

Project No. 35723, 2019 Annual Pay Raise
INSTRUCTIONS for Completing the Three File Layouts Provided by NFC
Revised November 19, 2018

Below are the instructions for completing the three file layouts provided by NFC (to be used by Agencies for submission of table updates, with 50 or more entries, for loading to TMGT). Please ensure that each file is saved as a Microsoft Excel File (.xls).

1. File Layout – TMGT Table 029, PAY TABLE RATES (for Pay Raise)

TMGT Table 029 _ Pay Table Rates _ Data Requirement for Batch Processing

Column	Description	All Required(Length)	Details
Column A	TMGT Tbl	Required (03)	Only acceptable value is 098 029
Column B	Pay Area	Required (03 - 04)	Minimum Length of 3 Maximum Length of 4. Most Pay Areas are a length of 4 however there are a few exceptions. For example Pay Area 4LA for Pay Plan ZA.
Column C	Pay Plan	Required (02)	Length of 2
Column D	Pay Grade	Required (02)	2 digit number
Column E	Beg Eff Date (YYMMDD)	Required (06)	Length of 6, format YYMMDD
Column F - Y	Annual Salary step 1 thru 20	Required (08)	Length of 8 digits – DO NOT enter special characters like decimals, commas, or dollar signs. Examples : Salary \$35,666.55 would be <i>entered</i> as 3566655. The leading zero will be automatically filled. Final result 03556655. Cents must be entered even if 00. Salary \$35,666.00 would be <i>entered</i> as 3566600. The leading zero will be automatically filled. Final result 03566600.

1. A spreadsheet with pre-filled data will be supplied containing 50 prepopulated rows not counting the headers.
2. Enter all required data. If a step is not used populate with zeroes (00000000) DO NOT delete columns.
3. More rows can be added as needed with a minimum requirement of 50 rows (not counting the header).
4. If multiple Pay Area/Plan changes are required enter all in the same spreadsheet.
5. DO NOT insert blank lines if multiple Pay Area/Plans are included.

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2. File Layout – TMGT Table 029, PAY TABLE RATES (for Wage Grades - HOURLY RATES ONLY)

TMGT Table 029 _ Pay Table Rates _ Data Requirement for Batch Processing (WAGE GRADES – HOURLY RATES ONLY)

Column	Description	All Required(Length)	Details
Column A	TMGT Tbl	Required (03)	Only acceptable value is 098 029
Column B	Pay Area	Required (03 - 04)	Minimum Length of 3 Maximum Length of 4. Most Pay Areas are a length of 4 however there are a few exceptions. For example Pay Area 4LA for Pay Plan ZA.
Column C	Pay Plan	Required (02)	Length of 2
Column D	Pay Grade	Required (02)	2 digit number
Column E	Beg Eff Date (YYMMDD)	Required (06)	Length of 6, format YYMMDD
Column F - Y	HOURLY RATE step 1 thru 20	Required (04)	Length of 4 digits – DO NOT enter special characters like decimals, commas, or dollar signs. Examples : Hourly Rate \$9.55 would be <i>entered</i> as 955. The <i>leading</i> zero will be automatically filled. Final result 0955. Hourly Rate \$9.00 would be <i>entered</i> as 900. The <i>leading</i> zero will be automatically filled. Final result 0955.

1. A spreadsheet with pre-filled data will be supplied containing 50 prepopulated rows not counting the headers.
2. Enter all required data. If a step is not used populate with zeroes (0000) DO NOT delete columns.
3. More rows can be added as needed with a minimum requirement of 50 rows (not counting the header).
4. If multiple Pay Area/Plan changes are required enter all in the same spreadsheet.
5. DO NOT insert blank lines if multiple Pay Area/Plans are included.

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3. File Layout – TMGT Table 098, SALARY RANGES (Pay Bands) (for Pay Raise)

TMGT Table 098 _ Salary Range _ Data Requirement for Batch Processing

Column	Description	All Required(Length)	Details
Column A	TMGT Tbl	Required (03)	Only acceptable value is 098
Column B	Pay Area	Required (03 - 04)	Minimum Length of 3 Maximum Length of 4. Most Pay Areas are a length of 4 however there are a few exceptions. For example Pay Area 4LA for Pay Plan ZA.
Column C	Pay Plan	Required (02)	Length of 2
Column D	Pay Grade	Required (02)	2 digit number
Column E	Beg Eff Date (YYMMDD)	Required (06)	Length of 6, format YYMMDD
Column F - O	Low Range Salary Step 1 - 10	Required (08)	Length of 8 digits Example : Salary \$35,666.00 would be entered as 3566600. The leading zero will be automatically filled. Final result 03556600.
Column P - Y	High Range Salary Step 1 - 10	Required (08)	Length of 8 digits – DO NOT enter special characters like decimals, commas, or dollar signs. Examples : Salary \$35,666.55 would be <i>entered</i> as 3566655. The leading zero will be automatically filled. Final result 03556655. Cents must be entered even if 00. Salary \$35,666.00 would be <i>entered</i> as 3566600. The leading zero will be automatically filled. Final result 03566600.

1. A spreadsheet with pre-filled data will be supplied containing 50 prepopulated rows not counting the headers.
2. Enter all required data. If a step is not used populate with zeroes (00000000) DO NOT delete columns.
3. More rows can be added as needed with a minimum requirement of 50 rows (not counting the header).
4. If multiple Pay Area/Plan changes are required enter all in the same spreadsheet.
5. DO NOT insert blank lines if multiple Pay Area/Plans are included.