

Distribution: All DOC Employees (Except USPTO)

When: ASAP

Subject: Immediate Action - webTA Coding Guidance for Furlough Period

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This guidance only applies to employees who were furloughed or performed non-funded excepted activities during any part of the lapse in appropriations emergency shutdown period. It does not apply to employees who performed excepted funded activities on a full-time basis.

Retroactive pay is expected to be received by January 31, 2019, for webTAs that are certified on time.

**T&As MUST be certified by 3:00 pm Eastern Standard Time (EST) on Monday, January 28, 2019.** Employees are strongly encouraged to have their T&As certified by noon on January 28, 2019, to allow time to fix any T&As that may reject. The 3:00 pm deadline can not be extended as it is the last pay processing cycle that the National Finance Center (NFC), our payroll provider, can process pay to meet the January 31, 2019 pay date.

Detailed instructions for proper coding can be found at: <https://www.commerce.gov/furlough-information>. A link to the webTA system can also be located on this page.

**Impacted Pay Periods (PP):**

PP 25 – December 9, 2018, through December 22, 2018

PP 26 – December 23, 2018, through January 5, 2019

PP 01 – January 6, 2019, through January 19, 2019

**Instructions for validating and certifying initial PP26 and PP01 T&As:**

- Employees are to code and validate each initial submission of PPs in sequential order. The preceding PP does not have to be certified prior to the next PP being validated.
- Certifying officials are to certify each validated initial PP in sequential order.
- Instructions for coding, validating, and certifying PP02 will be provided separately during the normal PP02 processing cycle.

**Instructions for correcting any of the impacted PPs:**

- Corrected T&As do not need to be completed in sequential order.
- Employees must work with their timekeepers to code the corrected T&A, employees cannot make the corrections themselves.
- Timekeepers code the corrections, validate, and certify

Note: Retroactive pay for most corrected PP01 T&As will not be received by January 31, 2019, as most have already been processed. All changes will appear in PP02.

**Upon processing of T&As:**

- Each PP will be processed separately, with the normal deductions for each PP (e.g., retirement, FEHB, FEGLI, TSP, etc.). However, employees will receive one electronic deposit to their account, and one Earnings and Leave statement.
- Leave accrual (annual and sick) will be accrued for each PP as they normally would have, absent the lapse in appropriations.

**Restoration of Use or Lose Annual Leave:**

- Annual leave, that was lost due to the lapse in appropriations emergency furlough, that was properly requested and approved by November 24, 2018, shall be restored.
- Information on this process will be provided at a later date.

Questions regarding coding and processing of T&As should be directed to your servicing human resources office.

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