

Hawaii National Guard (HING) Time and Attendance (T&A) Updated ATAAPS Code Guidance during Furlough Period (20 – 22 January 2018)

23 January 2018

Last night, Congress approved legislation to extend funding for federal operations and end the government shutdown. President Trump signed H.R. 195 into law which includes a short-term continuing resolution that provides fiscal year (FY) 2018 appropriations for continuing projects and activities of the Federal Government through Thursday, 8 February 2018. [This legislation included back-pay authorization for furloughed federal employees.](#)

The DFAS-IN, Civilian Pay, Enterprise Solution and Standards (ESS), concluded a conference call earlier today with the following updated furlough guidance for ATAAPS Code guidance for Time and Attendance (T&A):

FOR ALL IDENTIFIED “FURLOUGH” HING EMPLOYEES T&A FOR 20-22 JANUARY 2018:

1. All Time and Attendance (T&A) Labor that was coded "KE" can be changed to regular hours due to authorization of H.R. 195.
2. All coded "KE" hours should be changed to either "RG" or "RF" in ATAAPS.
3. If a Federal Technician worked hours other than "RG" or "RF", during the furlough period of 20-22 January 2018, code those hours appropriately, i.e., "CE" etc.
4. If any Technician's approved Regular Day Off (RDO) was scheduled on Monday, 22 January 2018 (i.e., HIANG 4 x 10, Schedule "B") that HING employee needs to ensure Monday, 22 January 18 is still coded as their RDO in ATAAPS. Although furlough ended on 22 January 2018, since Tuesday is the first scheduled workday, the Technician is still considered as "Furlough" Employee unless they were placed on the HING Approved "Excepted" Employee List. All HING Furlough Employees must sign and return the Employee Checklist, Supervisor Checklist, and Notification of Furlough through their Supervisor to the HRO per the furlough instructions provided by the HRO. Furlough Instructions and forms can be located at the Hawaii HRO website: <http://dod.hawaii.gov/hro/2018-government-shutdown/>.

FOR ALL APPROVED “EXCEPTED” EMPLOYEES T&A 20-22 JANUARY 2018:

1. All Time and Attendance (T&A) Labor will be coded "RG" to reflect regular hours in ATAAPS.
2. All approved comp time work during furlough beyond their normal duty schedule "RG" or "RF" period will be coded "CE".

FOR ANY FEDERAL TECHICIAN ON LEAVE STATUS PRIOR TO 20 JANUARY 2018 THAT DID NOT REPORT TO WORK ON MONDAY 22 JANUARY 2018 DUE TO OFF ISLAND LEAVE:

1. Do not change leave status in ATAAPS for the furlough period 20-22 January 2018.