

<p><u>Exempt</u> Employees</p>	<ol style="list-style-type: none"> 1. Employees will be paid for time worked from 9/22/2013 through 9/30/2013 (pay period 19). <ol style="list-style-type: none"> a. Per NFC, this payment is expected to be paid out as regularly scheduled by the official pay date of 10/17/2013. 2. Timecards are to be coded as "Furlough - code 74" from 10/1/2013 until the conclusion of the furlough period. 3. Hours worked during the furlough period will be paid retroactively once the furlough ends. <ol style="list-style-type: none"> a. Timekeepers will have to do amended timecards after the furlough.
<p><u>Non-Exempt</u> Employees</p>	<ol style="list-style-type: none"> 1. Employees will be paid for time worked from 9/22/2013 through 9/30/2013 (pay period 19). <ol style="list-style-type: none"> a. Per NFC, this payment is expected to be paid out as regularly scheduled by the official pay date of 10/17/2013. 2. Timecards are to be coded as "Furlough - code 74" from 10/1/2013 until the conclusion of the furlough period. Time that may have been worked to perform orderly shutdown activities will be addressed retroactively (see number 4). 3. If Congress passes a bill to retroactively compensate furloughed employees, timekeepers will have to do amended timecards after the furlough. 4. If Congress does not approve retroactive compensation to employees who were furloughed; time keepers will need to amend the time cards of employees who engaged in shut down activities (up to 4 hours) after the furlough to reflect this.
<p>Employees <u>not impacted</u> by the lapse of appropriation (for example fee funded and multi-year accounts)</p>	<ol style="list-style-type: none"> 1. Employees and managers should certify and submit timecards as usual. 2. Per NFC, direct deposits are expected to be paid out as regularly scheduled.