FURLOUGH GUIDANCE

Time & Attendance (T&A) Coding and Certifying for Pay Period 19
(September 22, 2013 through October 5, 2013)

Employees Impacted by the Furlough (Including Excepted employees)

- All employees/timekeepers must code T&As and supervisors/timekeepers must certify T&As by 12:00 noon local time, Tuesday, October 1, 2013.

- Employees must code the entire day in webTA under “Leave and Other Time,” as Furlough and record in the remarks section or another mechanism (such as an Excel spreadsheet or other format) the time worked to conduct orderly shutdown activities, up to four (4) hours.

- If an employee is unable/unavailable to conduct an orderly shutdown, they will code Furlough for the entire day on October 1, 2013. No form of paid leave can be charged for this time period.

- Employees must code the remainder of the pay period (through October 5, 2013) in webTA under “Leave and Other Time,” as “Furlough.”

- If an appropriations bill is passed before the end of the pay period, the T&A will be adjusted accordingly upon return to work (more details below).

- Employees may NOT charge any form of paid leave (annual, sick, compensatory time, credit, etc.) during the furlough period, including those who were on previously approved leave. All leave is canceled during the furlough.

- Individuals with “use or lose” leave are encouraged to reschedule the leave hours before the end of the leave year.

- Employees working an alternative work schedule who have a non-work day that falls during the furlough period, must not code “furlough” for that day. It will be left blank on the T&A, as it is a non-work day for the individual. No further action is required by the employee because it is their normal AWS day.

EXCEPTED EMPLOYEES ONLY
Employees excepted from the furlough should document their hours worked through another mechanism (such as an Excel spreadsheet or other format). T&As can be modified and submitted once an appropriations bill is passed to reflect the time worked.
**Employees Not Impacted by the Furlough**
Employees who are not impacted by the furlough because they are not paid out of appropriated funds, will receive pay for all hours worked during PP19, September 22, 2013 through October 5, 2013 and will enter their time into webTA as normal.

Employees record their hours worked as usual by COB Friday, October 4, 2013.

Supervisors certify T&As by 12:00 noon local time on Monday, October 7, 2013.

**If the Furlough Ends Prior to the End of PP19**
If an appropriations bill is passed prior to the end of PP19, T&As can be modified. Supervisors can “reject” the certified T&A and re-certify by 12:00 noon local time Monday, October 7, 2013. If this time period is not met, a corrected T&A can be processed after PP19.