

## Project No. 35723, 2019 Annual Pay Raise Activities TIMELINE

***Revised November 19, 2018***

**NOTE: This Activities TIMELINE and other Annual Pay Raise resources can be viewed online via the following link: [https://nfc.usda.gov/ClientServices/HR\\_Payroll/PayRaise/](https://nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/).**

### **Friday, November 9, 2018**

- Release Annual Pay Raise Kickoff CAPPS Notice to CAPPS Community and Agency Contacts regarding Annual Pay Raise procedures and forms for 2019.

### **Wednesday, November 14, 2018**

- Release “reminder” CAPPS Notice to CAPPS Community and Agency Contacts regarding the initial Pay Raise Meeting with Agencies to discuss the overall project.
- Conduct Pay Raise Kickoff Meeting with Agencies (via conference call).

### **Friday, November 30, 2018**

- Agency deadline for submitting updates for the Agency Contacts List to the Annual Pay Raise Mailbox.

### **Monday, December 3, 2018**

- Submit paperwork to ITSD Security to setup the pay raise test environment (IDMS61/DICT02).

### **Wednesday, December 5, 2018**

- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding the “revised” Agency Contacts List and upcoming deadlines for pay raise activities.

### **Friday, December 7, 2018**

- Agency deadline for submitting Agency Test Participation (SSN File) Forms to the Annual Pay Raise Mailbox.
- Agency deadline for submitting Agency Security Access Requests via ServiceNow.
- Agency deadline for submitting updates regarding the “revised” Agency Contacts List to the Annual Pay Raise Mailbox.

### **Friday, December 14, 2018**

- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding suspense error cleanup.

### **Friday, December 21, 2018**

- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding final review of the Agency Contacts List, along with processing information for the January 2019 pay adjustments.
- *Projected date* that the President will sign the Executive Order and OPM will publish salary adjustment information to OPM website.  
NOTE: If the President signs the Executive Order later, these deadlines will be adjusted accordingly.
- Agency start date to begin forwarding Agency Requirements/TMGT Tables Forms to the Annual Pay Raise Mailbox.
- Development staff will:
  - Begin loading OPM salary tables and Agency bulk salary tables.
  - Begin updating Table 30, Table 52 and Table 55 entries for the beginning of the new tax year (prior to the first pay period to be paid in 2019).
  - Begin updating Table 30, Table 52 and Table 55 for 2019 salary amounts (in Pay Period 26, 2018).

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### Wednesday, January 2, 2019

- Release “reminder” CAPPS Notice to CAPPS Community and Agency Contacts regarding final review of the Agency Contacts List, along with processing information for the January 2019 pay adjustments. **This notice will include information regarding the follow-up Pay Raise Meeting with Agencies.**
- Conduct follow-up meeting with Agencies (via conference call) to discuss upcoming pay adjustment activities.

### Thursday, January 3, 2019

- Agency deadline for submitting Agency Requirements/TMGT Tables Forms to the Annual Pay Raise Mailbox.
- Agency deadline for submitting final updates for the Agency Contacts List to the Annual Pay Raise Mailbox.
- Submit Version 1.0 of the NFC-1133, Production Software Change Request, to NFC management for signature.

### Wednesday, January 2, 2019 - Monday, January 7, 2019

- Process Agency Requirements/TMGT Tables Forms.
- Load OPM Tables to TMGT Production Database.
- Load agency specific bulk files to TMGT Production Database.
- Verify OPM and agency specific tables on TMGT Production Database.

### Friday, January 4, 2019

- Pay Raise Team deadline for submission of all manual table entry requests to the Table Management Section for processing.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding the 2019 Annual Pay Raise Bulletin, along with the Pay Rate Determinant (PRD) Code T Bulletin (if applicable).

### Sunday, January 6, 2019 – Monday, January 7, 2019

- Load *EmpowHR* Setup Tables (PROD) after TMGT Table Updates.

### Monday, January 7, 2019

- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TMGT and *EmpowHR* table entries.
- Apply TMGT Updates into *EmpowHR* **after** table entries are loaded into Production.
- *EmpowHR* CPY (USDA, DHS and DOJ) held until after Pay Raise processing completes.
- Submit Version 2.0 of the NFC-1133, Production Software Change Request, to NFC management for signature (if needed).

### Tuesday, January 8, 2019

- Agency deadline by 4:00 pm central time for submitting Agency Status Reports (with approval/findings for the verification of TMGT and *EmpowHR* table entries) to the Annual Pay Raise Mailbox.
- Apply TMGT Updates into *EmpowHR* **after** table entries are loaded into Production.
- Run TEST PINE Pass 01 for Pay Period 01, 2019 (evening run).
- Perform *EmpowHR* import activities from PINE Pass 01 into CPY (USDA, DHS, and DOJ) **after** TEST PINE Pass 01 is completed. If additional PINE Passes are executed, *EmpowHR* will need to repeat import activities.

