payroll only, no SF-50s are issued with this action.
 - e. **Step 5 - Furlough Used by PP and Furlough Accumulated Hours** – **At the end of the Furlough Period, remove all values from the employee record at the end of the furlough period. This will need to be accomplished through the use of a script process.**

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



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

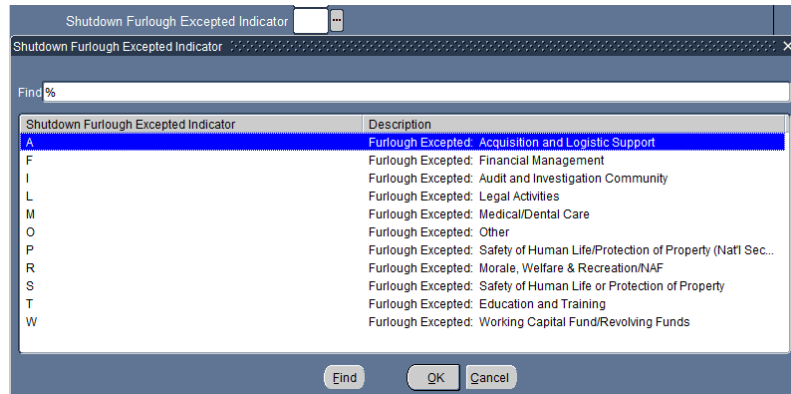
(a) Shutdown Furlough Indicator



1. This data element is used to identify whether an employee could be impacted should a shutdown or lapse of appropriations furlough occur.
2. List of Values for a Lapse of Appropriations Furlough
 - a. “F” – Subject to Furlough
 - b. “E” – Exempt from Furlough
 - c. “X” – Excepted from Furlough
3. The Shutdown Furlough Indicator data element is required to be coded in the employee’s record if either the Mass Furlough Process – Pay500 Only or the Mass Non Pay Duty Status processes will be used.

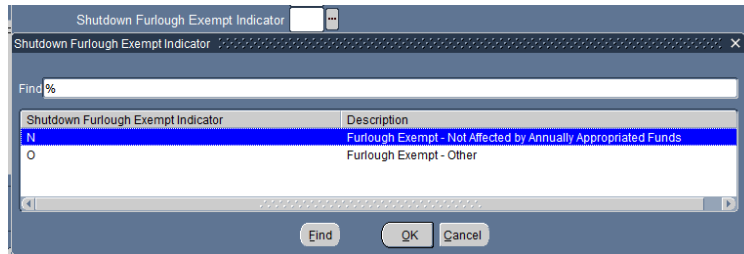
4. Date Tracking – The field must be updated with a date value equal to or less than the effective date of the furlough when process mass actions.

(b) Shutdown Furlough Excepted Indicator



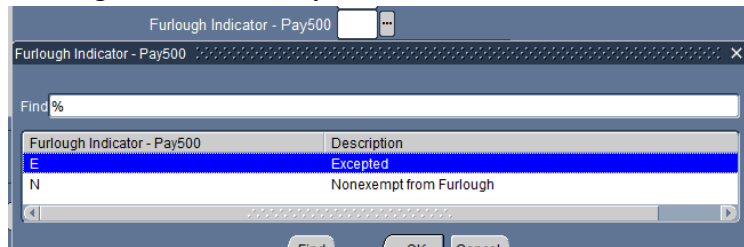
1. This data element is used to identify the type of exception used to except an employee from a shutdown furlough.
2. This data element is required if the Shutdown Furlough Indicator = “X”
3. List of Values
 - a. A – Furlough Excepted: Acquisition and Logistic Support
 - b. F – Furlough Excepted: Financial Management
 - c. 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 used for excepted employees not covered by the other exception categories)
 - g. P – Furlough Excepted: Protection of Life/National Security
 - h. R – Furlough Excepted: Morale, Welfare & Recreation/NAF
 - i. S – Furlough Excepted: Safety of Persons and Protection of Property
 - j. T – Furlough Excepted: Education and Training
 - k. W – Furlough Excepted: Working Capital Fund/Revolving Funds

(c) Shutdown Furlough Exempt Indicator



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

(d) Furlough Indicator – Pay500



1. This data element indicates those employees where a furlough action has been sent to DFAS through the Mass Furlough Process – Pay500 Only Process and no SF-50 has been produced.
2. These values will help the HR specialist distinguish between employees who are excepted from furlough and are those who were furloughed.
3. This data field can only be updated through the Mass Furlough Process – Pay500 Only Process.
4. List of Values
 - a. “N” – Furloughed
 - b. “E” – Excepted from Furlough

(e) Furlough Action Effective Date – The Furlough Action Effective Date indicates the effective date an action was flowed through the Pay500 to indicate an employee was placed in a non-pay status as a result of a lapse of appropriations furlough.

