



Advisory Notice
from
Civilian Human Resources
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Additional Information on Timekeeping During the Lapse in Appropriations

The guidance for validating and certifying timesheets from the Department of Homeland Security during a lapse in appropriations is evolving as circumstances change. Below is the current guidance for Pay Period 20, 2025.

The following is guidance for all Excepted and Non-Exempt employees:

Do NOT validate or certify any PP20 (October 5, 2025, through October 18, 2025) timesheets for employees classified as Excepted or Non-Exempt. If you have employees who have validated their PP20 timesheets, please go into their timesheet and click "SAVE" to unvalidate the timesheet. If you have certified an employee's timesheet, please revert the timecard and place any approved leave as Pending, if applicable.

PLEASE DO NOT DO ANYTHING YET WITH EXEMPT EMPLOYEES. They will submit timesheets per their normal schedules with FY25 LOAs, but the EXEMPT employees are all under review. Not all previously EXEMPT employees will be classified as EXEMPT going forward.

Further timekeeping guidance will be issued for use when an annual appropriations or continuing resolution is enacted.

Questions should be directed to assigned timekeepers or their authorized delegates. Additional inquiries may be directed to askhr@uscg.mil.

Released by: Captain Laura Collins, Civilian Personnel Management