

FURLOUGHED FEDERAL EMPLOYEES RETURN TO WORK AND TIMECARD CORRECTIONS

WHO: All furloughed federal employees

WHAT: Return To Work and Timecard Corrections Following Enactment of H.R. 5371

1. On the evening of 12 November 2025, the President signed H.R. 5371, approving appropriations and officially reopening the federal government. **Effective immediately, all furloughed federal employees are directed to return to work in accordance with their normal duty schedules.**
2. ***NGB-J1-PX will execute a Mass Furlough Process-Pay500 this morning,*** to ensure employees are placed back in a pay status. Doing so allows Customer Service Representatives (CSRs), Timekeepers, or employees to submit corrected/updated timecards for processing. The Mass Furlough Process-Pay500 will update DCPDS immediately and remove the Furlough Indicator-Pay500, Furlough Action Effective Date and Furlough NTE Date from DCPDS as of the effective date of the original action. The cancellation action will flow to payroll through the normal Pay500 Interface feed (Daily at 0600, 1000, 1500, 1600, 1700, and 1800 Mountain Time). This process applies to all Wing and Army Components that utilize DCPDS. Please note, that until the action is cancelled at payroll, employees will remain in a non-pay status at payroll and will not be able to be paid regardless of timecard submissions. It is imperative to keep your Financial Managers (FM) aware of the status of the personnel transactions. This allows the FM community to complete the T&A submissions to DFAS.
3. Supervisors are directed to ensure the following actions are completed promptly:
 - a. **Timecard Corrections:** Review and correct all timecards for the period 01 October 2025 through the current date.
 - b. **Furlough Code Removal:** Remove all KE (Furlough) codes previously entered during the shutdown period.
 - c. **Regular Time Coding:** Replace KE codes with RG (Regular Time) for all scheduled workdays.
 - d. **Leave Adjustments:** If employees took approved leave during the furlough period, ensure that leave is coded appropriately (e.g., LA – Annual Leave, LS – Sick Leave, etc.).
4. All corrections should be completed as soon as possible to ensure accurate payroll processing and compliance with federal pay restoration requirements. Supervisors should verify all entries prior to certifying timecards.
5. If questions arise regarding timecard adjustments or coding procedures, please contact USPFO, Wing Comptroller, Customer Service Representatives (CSRs), or timekeepers for assistance.

WHEN: Now

POC: If questions arise regarding timecard adjustments or coding procedures, please contact USPFO, Wing Comptroller, Customer Service Representatives (CSRs), or timekeepers for assistance.