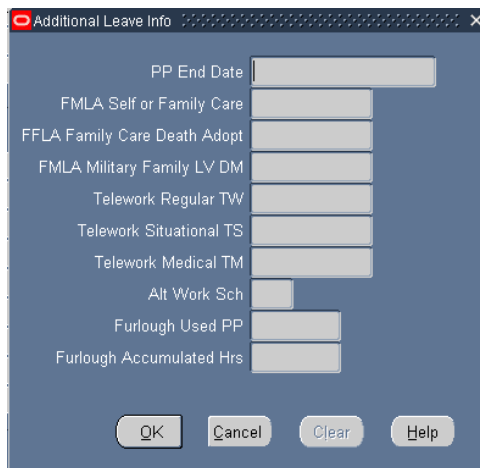
(f) Furlough NTE Date – The Furlough NTE Date indicates the NTE of the action that placed an employee in a non-pay status through the Pay500 as a result of the lapse of appropriations furlough.

(3) Updating the Furlough Indicator – The Shutdown Furlough Indicator can be updated in one of two ways:

- (a) Updating the employee record individually by the HR Specialist
- (b) Updating the employee record in mass by organization (Furlough Indicator Mass Process)

b. Additional Leave Info EIT

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



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

- 3. Mass Processes within DCPDS used to Document Furlough** – There are four mass processes that will be used to process the necessary furlough actions within DCPDS for lapse of appropriations. Please refer to the attached DCPDS Furlough Users Guide for specific instructions on how to use these mass processes.

a. Furlough Indicator Mass Update Process

- (1) This process is used by the HR Specialist to update the Shutdown Furlough Indicator Code in mass based on organizational entities.
 - (2) Update the Shutdown Furlough Indicator Code in the employee records with one of the following values:
 - (a) “F” – Subject to Furlough
 - (b) “X” – Exempted from Furlough
 - (c) “E” – Exempt from Furlough
 - (3) Only those employees coded with either an “F” – Subject to Furlough or “X” – Exempted from Furlough will be available in the Mass Furlough Process – Pay500 Only process
 - (4) Only those employees coded with an “F” – Subject to Furlough will be available in the Mass Non Pay Non Duty Status Process
- b. Mass Furlough Process – Pay500 Only** – 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 during the furlough period. This mass process does not generate SF-50s.

- (1) Only those employee records that are coded with an “F” – Subject to Furlough or “X” – Exempted from Furlough will be available in this process
- (2) In addition, employees with the following assignment statuses will not be available in this process
 - (a) 2 – Suspend Assignment
 - (b) 28 – Furlough
 - (c) 29 – Furlough NTE
 - (d) 32 – Leave without Pay NTE
 - (e) 34 – Non Pay
 - (f) 37 – Suspension NTE
 - (g) 38 – Suspension Indefinite
 - (h) 159 – Military Furlough
 - (i) 162 – LWOP Worker’s Compensation
 - (j) 193 – Leave Without Pay US
- (3) **To Place an employee in a Furlough status (non-pay status) – NOA 472**
 - (a) Furlough Indicator – Pay500: **“N”** – Update the individual employee records based on the following criteria in the Preview Screen
 1. If the Shutdown Furlough Indicator = “F” then the New Shutdown Furlough Indicator – Pay500 should = “N”
 2. If the Shutdown Furlough Indicator “X” then the New Shutdown Furlough Indicator – Pay500 should = “E”
 - (b) Furlough Action Effective Date: **effective date of one day after the lapse of appropriations**
 - (c) Furlough NTE Date: **effective date of the furlough plus 30 days**

- (d) Selection Criteria – Furlough Indicator – Pay500: Leave blank – Selects all employees using the other Selection Criteria fields available in the mass process
 - (e) This will flow a NOA 472 action to payroll placing employees in a non-pay status as of **one day after the effective date of the lapse of appropriations**
- (4) **Cancelling a furlough action at the end of the furlough period**
- (a) Furlough Indicator – Pay500: **“N”** – Update the individual employee records based on the following criteria in the Preview Screen
 1. If the Shutdown Furlough Indicator = “F” then the New Shutdown Furlough Indicator – Pay500 should = “N”
 2. If the Shutdown Furlough Indicator “X” then the New Shutdown Furlough Indicator – Pay500 should = “E”
 - (b) Furlough Action Effective Date – **effective date of one day after the lapse of appropriations** is the same as the original action
 - (c) Selection Criteria – Furlough Indicator – Pay500: Leave blank – this will select all employees in a furlough status
 - (d) This will flow a cancellation action NOA 001 cancelling the action and returning all employees to a pay status within the DCPS system.
 - (e) Once this action is processed, the Furlough Indicator – Pay500, Furlough Action Effective Date and Furlough NTE Date are removed from the employee’s record.