

LAPSE OF APPROPRIATIONS PAYROLL PROCESSING GUIDANCE

The Department of Defense (DoD) will use a hybrid approach to place an employee in a non-pay status and return the employee to a pay status once the furlough has concluded.

*******Please note this guidance is for agencies that are required to stop all payments to employees until the FY25 funding is available.**

TIME AND ATTENDANCE TRANSACTION

The below process is to be used for the current and first full pay periods following the continuing resolution (CR) expiration date.

If the furlough extends beyond two pay periods, DoD Components are to then use the DCPDS MASS FURLOUGH PROCESS - PAY500 HR TRANSACTION until the furlough concludes.

TIMECARD INFORMATION: If the lapse of appropriations occurs, Furloughed and Excepted from furlough employees will record furlough for the current and first full pay period following the CR expiration on their timecard. Agencies will be required to continue recording furlough for time and attendance (T&A) during the furlough period for each employee.

EMPLOYEE CATEGORIES DEFINED:

- **EXEMPT:** Employing organization has funding available to continue normal operations.
- **EXCEPTED FROM FURLOUGH:** Employees that are funded through an annual appropriation and are performing excepted activities to support mission requirements during the shutdown.
- **FURLOUGH:** Employees who are placed in a temporary nonduty, nonpay status because of a lack of excepted work or funds.

EXEMPT EMPLOYEE STATUS: Employees exempt from the government shutdown; regular timekeeping rules apply. There is no change in payroll processing procedures.

EXCEPTED FROM FURLOUGH EMPLOYEE STATUS: If an employee is Excepted from Furlough, timecards should be coded KE, furlough. Time and attendance records should continue to be recorded KE, furlough, during the government shutdown.

Note: Excepted employees scheduled to work following the CR expiration, should code their timecard with KE on the next regular duty day. Time and attendance records should continue to be recorded KE, furlough, during the government shutdown. Personnel transactions will be

processed if an extended government shutdown is projected. Personnel transactions will be processed at the beginning of the second full pay period, and beyond until the government shutdown ends.

FURLOUGH ELGIBLE STATUS: If an employee is in a furlough status, timecards should be coded KE, furlough following the CR expiration date. Time and attendance records should continue to be recorded KE, furlough, during the government shutdown or a personnel transaction is processed.

Note: Employees subject to furlough scheduled to work following the CR expiration should code their timecard with KE on the next regular duty day. Time and attendance records should continue to be recorded KE, furlough, during the government shutdown. Personnel transactions will be processed if an extended government shutdown is projected. Personnel transactions will be processed at the beginning of the second full pay period and beyond until the government shutdown ends.

Lapse of Appropriations Furlough Ends – Furloughed and Excepted employees will be paid following the government shutdown, but that time will be processed retroactively when Congress passes and the President signs new appropriation bills or a continuing resolution. Corrected T&A processing will be required to pay all employees. Timekeepers and/or Customer Service Representatives (CSRs) will be required to record T&A retroactively beginning on the first duty day, the employee coded KE on their timecard. Retroactive T&A should be submitted no later than first pass as defined in Attachment A, Civilian Pay Job Processing Schedule. If the retroactive T&A inputs are not processed by first pass, there is the potential to have delayed payments processed for impacted employees.

**Defense Civilian Personnel Data System (DCPDS) MASS FURLOUGH PROCESS -
PAY500
PERSONNEL TRANSACTION**

*******Please note this guidance is for agencies that are required to stop all payments to employees until the FY25 funding is available.**

If the appropriation lapse extends past two pay periods, employees will be placed in a non-pay status within DCPDS and Defense Civilian Pay System (DCPS). Employees will not receive a Notification of Personnel Action, SF50, placing them in a furlough status. The DCPS work schedules will be populated with KE, furlough, within the pay system until such time as the Human Resource Office processes a return to duty transaction.

For more information regarding your furlough status, please consult your supervisor. Additional information on furlough can be found at www.dfas.mil.

Please note: This does not apply to Nonappropriated Fund employees nor Foreign National employees.