



National Finance Center Customer Notification

New Year's Day Holiday

December 16, 2022

Reference Number: NFC-1670349976

Dear Customer:

In observance of the New Year's Day holiday, the National Finance Center (NFC) offices, including the NFC Contact Center (NCC), will be closed on Monday, January 2, 2023. All NFC applications will remain available during the holiday and payroll/personnel processing will continue as normally scheduled.

Due to the holiday on Monday, January 2, 2023, Pay Period 26/2022 Time and Attendance reports can be transmitted as early as Friday, December 30, 2022, but should be submitted no later than close of business on Tuesday, January 3, 2023. The first PAYE pass for all databases will execute on Thursday, January 5, 2023. The second pass of PAYE for all databases will execute on Friday, January 6, 2023.

As always, the NFC Operations and Security Center will be available 24 hours per day, 7 days per week at 1-800-767-9641 or via email to osc.etix@usda.gov.

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

- Federated ServiceNow users: <https://nfcerp.servicenowservices.com/>
- Non-Federated ServiceNow users: https://nfcerp.servicenowservices.com/sp_ess/