

**Project No. 76401, 2025 Annual Pay Raise Activities TIMELINE  
As of November 18, 2024**

**Monday, November 18, 2024**

- Release Annual Pay Raise “Kickoff” CAPPS Notice and PowerPoint Presentation to CAPPS Community and Agency Contacts, regarding the pay raise effort and the required processing activities for Pay Period 01, 2025.
- Release Annual Pay Raise Activities TIMELINE internally to all NFC employees.

**Tuesday, November 19, 2024**

- Release “reminder” notification via email to CAPPS Community and Agency Contacts regarding the Annual Pay Raise “Kickoff” Meeting with Agencies.

**Wednesday, November 20, 2024**

- Conduct Annual Pay Raise “Kickoff” Meeting with Agencies via Microsoft Teams.

**Tuesday, December 3, 2024**

- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding the suspense error cleanup deadline, upcoming deadlines for pay raise activities, and the Agency Contacts List deadline.

**Wednesday, December 4, 2024**

- Release “reminder” notification via email to Agency Contacts ONLY regarding the Training Sessions to discuss completing the Agency Requirements/TMGT Tables Form.

**Tuesday, December 10, 2024**

- Conduct Training Session 1 (recorded) for Agency Contacts ONLY via Microsoft Teams.

**Wednesday, December 11, 2024**

- Conduct Training Session 2 (not recorded) for Agency Contacts ONLY via Microsoft Teams.

**Friday, December 13, 2024**

- **“AGENCY DEADLINE”** for submitting updates regarding the Agency Contacts List to the Annual Pay Raise Mailbox.
- **“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.

**Friday, December 20, 2024**

- Tentative date that the President may sign the Executive Order.
- Tentative date that OPM may publish salary adjustment information to the OPM website.

**Friday, January 3, 2025 (by 12:00pm CST)**

**“AGENCY DEADLINE” for submitting Annual Pay Raise requirements and TMGT updates.**

**There will be no extensions.**

- For **Agency-specific** TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98, Agencies will be required to submit their requests to the TMGT Team via the ServiceNow procedures for TMGT updates through Agency-authorized personnel only.
  - ServiceNow Request Tickets must be submitted as a Request, and not an Incident, to the PaPB/QCS group for processing, and screen prints are required with each update to ensure accuracy.

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- Agency Requirements/TMGT Tables Forms relating to those manual updates should be submitted to the Annual Pay Raise Mailbox, and the ServiceNow ticket number should be entered on the form for tracking purposes.
- For TMGT table updates that should be processed via batch load, Agencies will be required to submit their Agency Requirements/TMGT Tables Forms to the Annual Pay Raise Mailbox, along with the associated table update requests.

**Monday, January 6, 2025 – Monday, January 13, 2025**

- Development and Requirements staffs will:
  - 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 2025).
  - Begin updating Table 30, Table 52, and Table 55 for 2025 salary amounts (in Pay Period 26, 2024).
  - Begin processing Agency Requirements/TMGT Tables Forms.
  - Begin loading OPM Tables to TMGT Production Database.
  - Begin loading agency specific bulk files to TMGT Production Database.
  - Begin verifying OPM and agency specific tables on TMGT Production Database.

**Friday-January 10, 2025**

- Pay Raise Team deadline for submission of all manual table entry requests to the Annual Pay Raise Mailbox for processing.

**Wednesday, January 15, 2025**

- Run the EmpowHR process ZLDCTRTB off-cycle in PROD to load EmpowHR setup tables after TMGT table updates (approx. 7:00 pm central time).
- Run the EmpowHR copy-of-production load processes as per usual at midnight and then put them on hold until further notice.
- Hold *EmpowHR* CPY (USDA, DHS, and DOJ) until after Pay Raise processing completes.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TMGT and EmpowHR table entries.

**Thursday, January 16, 2025**

- **“AGENCY DEADLINE”** from 10:00 am to 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.
- Run EmpowHR SQL script in the copy-of-production environments loading TMGT updates not included in the weekly ZLDCTRTB process (FCA IGA-PERCENT, REMARKS and Salary Plan pay limits).
- Run TEST PINE Pass 01 for Pay Period 01, 2025 in IDMS61/DICT02 (evening run).
- Run TEST PAYE Pass 01 for Pay Period 01, 2025 in IDMS61/DICT02 (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.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TEST PINE Pass 01 data and TEST PAYE Pass 01 data (scheduled for Friday, January 17, 2025 from 8:00 am central time to 4:00 pm central time).
- Run PRODUCTION PAYE Pass 01 for Pay Period 26, 2024.

