

Employee Lapse Checklist

This checklist is provided to assist employees in advance of a potential lapse in appropriations, to ensure that they take care of essential business before departing the office in advance of a possible government shutdown.

- ✓ Verify your status (furlough or non-furlough) with your supervisor.
- ✓ Print and take home a copy of your most recent SF-50.
- ✓ Secure any PII or personal items in your work area.*
- ✓ Complete your time and attendance in WebTA.*
- ✓ Document and take home your User ID and Password to access your Employee Personal Page (EPP), if necessary. Print and take home your most recent pay stub.
- ✓ Regularly check www.Treasury.gov and (877) 436-5566 for shutdown information.

**Note:* Instructions can be found in the FAQs.

Employees subject to furlough during a government shutdown should also take the following actions as part of conducting an orderly shutdown:

- ✓ Provide your supervisor with your personal contact information.
- ✓ Print and keep a copy of your furlough letter, which will be emailed to you.
- ✓ Update voicemail per DO guidance.**
- ✓ Set up your out of office e-mail message per DO guidance.**
- ✓ Dispose of or take home any perishable items (food, etc.).

****Out of Office Instructions** – Those employees on furlough during the shutdown should use the following out of office messages for email and voicemail:

E-mail

Email when program activity ceases during a shutdown

I will be out of the office for the duration of the government shutdown. There is additional information regarding the shutdown at www.Treasury.gov.

Thank you,

[Insert your name]

or

Email when program activity does not cease during a shutdown

I will be out of the office for the duration of the government shutdown. In my absence, please contact [list the office POCs or list specific program backups] at [office email address(es)]. There is additional information regarding the shutdown at www.Treasury.gov.

Thank you,

[Insert your name]

Voicemail

Your out of office message should be changed on the morning of whatever day would have been your next normal workday – for most employees, Monday, December 24 – as part of conducting an orderly shutdown.

Voicemail when program activity ceases during a shutdown

You have reached [state your name]. I will be out of the office for the duration of the government shutdown. There is additional information regarding the shutdown at www.Treasury.gov. Thank you.

or

Voicemail when program activity does not cease during a shutdown

You have reached [state your name]. I will be out of the office for the duration of the government shutdown. In my absence, please contact [list the office POCs or list specific program backups] at [office contact phone number(s)]. There is additional information regarding the shutdown at www.Treasury.gov. Thank you.