## Project No. 35723, 2019 Annual Pay Raise Activities TIMELINE

**Revised November 19, 2018**

- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TEST PINE Pass 01 data (scheduled for January 9, 2019 from 8:00 am central time to 4:00 pm central time).

### Wednesday, January 9, 2019

- Agency deadline by 4:00 pm central time for submitting Agency Status Reports (with approval/findings for the verification of TEST PINE Pass 01 data) to the Annual Pay Raise Mailbox.
- Run TEST PAYE Pass 01 for Pay Period 01, 2019 (evening run).
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TEST PAYE Pass 01 data (scheduled for January 10, 2019 from 8:00 am central time to 4:00 pm central time).

### Thursday, January 10, 2019

- Agency deadline by 4:00 pm central time for submitting Agency Status Reports (with approval/findings for the verification of TEST PAYE Pass 01 data) to the Annual Pay Raise Mailbox.
- Final date for Agencies to clean up PRODUCTION suspense to ensure pay adjustments for 2019 will process correctly.
- Run PRODUCTION PAYE Pass 01 for Pay Period 26, 2018.

### Friday, January 11, 2019

- Run PRODUCTION PAYE Pass 02 for Pay Period 26, 2018.
- Release “reminder” CAPPS Notice to CAPPS Community and Agency Contacts regarding the execution of PRODUCTION PINE Pass 01 for Pay Period 01, 2019 (scheduled for the evening of Sunday, January 13, 2019).

### Sunday, January 13, 2019

- *EmpowHR* USDA, DHS and DOJ Production not available.
- Run *EmpowHR* exports.
- Run PRODUCTION PINE Pass 01 for Pay Period 01, 2019 (evening run).
  - PPS will send a daily file to webTA to load.
- Run *EmpowHR* imports upon completion of PRODUCTION PINE Pass 01.
  - *EmpowHR* will send a daily file to webTA to load.

### Monday, January 14, 2019

- No PRODUCTION PINE passes will be executed.
  - When PINE does not run, a PPS daily file will not be sent to webTA 3.8, webTA 4.2, and Paycheck8 to load.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding the verification of PRODUCTION PINE Pass 01 data for PPS customers only.
  - A separate notification will be sent to *EmpowHR* customers upon completion of *EmpowHR* imports. Barring any unforeseen processing issues, we expect to have the *EmpowHR* application up/running for Agency verification on Tuesday, January 15, 2019.
- All NFC applications, with the exception of *EmpowHR*, will remain available **for the holiday** in order to verify PRODUCTION PINE Pass 01 data.
- Hold *EmpowHR* exports.

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### Tuesday, January 15, 2019

- No PRODUCTION PINE passes will be executed.
  - When PINE does not run, a PPS daily file will not be sent to webTA 3.8, webTA 4.2, and Paycheck8 to load.
- Continue Agency verification of PRODUCTION PINE Pass 01 data for PPS and EmpowHR.
- *EmpowHR* USDA, DHS and DOJ Production available.
- Hold *EmpowHR* exports.
- Release “reminder” CAPPs Notice to CAPPs Community and Agency Contacts regarding the execution of PRODUCTION PINE Pass 02 for Pay Period 01, 2019 (scheduled for the evening of Wednesday, January 16, 2019).

### Wednesday, January 16, 2019

- Continue Agency verification of PRODUCTION PINE Pass 01 data for PPS and EmpowHR.
  - Agency deadline for PPS and EmpowHR no later than noon (i.e., 12:00 pm central time) for submitting Agency Status Reports (with approval/findings for the verification of PRODUCTION PINE Pass 01 data) to the Annual Pay Raise Mailbox.
- Run PRODUCTION PINE Pass 02 for Pay Period 01, 2019 (evening run).
  - PPS will send a daily file to webTA to load.
  - EmpowHR will send a daily file to webTA to load.

### Thursday, January 17, 2019

- Resume normal production schedule with PRODUCTION PINE Pass 03 for Pay Period 01, 2019.

### Saturday, January 19, 2019

- All applications will be available on maintenance weekend until 6:00 pm central time.

### Monday, January 21, 2019 (HOLIDAY)

- MLK HOLIDAY

### Thursday, January 24, 2019

- Run PRODUCTION PAYE Pass 01 for Pay Period 01, 2019 (all CVs).

### Saturday, January 26, 2019

- Run PRODUCTION PAYE Pass 02 for Pay Period 01, 2019 (all CVs).
- Normal Pay Period 01, 2019 end of pay period processing.
- Data for producing SF-50s will be available at the end of Pay Period 01, 2019 processing.

### Monday, January 28, 2019

- Run PRODUCTION PINE Pass 01 for Pay Period 2, 2019.