

March 1, 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) (March 1, 2024, Minus 3 Days)	Components

Step	Action	Action Date	POC
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 April 5, 2024 . Effective Date: March 24, 2024, and NTE April 24, 2024 .	Create NLT (March 1, 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 3	Employees identified as “Subject to Furlough” and “Excepted from Furlough” record time and attendance of “KE”	Employees scheduled to work on 2-Mar-2024 will update time and attendance for March 2, 2024, through March 9, 2024 , and create and update timecard for pay period March 10,-2024, through March 23, 2024 .	Employees
Step 4	If it is anticipated that the furlough will extend beyond April 5, 2024 , execute the Mass Furlough Process – Pay500 Only Process in DCPDS with an effective date of March 24, 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 March 24, 2024 . Note: This process does not create an SF-50 /NOA 472 in the employee record in DCPDS.	NLT April 5, 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	Action	Action Date	POC
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 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