

## Timekeeping Instructions

### Timekeeping Instructions for Furloughed Employees

For pay period **PP2026-04 (January 25 – February 7)**:

- You should enter your actual work and leave hours in Quicktime for **January 26 – January 30**.
- For **February 2**:
  - For the completion of shutdown activities (up to 4 hours) on **February 2**, you should enter pay code **107** (Government Shutdown – Excepted – Non-PayStatus).
  - For all other hours, you should enter pay code **105**, which indicates furlough for non-exceptioned employees. When using this pay code, the timesheet will **auto-populate** Keys code **65662PAYROLLDEFAU**.

Note the following:

- Review the timesheet to ensure that it does not contain any paid leave codes and hours (i.e., annual, sick, comp time, overtime) after February 2.
- If any previously approved leave codes and hours have auto-populated on your timesheet, please remove the leave code(s) and replace it with pay code **105** and the number of hours you typically work in a day (e.g. 8 hours per day).
- Reset any leave request(s) to pending.

- Verify your timesheet in Quicktime.

- Timekeepers, validate timesheets in Quicktime and **enter the remark: “furlough-lapse in appropriations.”**
- Supervisors **should not** certify timesheets at this time.

### Timekeeping Instructions for Excepted Employees

For pay period **PP2026-04 (January 25 – February 7)**:

- You should enter your actual work and leave hours in Quicktime for **January 26 – January 30**.
- For **February 2**, you should enter pay code **107**, which indicates work conducted during furlough by exceptioned employees. The Keys code field will not auto-populate. Enter Keys code **2222GENERALADMIN** or a Keys code specific to the activity you are performing.
- Verify your timesheet in Quicktime.

Note the following:

- Review the timesheet to ensure that it does not contain any paid leave codes and hours (i.e., annual, sick, comp time, overtime) after February 2.
- If any previously approved leave codes and hours have auto-populated on your timesheet, please remove the leave code and replace it with pay code **107** and the number of hours you typically work in a day (e.g. 8 hours per day).
- Reset any leave request(s) to pending.

- Ensure that the telework indicator is blank when using code 107.
- Timekeepers, validate timesheets in Quicktime and **enter the remark: “furlough-lapse in appropriations.”**
- Supervisors **should not** certify timesheets at this time.

### **Timekeeping Instructions for Employees Recalled for Excepted Assignments**

If you are recalled during furlough for an excepted assignment (i.e., an accident launch or other excepted activity), refer to the timekeeping instructions indicated above for excepted employees.

- Once the recalled-related activities are complete, you are returned to furlough status and should resume using the pay code 105 and the default Keys code **65662PAYROLLDEFAU**.

### **Notes for Timekeepers**

- All leave for **February 2** and the days that follow should be returned to pending status.
- If an employee is scheduled to be on leave from **February 2 to February 7**, the pay code for leave should be removed.
- If an employee would have been on non-pay status for Suspension (104), Military Furlough (103), Office of Workman Compensation (162), or Continuation of Pay for an On-the-job injury (160/161), their timesheet should continue to use these pay codes. Their timesheet **should not** use pay code (010) Regular Hours or pay code 105.
- If an employee has separated, hours should not be recorded beyond the separation date. Update the profile with an “end date.”

If you have any questions or need additional information, please contact Veronica Marshall or Omar Williams.