



National Finance Center CAPPS Notification

IMPORTANT REMINDER - 2021 Annual Pay Raise (#44043)

January 8, 2021

Reference Number: NFC-1608655964

Dear Customer:

This notice is to remind all customers of the following information:

- The National Finance Center (NFC) will execute the PRODUCTION PINE Pass 01 job for Pay Period 01, 2021, the evening of Sunday, January 10, 2021.
- Agency verification is currently scheduled for Monday, January 11, 2021, through noon (i.e., 12:00 p.m. central standard time (CST)) on Wednesday, January 13, 2021.
- NFC will release an official notification regarding Agency verification timeframes for the Payroll Personnel System (PPS) on Monday, January 11, 2021.
- NFC will release an official notification regarding Agency verification timeframes for EmpowHR on Tuesday, January 12, 2021.
- The revised **2021 Annual Pay Raise Activities TIMELINE** should be reviewed to ensure that all Agencies are aware that (1) no Production PINE passes will be executed on Monday, January 11, 2021; and (2) Agency verification for PPS and EmpowHR will continue through noon (i.e., 12:00 p.m. CST) on Wednesday, January 13, 2021. Please note that 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 and running for Agency verification on Tuesday, January 12, 2021.
- NFC will execute the PRODUCTION PINE Pass 02 job the evening of Wednesday, January 13, 2021.
- Please be reminded that the results for any actions entered between Monday, January 11, 2021, and Wednesday, January 13, 2021, cannot be viewed until Thursday, January 14, 2021.

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