

December 20, 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) (December 20, 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 January 10, 2025 . Effective Date: December 29, 2024, and NTE January 29, 2025 .	Create NLT (December 20, 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 December 21, 2024 , will update time and attendance for December 21, 2024, through December 28, 2024 . Employees scheduled to work and subject to furlough after December 21, 2024 , will update the Time and Attendance through the pay period ending December 28, 2024 .	Employees
Step 4	If it is anticipated that the furlough will extend beyond January 10, 2025 , execute the Mass Furlough Process – Pay500 Only Process in DCPDS with an effective date of December 29, 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 December 29, 2024 . Note: This process does not create an SF-50 /NOA 472 in the employee record in DCPDS.	NLT January 10, 2025	Component
B.	CONCLUSION OF THE FURLOUGH		
Step 1	Employees will correct timecards submitted for December 21, 2024, through December 28, 2024 .	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