

Additional ATO Clarification/Guidance

Exempt employees are funded, working as usual, and receive a paycheck. This includes Academy air traffic control students, who are continuing air traffic training to meet Agency requirements (under FY25 funding), and those in positions whose funding streams are not impacted by the lapse in appropriations, regardless of furlough code. (e.g., IJJA, Franchise funded, Academy air traffic control students)

Excepted employees are not funded and are working. These employees are required to continue working because they are involved in excepted activities related to the safety of human life and protection of property or perform work in support of those activities.

Non-excepted employees are not funded and not working. These employees are not required to work but may be recalled to perform or support excepted activities. Their timecards will be system-generated if not recalled.



To: All CASTLE Managers and CASTLE Users

From: DOT CASTLE Manager, B-30

Subject: CASTLE Guidance during Lapse in Appropriations 2025 for Pay Period 2025-22

CASTLE T&A Guidance for T&A Guidance for Exempt, Excepted, and Non-Excepted (Furloughed) Employees for PP 2025-22

- **Exempt Employees**

- Employees whose pay source is funded during the lapse in appropriations are considered Exempt and should report their hours worked as normal on the T&A.
- An employee who is partially funded during PP 2025-22 should report the hours worked as normal on T&A for all days worked while funded. If their status changed within PP 2025-22 from Funded (Exempt) to Non-Funded (Furloughed), please use the appropriate codes.
 - **Pay code 107** “Government Shutdown – **Excepted** – Non-Pay Status” – hours worked.
 - **Pay code 105** “Government Shutdown – **Furloughed Employees**– Non-Pay Status” – hours not worked.
- **PP 2025-22 includes a holiday.** If you are in exempt status during the holiday, use CASTLE code 050 in the Time Not Worked Column to document that you did not work on the holiday or in-lieu-of holiday if your RDO falls on the holiday. If your status changed to excepted or non-excepted (furloughed) during the pay period and you are either excepted or furloughed during the holiday, follow the instructions reporting holiday hours for Excepted or Non-Excepted employees below. If you are on approved leave, please ensure your T&A is coded correctly using the pre-approved leave category. **OPM Guidance to government agencies for the holiday** [OPM Guidance for Agencies on Columbus Day Holiday](#)

- **Excepted Employees:**

- For any hours worked during the lapse in appropriations and through the end of the PP2025-22, the T&A should be coded with the following pay code(s):
 - **Pay code 107** “Government Shutdown – **Excepted** – Non-Pay Status” – hours worked.
 - Employees should report the hours worked as normal on the T&A. In the Time Not Worked Column (TNW) you should reflect the **TNW code 107 (Government Shutdown - Excepted (Non-Pay Status))** to correspond to the hours in the Assigned Shift Column.
- **PP2025-22 includes a holiday.** Excepted employees who did not report for work on a holiday, or their in-lieu-of holiday should use report the **TNW code 105 (Government Shutdown).** **OPM Guidance to government agencies for the holiday** [OPM Guidance for Agencies on Columbus Day Holiday](#).
 - Excepted employees who did not report for work on a scheduled workday during PP2025-22 should report that day with the TNW code of 105.
 - **Note:** Excepted employees should refrain from entering any amended T&As until after the lapse in appropriation has ended and guidance on amended T&A is issued. This includes pay periods prior to the furlough.

Example 80 hours of Excepted from the Furlough T&A.

Day	Code	Shift		Time Outside Shift			Time Not Worked			Optional					
		Start	Stop	Code	Start	Stop	Code	Start	Stop	Type	Code	Start	Stop	Pcnt	Shift Hours
01	9														
02		0800	1630				107	0800	1630						
03		0800	1630				107	0800	1630						
04		0800	1630				107	0800	1630						
05		0800	1630				107	0800	1630						
06		0800	1630				107	0800	1630						
07	9														
08	9														
09		0800	1630				107	0800	1630						
10		0800	1630				107	0800	1630						
11		0800	1630				107	0800	1630						
12		0800	1630				107	0800	1630						
13		0800	1630				107	0800	1630						
14	9														

T&A Approval Status:

Summary Status:

Example of Excepted Employee with non-reporting day or a holiday.

Day	Code	Shift		Time Outside Shift			Time Not Worked			Optional					
		Start	Stop	Code	Start	Stop	Code	Start	Stop	Type	Code	Start	Stop	Pcnt	Shift Hours
01	9														
02		0800	1630				107	0800	1630						
03		0800	1630				107	0800	1630						
04		0800	1630				107	0800	1630						
05		0800	1630				107	0800	1630						
06		0800	1630				107	0800	1630						
07	9														
08	9														
09		0800	1630				105	0800	1630						
10		0800	1630				107	0800	1630						
11		0800	1630				107	0800	1630						
12		0800	1630				107	0800	1630						
13		0800	1630				107	0800	1630						
14	9														
T&A Approval Status:										Summary Status:					

Furloughed Employees Recalled During a Lapse

- If furloughed employees are recalled, their timecard should be coded as follows:
 - Pay code 107** “Government Shutdown – **Excepted** – Non-Pay Status” – hours worked.
 - Pay code 105** “Government Shutdown – **Furloughed Employees**– Non-Pay Status” – hours not worked.
- PP2025-22 includes a holiday.** Excepted employees who did not report for work on a holiday, or their in-lieu-of holiday, should report the **TNW code 105 (Government Shutdown)**.
- Note:** Furloughed Employees Recalled should refrain from entering any amended T&A’s until after the lapse in appropriation has ended, and guidance on amended T&A is issued. This includes pay periods prior to the furlough.

For Non-Excepted (Furloughed) Employees:

- The CASTLE system will generate the pay code for all furloughed employees.

Example of Recalled employees.

Day	Code	Shift		Time Outside Shift			Time Not Worked			Optional					
		Start	Stop	Code	Start	Stop	Code	Start	Stop	Type	Code	Start	Stop	Pcnt	Shift Hours
01	9														
02		0800	1630				105	0800	1630						
03		0800	1630				105	0800	1630						
04		0800	1630				105	0800	1630						
05		0800	1630				105	0800	1630						
06		0800	1630				105	0800	1630						
07	9														
08	9														
09		0800	1630				105	0800	1630						
10		0800	1630				105	0800	1630						
11		0800	1530				107	0800	1630						
12		0800	1530				107	0800	1630						
13		0800	1530				105	0800	1630						
14	9														
T&A Approval Status:										Summary Status:					

Any questions should be directed to the CASTLE Helpdesk at 405-954-3000 (option 2).