



National Finance Center
CAPPS Notification

Table Management (TMGT) Verification - 2021 Annual Pay Raise (#44043)

January 6, 2021

Reference Number: NFC-1608653529

Dear Customer:

The National Finance Center (NFC) is preparing for the generation of personnel actions for Project Number 44043, 2021 Annual Pay Raise. NFC has finished updating all related pay tables and **Agencies that submitted table updates can begin verifying TMGT entries on Thursday, January 7, 2021, from 8:00 a.m. central standard time (CST) to 4:00 p.m. CST.**

The three Web page links are as follows:

1. [2021 Annual Pay Raise Customer Procedures](#)
2. [2021 Annual Pay Raise Agency Status Report](#)
3. **[2021 Annual Pay Raise Activities TIMELINE](#)**

The following actions should be taken by the Agencies who submitted their requirements and table updates by the Monday, January 4, 2021 midnight deadline:

- Review Agency-submitted TMGT entries for accuracy. As stated on page 7 of the 2021 Annual Pay Raise Customer Procedures, a 1-day turnaround will be allowed for Agency approvals.
- Submit Agency approvals to the Annual Pay Raise Mailbox, with subject: TMGT Verification for DEPT/AGCY, using the attached 2021 Annual Pay Raise Agency Status Report. If corrections are required, Agencies must identify the details on the Agency Status Report. Please include supporting documentation and screenshots to ensure that all issues will be properly addressed.

- Review the revised 2021 Annual Pay Raise Activities Timeline that NFC is following to implement the January 2021 pay increase.

For those Agencies who submitted their requirements and table updates after the Monday, January 4, 2021 midnight deadline or those who had to revise their forms to make corrections, please note that we are working on your updates and will complete as soon as possible. You may attempt to verify your data and if have questions regarding the status, please send an email to the Annual Pay Raise Mailbox at Annual.PayRaise@usda.gov.

Please be reminded that the contents of this notification and other Annual Pay Raise resources can be viewed online at the [Annual Pay Raise Web site](#).

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox at Annual.PayRaise@usda.gov.

Thank You,
2021 Annual Pay Raise Team