Timekeeping Instructions

Timekeeping Instructions for Furloughed Employees

For pay period **PP2025-21 (September 21 – October 4)**:

- You should enter your actual work and leave hours in Quicktime for **September 22 – September 30**.
- For **October 1 – October 3**:
    - For the completion of shutdown activities (up to 4 hours) on **October 1**, you should enter pay code **010** (regular hours).
    - For all other hours, you should enter pay code **105,** which indicates furlough for non-excepted 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 September 30.
        - 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 <u>not</u>** certify timesheets at this time.

Timekeeping Instructions for Excepted Employees

- For pay period **PP2025-21 (September 21 – October 4)**:
- You should enter your actual work and leave hours in Quicktime for **September 22 – September 30**.
- For **October 1 – October 3**, you should enter pay code **107**, which indicates work conducted during furlough by excepted 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 September 30.
    - 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."**

      o   Supervisors **should <u>not</u>** certify timesheets at this time.

<u>Timekeeping Instructions for Employees Recalled for Excepted Assignments</u>
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 <u>returned to furlough status</u> and should resume using the pay code 105 and the default Keys code **65662PAYROLLDEFAU**.

<u>Notes for Timekeepers</u>
- All leave for **October 1** and the days that follow should be returned to pending status.
- If an employee is scheduled to be on leave **October 1 – October 3**, 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 **<u>should not</u>** 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.

Timekeeping Instructions for Excepted Employees During a Furlough

Here's how to properly enter your time in Quicktime.

- **Regular Work Hours**: Use pay code **107**. The Keys code field will not auto-populate, so enter **2222GENERALADMIN** or the specific code for your activity.

- **Leave**: Do **not** use regular leave codes. If you are approved to take leave, you are considered furloughed for that day. Use pay code **105**. The Keys code **65662PAYROLLDEFAU** will auto-populate.

  Important:

  - Ensure you receive approval from your supervisor or office director, via email, before taking leave during this time.
  - Any pre-approved leave (annual, sick, military, etc.) for a day you are designated as "excepted" will be canceled. If you take leave, you are placed in a furloughed status for that day.
  - The only exception is if you were already approved for Leave Without Pay (LWOP); in that case you will remain in LWOP status for those specific days.

- **Extra Hours**: Do not enter any overtime or comp time requests in Quicktime during the furlough. All extra hours worked will be paid out when normal government operations resume.