

## **PeoplePlus Time Card Corrections Post Shutdown Guidance**

This is general guidance applicable to time card and work code corrections for the designated period of the lapse in appropriations (shutdown) for EPA from Saturday, December 29, 2018, through Friday, January 25, 2019. PeoplePlus is now available for employees to begin submitting their time as normal and for correcting time cards, if necessary.

### **1. Time Card Corrections.**

- a. Excepted-designated employees who conducted excepted work during the shutdown may make time card corrections for the time period Saturday, December 29, 2018, through Friday, January 25, 2019. Corrections should include any approved overtime or premium pay time worked to carry out their excepted duties. Employees should use normal overtime and/or premium pay time reporting codes in PeoplePlus. Note: overtime and or premium pay will be subject to biweekly pay cap thresholds.
- b. Furlough-designated employees should not make any time card corrections for Saturday, December 29, 2018, through Friday, January 25, 2019.
- c. All employees may make time card corrections to hours worked either prior to or after the shutdown. There are no restrictions.

### **2. Work Code Corrections.**

- a. Excepted-designated employees who conducted excepted working during the shutdown who wish to correct their work code designations may do so. In most cases employees only have one work code, which is also referred to as the HR Work Code; they should continue to use this code. However, some employees were working on specific projects during the shutdown, such as Superfund site-specific or FEMA mission assignment related work designated as excepted work. In these cases, employees should charge the specific work code related to the hours worked on those projects. If you are not sure what work code you should charge, please check with your Regional Comptroller or SBO to confirm which code to use.
- b. Furlough-designated employees should not make corrections to the work code recorded for time during the shutdown, Saturday, December 29, 2018, through Friday, January 25, 2019.
- c. All employees may make corrections to the work codes designated for the hours worked either prior to or after the shutdown. There are no restrictions.

### **3. Step-by-Step Instructions for Making Time Card Corrections in PeoplePlus:**

Only “excepted” designated employees can make timecard corrections for the designated period of the lapse in appropriations for EPA from Saturday, December 29, 2018 through Friday, January 25, 2019. If an excepted employee would like to make a change for a specific day(s) during shutdown, they should:

- Login to PeoplePlus and open the timecard they wish to change.

- Add a new line to the timecard, and on that line;
  - Enter the number of hours worked for each specific day(s);
  - Navigate to the Time Reporting Code section and select “FURWK” from the look up menu;
  - Enter the appropriate work code.
- Navigate to the line(s) with the code “ADMSD-Admin Furlough Basic Pay” and zero-out the hours on any days that were changed to “FURWK.”
- Then save and submit the corrected time card.
  - PeoplePlus will “record” the change to the furlough work TRC but will not “pay” an employee a second time for the day.