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**Friday, January 17, 2025**

- **“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 and TEST PAYE Pass 01 data) to the Annual Pay Raise Mailbox.**
- **“AGENCY DEADLINE” by COB for cleaning up PRODUCTION suspense to ensure pay adjustments will process correctly.**
- Release CAPPS Notice to CAPPS Community and Agency Contacts with the 2025 Annual Pay Raise Bulletin, along with the Pay Rate Determinant (PRD) Code T Bulletin (if applicable).
- Release “reminder” CAPPS Notice to CAPPS Community and Agency Contacts regarding the execution of PRODUCTION PINE Pass 01 for Pay Period 01, 2025 (scheduled for the evening of Sunday, January 19, 2025).
- Run PRODUCTION PAYE Pass 02 for Pay Period 26, 2024.

**Sunday, January 19, 2025**

- *EmpowHR* USDA, DHS and DOJ Production not available.
- Run *EmpowHR* exports.
- Run *EmpowHR* normally scheduled weekly TMGT download process.
- Run PRODUCTION PINE Pass 01 for Pay Period 01, 2025 (evening run).
  - During a PINE pass run, PPS will generate and send a daily file to webTA, GovTA, & Paycheck8 to load.
  - PWSB will request Scheduling to run webTA 3.8, webTA 4.2, webTA 5.0, and GovTA Import Daily Job.
- Run *EmpowHR* imports upon completion of PRODUCTION PINE Pass 01.
  - *EmpowHR* will send a daily file to webTA 4.2 to load.
  - PWSB will request Scheduling to run webTA 4.2 Import *EmpowHR* Job.

**Monday, January 20, 2025**

- **MLK HOLIDAY**
- **EmpowHR application will be unavailable due to pay raise processing activities.**
- **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, webTA 5.0, GovTA, and Paycheck8 to load.
  - When PINE does not run, files will not be produced for NEMP, bidirectional feeds, and FEHB OPM files.
  - When PINE does not run, files dependent upon the daily PINE process will not be transferred via Secure File Transfer Protocol (SFTP).
- *EmpowHR* will not send a daily file to webTA 4.2 to load.
- No *EmpowHR* exports/imports will be executed.
- 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 21, 2025.
- All NFC applications, with the exception of *EmpowHR*, will remain available in order to verify PRODUCTION PINE Pass 01 data.

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**Tuesday, January 21, 2025**

- **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, webTA 5.0, GovTA, and Paycheck8 to load.
  - When PINE does not run, files will not be produced for NEMP, bidirectional feeds, and FEHB OPM files.
  - When PINE does not run, files dependent upon the daily PINE process will not be transferred via SFTP.
- *EmpowHR* will not send a daily file to webTA 4.2 to load.
- No *EmpowHR* exports/imports will be executed.
- Continue Agency verification of PRODUCTION PINE Pass 01 data for PPS and *EmpowHR*.
- *EmpowHR* USDA, DHS and DOJ Production available.

**Wednesday, January 22, 2025**

- *EmpowHR* exports/imports will resume.
- 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, 2025 (evening run).
  - PPS will send a daily file to webTA, GovTA, & Paycheck8 to load during a PINE pass run.
  - PPS will resume SFTP file transfers for files dependent on the daily PINE pass.
  - *EmpowHR* will send a daily file to webTA 4.2 to load.

**Thursday, January 23, 2025**

- Resume normal production schedule with PRODUCTION PINE Pass 03 for Pay Period 01, 2025.

**Saturday, January 25, 2025**

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

**Thursday, January 30, 2025**

- Run PRODUCTION PAYE Pass 01 for Pay Period 01, 2025 (all CVs).

**Friday, January 31, 2025**

- Run PRODUCTION PAYE Pass 02 for Pay Period 01, 2025 (all CVs).
- Normal Pay Period 01, 2025 end of pay period processing.
- Data for producing SF-50s will be available at the end of Pay Period 01, 2025 processing.

**Monday, February 3, 2025**

- Run PRODUCTION PINE Pass 01 for Pay Period 2, 2025.