Project No. 73145, 2024 Annual Pay Raise
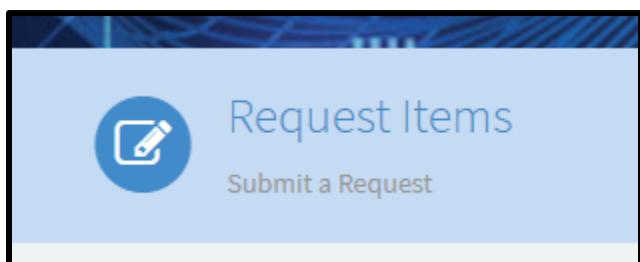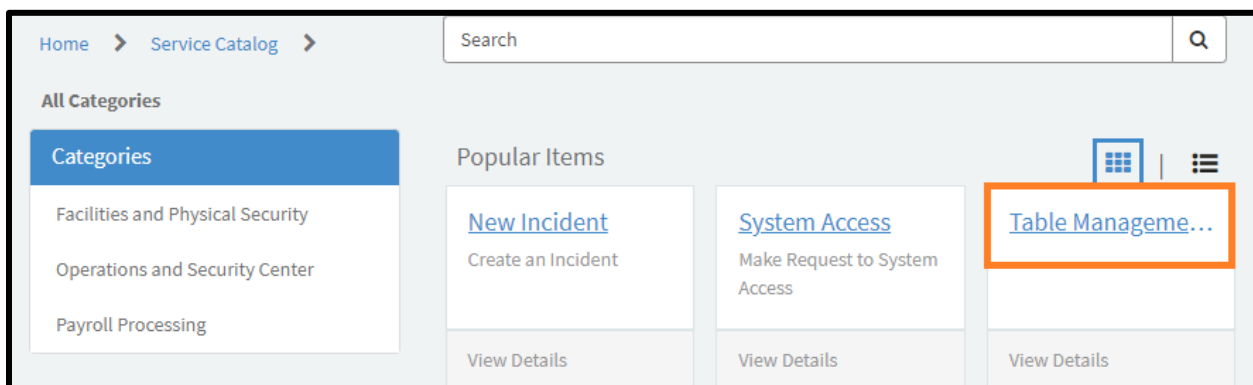## INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow

All TMGT update requests should be submitted via ServiceNow (for non-batch updates with less than 50 entries).

The submissions to ServiceNow for TMGT updates should adhere to the following requirements:

- Requests should <u>only</u> be submitted to NFC by authorized Agency representatives whose names appear on TMGT Table 063, Department/Agency/Bureau/POI, Contact Type 03. Requests from a non-authorized representative will <u>not</u> be processed.

- Select "Table Management" under Categories.

Project No. 73145, 2024 Annual Pay Raise
INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow

- Complete fields on Request.
- Select TMGT Table to be updated.
- Provide instructions to TMGT personnel.
- Attach WORD document.

Home › Service Catalog › Payroll Processing › **Table Management Process**

Search

Table Management Process

About the Submitter

Name

Title

Organization

Agency

Email Address

Phone Number

2024 Version – Last Updated: 12/29/2023

Pick the table to be updated ❓

> If the table you are looking for is not listed, please click the link to be directed to the TMGT Knowledge Base ✖
> TMGT Knowledge Base

| 029   PAY TABLE RATES | ✕ | ▾ |

* Additional Information

(Instructions to TMGT personnel)

📎Add attachments

- TMGT update requests must be legible and contain all data necessary for a successful table update. NFC requires a screen print attachment, via a **WORD** document, of the relevant table with the applicable data filled in for each table entry to ensure accuracy. Please include the beginning effective date. Do <u>not</u> submit a PDF document.
- Do not password-protect attachments.
- TMGT update requests must include the applicable Department/Agency name and Agency code, along with the Personnel Office Identifier (POI) and the authorized sender's name, email address and number.
- Requests for updates to TMGT 029 in ServiceNow must <u>not</u> exceed 49 changes, or the request will <u>not</u> be processed. Requests of 50 or more changes should be submitted to annual.payraise@usda.gov following the instructions and format prescribed in the pay raise Customer Procedures.
- Do <u>not</u> submit duplicate requests to ServiceNow and to annual.payraise@usda.gov.

Examples of Blank Screen Prints for Tables 029 and 098

Table 029 Blank Screen

```
Table 029

TM029I0        TABLE MANAGEMENT INQUIRY TABLE 029     07/12/22
               PAY TABLE RATES          PAGE: 000000

ENTER PARTIAL OR COMPLETE KEY:               USER-ID:
                        DATE-CHANGED:
*OPM-PAY-TABLE-NUMBER:     *PAY-PLAN:      *GRADE: 00

BEG-EFF-DATE:          LAST-EFF-DATE:

  TABLE ANNUAL AND HOURLY RATE BY STEPS

STEP ANNUAL  HRLY STEP ANNUAL  HRLY STEP ANNUAL  HRLY STEP ANNUAL  HRLY
  01          02          03          04
  05          06          07          08
  09          10          11          12
  13          14          15          16
  17          18          19          20
```

Table 098 Blank Screen

```
Table 098

TM098I0        TABLE MANAGEMENT INQUIRY TABLE 098     07/12/22
               SALARY RANGES            PAGE: 000000

ENTER PARTIAL OR COMPLETE KEY:               USER-ID:
                        DATE-CHANGED:
*OPM-PAY-TABLE-NUMBER:     *PAY-PLAN:      *GRADE:

BEG-EFF-DATE:          LAST-EFF-DATE:

     SALARY RANGES ANNUAL AND HOURLY RATE BY RANGES/STEPS
STEP ANNUAL  HRLY  STEP  ANNUAL  HRLY STEP ANNUAL  HRLY  STEP  ANNUAL  HRLY
------------------------------LOW RANGE-----------------------------------
  01          02          03          04
  05          06          07          08
  09          10
------------------------------HIGH RANGE----------------------------------
  01          02          03          04
  05          06          07          08
  09          10
```