



# United States Department of the Interior

## NATIONAL PARK SERVICE

1849 C Street, N.W.  
Washington, D.C. 20240

IN REPLY REFER TO:

10.C (2700)

February 1, 2019

### Memorandum

To: All NPS Employees

From: Associate Director, Workforce and Inclusion /s/

Subject: Guidance for Time and Attendance Coding for Pay Period (PP) 1903  
as Impacted by the Recent Lapse in Appropriations

This memorandum provides guidance for coding and certifying employee time cards for Pay Period (PP) 1903, beginning January 20 and ending February 2, 2019. The guidance is in accordance with instructions received from the Department of the Interior (DOI) and our payroll services provider, the Interior Business Center (IBC). This information has been developed and shared with timekeepers in preparation for the PP 1903 certification deadline. It is being sent to all employees to help ensure awareness of the timekeeping requirements for this last pay period that was impacted by the recent lapse in appropriations.

### Deadline for Certifying PP 1903

***PP 1903 time cards need to be certified by no later than 7 PM Eastern Time on Tuesday, February 5, 2019.*** The processing of timecards for PP 1903 may be done by the individuals who normally process your timecards, but keeping in mind the coding of hours for those days impacted by the lapse in appropriations, as instructed below.

### Coding for First Six Days of PP 1903

Due to the lapse in appropriations continuing through the first six days of PP 1903, January 20 through January 25, 2019, timecards for those days will need to be coded as follows:

Furlough Status	How to Code Timecard
Exempt	Code timecard as normally scheduled (e.g. 010, leave codes, holiday code 050, holiday worked 050 and 051, etc.) and <b>using the WBS accounting strings authorized when the work was assigned</b>

<b>Furlough Status</b>	<b>How to Code Timecard</b>
Furlough (was coded previously as 105)	Code timecard with pay code 106 Code holiday <b>not worked</b> as pay code 106
Excepted (was coded previously as 107)	Code timecard with pay code 108 Code holiday <b>not worked</b> as pay code 106 Code holiday <b>worked</b> as 050 <b>and</b> 051 (For example: Employee who worked 4 hours on the holiday. Timecard should be coded as 4 hours with pay code 050, 4 hours 051 and 4 hours 106.) <b>Additional premium hours worked should be coded e.g. overtime, night differential, etc.</b>
Unpaid Leave	Continue to code timecard with original unpaid leave code
Intermittent and Presidential Appointees Senate Confirmed, etc.	Code 010 (regular hours worked)

**Coding for Last Eight Days of PP 1903**

The last eight days of PP 1903, January 26 through February 2, 2019, timecards should be coded as normal because the lapse in appropriations ended on January 25.

As a reminder, all timecards for PP 1903 must be certified no later than 7 PM Eastern Time on Tuesday, February 5th.

**Retroactive Payments**

As communicated in earlier updates this week, interim payments for PP 1901 and 1902 have been made starting as early as Wednesday, January 30. Employees should expect one interim payment for PP 1901, and another interim payment for PP 1902. As a reminder, each interim payment will be less than the amount of the employee’s regular paycheck for PP 1901 and 1902. (Exact payments would have required a delay of the back payment until February 12 as part of PP 1903, and our top priority is getting employees paid as quickly as possible.) Some employees may be receiving a third interim payment related to specific compensation categories such as a military retirement annuity. In addition, amendments for PP 1827 will be paid out along with the regular pay cycle for pay period 1903, for which the official pay date is February 12.

Additional information about interim payments is available on the public DOI webpage titled “Questions and Answers for Back Pay during Lapse of Appropriations” at the following address:

<https://www.doi.gov/shutdown/questions-and-answers-back-pay-during-lapse-appropriations>. In particular, please see the answers to Questions #4 (interim payments) and #5 (reconciling full back payment).

If there is an issue with your retroactive payments, including not receiving payment or overpayment, please contact Michelle Fisher ([Michelle.Fisher@nps.gov](mailto:Michelle.Fisher@nps.gov)) in order to coordinate a resolution with IBC as our payroll services provider.

Thank you again for your dedication and service to the NPS.