

SUBJECT: Employee Information and Instructions during Government Shutdown

1. Time and Attendance.

- a) Furloughed Employees: If an employee is in a Furlough status, timecards will be coded Leave without Pay for furlough time (KE). ATAAPS will be completed and submitted with leave code Regular (RG) for the first 4 hours on 22 January 2018 to complete orderly shutdown activities. If the appropriation lapse extends past 22 January 2018. The employee work schedule will be populated with KE (furlough) until such time as the Human Resource Office processes a return to duty transaction.
- b) Excepted from Furlough Employees: If an employee is Excepted from furlough, time cards should not be completed or submitted until 2 February 2018. During the furlough period, because you are in an Excepted Employee status, you will not be authorized any paid leave. If you require any paid leave (annual, sick, court, etc.), you will be coded as Furlough ("KE") during the leave period in the Automated Time Attendance and Production System (ATAAPS) application hosted by DISA as an Enterprise Service and the Defense Finance and Accounting Service (DFAS). As an Excepted Employee, you are expected to return to work on your next regularly scheduled workday following holiday or furlough leave status. HIANG ATAAPS: <https://af.ataaps.csd.disa.mil/index2.html?d>. HIARNG ATAAPS: https://ataaps.csd.disa.mil/ataaps_AR11/. Further instructions on how to complete and submit ATAAPS will be forthcoming.

2. Benefits and Entitlements.

- a) Federal Employees Health Benefits (FEHB). The employee's FEHB coverage will continue even if an agency does not make the premium payments on time. Since the employee will be in a non-pay status, the enrollee share of the FEHB premium will accumulate and be withheld from pay upon return to pay status.
- b) Federal Employees Group Life Insurance. FEGLI coverage continues for 12 consecutive months while in a non-pay status without cost to the employee or the agency.
- c) Thrift Savings Plan (TSP). Refer to the TSP website or contact agency representative for information. Effect of Non-pay Status on Your TSP Account <https://www.tsp.gov/PDF/formspubs/tspfs04.pdf>
- d) Flexible Spending Account (FSAFEDS). Health Care Expenses: Payroll deductions will cease for any employee who does not receive pay. The employee remains enrolled in FSAFEDS, but eligible health care claims incurred during a non-pay status will not be reimbursed until the employee returns to a pay status and allotments are successfully restarted. The remaining allotments are recalculated over the remaining pay periods to match the participant's election amount. Dependent Care Expenses: Eligible dependent care expenses incurred during a non-pay status may be reimbursed up to whatever balance is in the employee's dependent care account--as long as the expense incurred during the non-pay status allows the employee (or spouse if married) to work, look for work or attend school full-time. Additional information please contact 877-FSAFEDS (372-3337) or <https://www.fsafeds.com/>
- e) Long Term Care (LTC). Payroll deductions will cease for any employee who does not receive pay. Coverage will continue so long as premiums are paid. If Long Term Care Partners does not receive payment for three consecutive pay periods, they will begin to direct bill the enrollee. The

enrollee should pay premiums directly billed to him or her on a timely basis to ensure continuation of coverage. Visit the LTC website, <https://www.ltcfeds.com> for more information.

- f) Federal Employees Dental and Vision Insurance Plan (FEDVIP). Payroll deductions will cease for any employee who does not receive pay. BENEFEDS will generate a bill to enrollees for premiums when no payment is received for two consecutive pay periods. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage. Visit the FEDVIP website, <https://www.benefeds.com> for more information.
- g) Leave. Upon furlough, all scheduled leave is canceled (annual leave, sick leave, or other). Absences during the furlough may not be charged to leave. The status of employees in LWOP is not disturbed unless there is indication that the employee may return from the LWOP during the furlough. If an employee is on leave under the Family and Medical Leave Act of 1993 (FMLA) during the furlough, days associated with a furlough will not count against an employee's 12-week FMLA leave entitlement.

3. Unemployment Compensation. State of Hawaii unemployment law states that you have to be unemployed for most or all of the week in order to be eligible for benefits. If you are a civilian employee of the Federal government and placed on non-pay status (furlough) due to the Federal shutdown, you may file an online claim for benefits at uiclaims.hawaii.gov from 6:30am to 11pm Monday to Friday and 9am to 11pm on weekends and holidays. In anticipation of long wait times due to the volume of applications, it is recommended that you file your claim online. Refer to the link for additional information <http://labor.hawaii.gov/ui/federal-shutdown-unemployment-benefits-for-furloughed-workers/>. Please refer to <http://dod.hawaii.gov/hro/2018-government-shutdown/> for SF8 Unemployment Compensation forms.

NOTE: If Congress decides employees who were previously placed on non-pay status shall be paid for the time not worked, any benefits paid will be an overpayment and you may be required to repay any overpaid unemployment benefits during the period of your furlough.

4. The POC for this memorandum is SFC Noelani M. A. DE Silva, at (808) 672-1231 or noelani.m.desilva.mil@mail.mil.