

FURLOUGH PROCESSING

DCPDS and DCPS

There are two distinct ways of handling a furlough. The first method is processed within DCPDS that flows a non-pay status action to DCPS only to place an employee in a non-pay status. No SF-50s are created. This action places the employee in a non-pay status and the employee remains in a non-pay status until a cancellation or return to duty action is processed, regardless of any entry on the employee's timecard. At the end of the furlough, a cancellation action is processed. The second method is through the use of time and attendance. An employee's timecard is updated with "KE" for each day or portion of a day that an employee is furloughed. Once the furlough is ended, regular timecard coding resumes.

1. Mass Furlough Process Pay500 Only Process – Pros and Cons

This particular mass process was developed in 2011 to support the DFAS payroll system and was designed to identify those people who were to be placed in a non-pay status during the furlough period in the payroll system. As dictated by the OPM policy, this process does not create SF-50s at the on-set of the furlough.

a. Pros

- 1) Minimum number of specialists needed to execute the action that places employees in a non-pay status in the DCPS.
- 2) Action is documented in the DCPDS through Pay500 and through the Furlough Indicator DDF and can be used to track employees affected by the furlough.
- 3) Provided the employee's furlough indicator code is accurately coded in the DCPDS, the flow to the DFAS payroll prevents employees from being paid during a lapse of appropriations furlough even if the timecard is erroneously coded with regular or leave hours.

b. Cons

- 1) Once the action is flowed to payroll, it requires a return to duty or cancellation action be processed in order to bring the employee back into a pay status regardless of the NTE date.
- 2) Does not accurately reflect the total number of employees furloughed vs excepted when employees are recalled to work for less than 8 hours a day.
- 3) Based on the cancellations sent to the DFAS payroll system, normal pay rejects are worked by the Components. The rejects could be on the personnel side or the pay side. Risk: With the short turn around required, there is a chance that employees will not get paid timely.
- 4) Intervening actions (i.e., WGIs) in the DCPS requires additional work to send update codes to DCPS.

2. Documenting Furlough through the use of T&A – Pros and Cons

- a. Pros
 - 1) Does not require the use of the Mass Pay500 process through the DCPDS processing to document placing employees in a non-pay status nor the requirement to either return employees to a pay status or to cancel the action depending on Congressional decision.
 - 2) Rejects would be on the T&A not the DCPDS side
 - 3) After appropriation bills are signed, the only action would be is to process corrections to the T&A.
- b. Cons
 - 1) Does not prevent an employee from being paid if the time card is coded erroneously coded with regular or leave hours.
 - 2) Requires timekeepers to be on hand a portion of each pay period to code employee timecards each pay period.
 - 3) Cannot report the number of employees actually furloughed through the DCPDS if reports are needed for Congress or DoD leadership
 - 4) HR not in control of the process.
- c. DFAS' ePayroll customers (Non DoD) only used T&A as the source to document the furlough. No interface to DCPS to place employees in a non-pay status; it is all done through T&A. Their ePayroll customers are: DIA, DOE, EPA, NGA, NSA and VA.