



To: All CASTLE Managers and Users

From: DOT CASTLE Manager, B-30

Subject: **CASTLE Guidance for Excepted and Furloughed Employees for PP2025-24**

This guidance outlines the steps and proper coding of timecards for Excepted employees and Furloughed employees who have returned to work for coding PP2025-24.

Note: If an employee cannot code their timecard, the CASTLE system will automatically generate a timecard with the appropriate paid furlough codes based on their furlough status for pay periods 2025-21 through 2025-24. This process does not affect DRP employees, as their timecards will be generated through a separate system process.

Employees should **ONLY** amend T&As for PP2025-21 through PP2025-23 to record overtime or other premium pay. Employees who need to amend timecards to record overtime should also use code 108 (Excepted Retroactive Pay) in the time not worked column when creating the amended T&A (see examples below). The amendment cut-off has been extended to **Friday, November 14, 2025, at 4:00p.m. CT**. T&A cut-off for PP2025-24 will be at our normal time on **Tuesday, November 18, 2025, at 2:00pm CT**.

FURLOUGHED EMPLOYEES ONLY:

- For PP24 populate your timecards with TNW 106 (Government Shutdown-Retroactive Pay Status) from **Nov 2, 2025-Nov 12, 2025**, and populate the remaining time for the pay period as based on your work schedule.

EXCEPTED or Recalled EMPLOYEES ONLY:

- For PP24 populate your timecards with TNW 108 (Government Shutdown Excepted Retroactive Pay Status) from **Nov 2, 2025-Nov 12, 2025**, and populate the remaining time for the pay period based on your work schedule.

Note: If an employee worked on a Holiday, Time Outside Shift (TOS), Time Not Worked (TNW), and Optional Sections should be blank. If an employee did not work on the holiday, code 106 in the TNW.

Codes to use when returning from the Government Shutdown

FURLOUGHES EMPLOYEES ONLY			
Shutdown Status	Code used During Furlough		Code used After the Furlough
Furlough Employees	Time Not Worked (TNW) Code – 105 – Government Shutdown Non-Pay Hours Not Worked		TNW Code – 106 – Government Shutdown Retroactive Pay Status

Example: Coding for employees who were furloughed and returned on the second Thursday of the pay period.



Example of return on Thursday and going from the furlough code 105 to 106 Retroactive pay.

Day	Code	Shift		Time Outside Shift			Time Not Worked			Type	Optional			Pcnt	Shift Hours
		Start	Stop	Code	Start	Stop	Code	Start	Stop		Code	Start	Stop		
01	9														
02		0700	1530				106	0700	1530						08:00
03		0700	1530				106	0700	1530						08:00
04		0700	1530				106	0700	1530						08:00
05		0700	1530				106	0700	1530						08:00
06		0700	1530				106	0700	1530						08:00
07	9														
08	9														
09		0700	1530				106	0700	1530						08:00
10		0700	1530				106	0700	1530						08:00
11		0700	1530				106	0700	1530						08:00
12		0700	1530												08:00
13		0700	1530												08:00
14	9														

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EXCEPTED AND RECALLED EMPLOYEES ONLY			
Excepted Employees	TNW Code – 107 – Government Shutdown Excepted Hours Worked	↔	TNW Code 108 – Government Shutdown Excepted Retroactive Pay Status

Example: Excepted Employees who return from the furlough on the last Thursday of the pay period.



Example of return on Thursday and going from the furlough code 107 to 108 Excepted Retroactive pay.

Day	Code	Shift		Time Outside Shift			Time Not Worked			Type	Optional			Pcnt	Shift Hours
		Start	Stop	Code	Start	Stop	Code	Start	Stop		Code	Start	Stop		
01	9														
02		0700	1530				108	0700	1530						08:00
03		0700	1530				108	0700	1530						08:00
04		0700	1530				108	0700	1530						08:00
05		0700	1530				108	0700	1530						08:00
06		0700	1530				108	0700	1530						08:00
07	9														
08	9														
09		0700	1530				108	0700	1530						08:00
10		0700	1530				106	0700	1530						08:00
11		0700	1530				108	0700	1530						08:00
12		0700	1530												08:00
13		0700	1530												08:00
14	9														

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