Defense Civilian Personnel Data System (DCPDS)
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 – Furlough Eligible 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) (Furlough Effective Date Minus 3 Days)	Components
Step 2	Create a Mass Non-Pay Action – Nature of Action (NOA) 472 – Furlough Not-to-Exceed (NTE) (but do not execute) in DCPDS that will place employees coded with an "F" – Furlough Eligible 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. **Effective Date will be 1 day after the lapse of appropriations.**	Create NLT (Furlough Effective Date Minus 2 days) Defense Civilian Personnel Advisory Service/Enterprise Solutions & 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	Execute the Mass Non-Pay Action in DCPDS when the employees are furloughed. This flows a NOA 472 Furlough NTE action to the Payroll System that places an employee in a non-pay status.	Furlough Effective Date – If the furlough effective date occurs on a Saturday or Sunday, the processing date may need to be delayed until Monday due to availability of personnel.	Component
B.	**CONCLUSION OF THE FURLOUGH**		
Step 1	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	As soon as possible after employees are recalled to work	Component

Step	Action	Action Date	POC
	"F" - Furlough Eligible and "X" – Excepted from Furlough in the Shutdown Furlough Indicator field.		
Step 2	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" – Furlough Eligible 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.3.) – NOA 001 Cancellation Action is sent to the Payroll System only no SF-50s are created with this action.	At the conclusion of the furlough	Component