



## National Finance Center CAPPS Notification

# REVISED TIMELINE for the 2021 Annual Pay Raise

January 1, 2021

Reference Number: NFC-1609533584

Dear Customer:

NOTE: The contents of this notification and other Annual Pay Raise forms/resources can be viewed online at the [Annual Pay Raise Web site](#).

On December 31, 2020, the President signed an Executive Order formalizing the 1% Pay Raise for Federal Civilians. Therefore, the National Finance Center (NFC) has revised the [2021 Annual Pay Raise Activities TIMELINE](#) to move forward with the pay raise effort. The revisions are as follows:

### **Thursday, December 31, 2020**

- Official date the Executive Order was signed by the President formalizing the 1% Pay Raise for Federal Civilians.
- Official date that Office of Personnel Management (OPM) published salary adjustment information to the OPM Web site.

### **Friday, January 1, 2021**

- Development and Requirements staffs 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 2021).
  - Begin updating Table 30, Table 52, and Table 55 for 2021 salary amounts (in Pay Period 26, 2020).

## **Friday, January 1, 2021 – Tuesday, January 5, 2021**

- Development staffs will continue:
  - Processing Agency Requirements/TMGT Tables Forms.
  - Loading OPM Tables to the TMGT Production Database.
  - Loading Agency-specific bulk files to the TMGT Production Database.
  - Verifying OPM and Agency-specific tables on the TMGT Production Database.

## **Monday, January 4, 2021 (by midnight Central Standard Time (CST))**

- **“AGENCY DEADLINE” to submit Annual Pay Raise requirements and Table Management System (TMGT) updates. There will be no extensions.**
  - For TMGT updates that should be processed manually for Table 029 and Table 098, Agencies will be required to submit their requests to the TMGT Team via the new ServiceNow procedures for TMGT updates (see [INQUIRY 20-05, Procedural Change in Requesting TMGT Updates](#), dated September 23, 2020). Please note that the ServiceNow procedures require Agencies to include a screen print of the table update requested. However, 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 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.

## **Tuesday, January 5, 2021**

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

## **Tuesday, January 5, 2021 – Wednesday, January 6, 2021**

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

### **Wednesday, January 6, 2021**

- Apply TMGT Updates into *EmpowHR* **after** table entries are loaded into Production (approx. 7:00 p.m. CST).
- *EmpowHR* CPY (USDA, DHS, and DOJ) held 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 7, 2021**

- **“AGENCY DEADLINE” by 4:00 p.m. CST for submitting Agency Status Reports (with approval/findings for the verification of TMGT and *EmpowHR* table entries) to the Annual Pay Raise Mailbox.**
- Run TEST PINE Pass 01 for Pay Period 01, 2021, in IDMS61/DICT02 (evening run).
- Run TEST PAYE Pass 01 for Pay Period 01, 2021, 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 8, 2021, from 8:00 a.m. CST to 4:00 p.m. CST).
- Run PRODUCTION PAYE Pass 01 for Pay Period 26, 2020.

### **Friday, January 8, 2021**

- **“AGENCY DEADLINE” by 4:00 p.m. CST 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 close of business (COB) to clean up PRODUCTION suspense to ensure pay adjustments for 2021 will process correctly.**
- Release CAPPs Notice to CAPPs Community and Agency Contacts with the 2021 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, 2021, (scheduled for the evening of Sunday, January 10, 2021).
- Run PRODUCTION PAYE Pass 02 for Pay Period 26, 2020.

See additional information below regarding locality pay areas.

**2021 Locality Pay Area Definitions** [Locality Pay Area Definitions \(opm.gov\)](#)

**New General Schedule Locality Pay Area - Des Moines-Ames-West Des Moines, IA (Project Number 43745)**

- New NFC Locality Table Code: 21DM
- New NFC LEO Table Code: L1DM
- Imperial County California [06/025] is moving from 4RUS/LRUS to:
  - LOCALITY-TABLE-CODE: 4LA
  - LEO-TABLE-CODE: LLA

Additional details will be provided in the Functional Requirements Document for Project Number 43745, to be published no later than January 7, 2021.

If you have any questions/comments regarding this notification or need to submit any pay raise forms, please send an email to the Annual Pay Raise Mailbox, [Annual.PayRaise@usda.gov](mailto:Annual.PayRaise@usda.gov).

Thank You,

2021 Annual Pay Raise Team