

Technician Employee Checklist

- Understand that you must complete all the requirements of Technician Employee Checklist within the first four (4) hours of your duty day.
- See your Supervisor to confirm if you were identified as a “Furlough” Employee or on the HING approved “Excepted Employee” List.
- Complete the Technician Employee Checklist and (based on identified status during the furlough) complete **either** the T32 Technician Acknowledgment of Notification of Furlough Employee, T5 Technician Acknowledgment of Notification of Furlough Employee, or the Excepted Employee Status Acknowledgement Notification. Digital or Pen signature is authorized. Return your Acknowledgement Notification and Technician Employee Checklist documents to your Supervisor to be uploaded to the respective Furlough 2018 folders.
- Cancel all scheduled leave. (Regardless if you are identified on Excepted Status or Furlough).
- NO volunteer work for HING is authorized during furlough.
- FOR ALL IDENTIFIED SHUTDOWN FURLOUGH TECHNICIAN EMPLOYEES:**
 - You MUST depart your HING workplace no later than after the first four (4) hours of your duty day on Tuesday, 15 December 2020, or your next regularly scheduled workday, whichever occurs first. No additional duty time will be authorized during the remaining furlough period.**
 - Read and understand the “Employee information and instructions during Government Shutdown”. This document is located on the HIDOD HRO website: <http://dod.hawaii.gov/hro/furlough-resources/government-shutdown/> . This clearly explains the payroll deductions that will continue with respect to your technician benefits and entitlements.
 - Enable your automatic replies (Out of Office) in Outlook and update telephone voicemail to reflect out of office.
 - Understand that during the furlough any government issued devices and government issued cell phone/blackberry are not authorized for use.
 - Code your timecard correctly. You must complete and submit your ATAAPS with Time Code Regular (“RG” for GS Technician or “RF” for WG Technician) for the hours you actually were at your workplace **NOT TO EXCEED** the first four (4) hours on Friday, 9 February 2018 to complete orderly shutdown activities. Then, annotate Leave without Pay for Furlough time code (“KE”) for the remainder of the pay period. You must complete your ATAAPS prior to being released on furlough.
 - Provide your Supervisor with your contact information for Recall notification. You are required to provide at least one (1) form of personal civilian communication (civilian email, civilian cellphone, or home phone).
 - Complete any remaining program requirements to ensure an orderly shutdown.
 - Review HRO website for information on Furlough. Continue to monitor media coverage of the 2021 Appropriation to include visiting the HIDOD HRO website: <http://dod.hawaii.gov/hro/furlough-resources/government-shutdown/>.

Printed Employee Name: _____ Date: _____

Email Address: _____ Telephone: _____

Employee Signature: _____