



## National Finance Center Customer Notification

# Agency Shutdown Checklist

January 19, 2018

Dear Customer:

The National Finance Center (NFC) would like to provide our customers with a checklist of pertinent information in the event of a Government shutdown. Please see the following list below:

- Agencies should use Transaction Code 74 (furlough) on the T&A to record shutdown hours.
- Ensure you are appropriately staffed to transmit T&As in a timely manner.
- Confirm transmitted T&A files have been received by NFC.
- Agencies should review the Rejected T&A Report in the Reporting Center.
- Provide employees with contact information of HR representatives to assist with questions concerning unemployment compensation benefits.
- Consider creating a special plan for tracking of hours for “Excepted” and “Non-excepted” employees.
- Corrective actions should be taken to clean up the database to remove separated employees.
- Authorized representative must be established on TMGT, Table 063 in order to conduct business on the Agency behalf.
- Severance pay will not be paid during Government shutdown unless otherwise instructed by the Agency.
- NFC payroll/personnel processing schedule will remain the same.
- Agencies should be prepared to submit corrected T&As as required.

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized Agency representatives with questions concerning this notification should contact NFC’s Contact Center at 1-855-NFC-4GOV (1-855-632-4468), or via ServiceNow Customer Service Portal (CSP) or via email to [NFCcontactcenter@nfc.usda.gov](mailto:NFCcontactcenter@nfc.usda.gov).