

This email appends T&A and LDR guidance to the [How Did the Furlough Affect Your Pay?](#) message that was first included in the FAA Daily Broadcast for January 26, 2018.

Based on DOT and OPM recommendations that agencies ensure eligible employees receive entitled premium pay or differentials, the following is FAA guidance for time and attendance and LDR records for Saturday, Sunday, and Monday, January 20 through January 22, 2018.

If Furloughed, the Time:

- scheduled for regular or overtime duty is recorded as usual; do not code the time as furlough or administrative leave, code it as if the employee worked.
- scheduled for approved paid leave is recorded as administrative leave (Time Not Worked code 060 in CASTLE, code 09 in CruSupport).
- scheduled for approved unpaid leave is recorded as the applicable unpaid leave.
- scheduled for an RDO remains an RDO and is recorded as such.
- spent performing "shutdown" tasks on a regular workday is included as part of the regular duty time as noted above.
- spent performing "shutdown" tasks or traveling from TDY during normal off-duty hours, other than during a "switched RDO" as noted below, is recorded in the time outside of shift column, coded as appropriate.

NOTE:

If an employee and supervisor agreed to a "switch" of RDOs during the shutdown period of January 20 - 22 in order for the employee to conduct shutdown activities, the day is recorded as a full workday and the RDO recorded elsewhere during the pay period as agreed.

If Not Furloughed Due to Excepted Status:

- Work performed during regular shift hours is recorded as regular hours of work.
- Work or travel performed outside of regular shift hours is recorded with the appropriate codes in the Time Outside of Shift column.

- If the employee was approved to be absent from any part of the regularly scheduled work hours on Saturday, Sunday, or Monday, January 20 through January 22, 2018, the employee was in a furlough status for that period of time. See above ["If Furloughed"](#) and treat as leave.

Review the timecards for pay periods 2018-03 and 2018-04 to ensure accuracy. In particular, employees on scheduled paid leave on Saturday January 20, 2018 must have their T&A amended to reflect administrative leave.

LDR

There are no special codes for time spent in ["shutdown"](#) activity. If an employee spent up to four hours in shut down activity and then was released for the remainder of the shift, the T&A is coded as if the employee worked for the entire regular shift. The LDR should reflect the same amount of time, that is, the entire shift with an appropriate project/task combination for the organization.

Employees on administrative leave will use the appropriate LDR codes 12XXFALEAVE / LEA001 (the ["Sync Leave from T&A"](#) button will post the appropriate code in CASTLE).

Employees on an RDO will not have an LDR entry, just like for any other RDO.

Employees who worked or who had their T&A coded as if they worked (see above T&A guidance) will code their LDR as if they worked.

Payday

Pay for pay period 2018-03 is expected to be distributed on time, Tuesday, January 30, 2018.

Further Questions

Questions regarding this shutdown may be answered in the FAQs found on the [Furlough Guidance](#) webpage.

For further assistance, please contact your servicing [Human Resource Services Division](#).

This message applies to non-bargaining unit employees/positions and bargaining unit employees/positions, except where the applicable collective bargaining agreement contains conflicting provisions.