



National Finance Center
CAPPS Notification

IMPORTANT INFORMATION - 2019 Retroactive Pay Raise (#35723)

April 3, 2019

Dear Customer:

NOTE: The contents of this notification and other Pay Raise resources can be viewed online via the following link:

https://nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/.

Since the President signed Executive Order Number 13866 on March 28, 2019, for the 2019 pay increase, the National Finance Center (NFC) will start retroactive processing activities with Pay Period (PP) 07.

The forms attached to this notification are being provided for Agencies to move forward with this critical effort. However, the 2019 Retroactive Pay Raise Considerations document is not included due to revisions needed based on comments received during the April 1, 2019, conference call with Agencies. This document will be provided separately.

Agencies will be required to utilize the following forms that were previously developed under the 2019 “Annual” Pay Raise Project. Please note that although the forms have dates that have already passed, the instructions are still valid for retroactive pay raise activities and the timeline dates were updated.

The (9) attachments are as follows:

- 1) [2019 “Retroactive” Pay Raise Activities TIMELINE](#)
 - Agencies should adhere to the new dates identified on this *abbreviated* TIMELINE.
- 2) [2019 Annual Pay Raise Customer Procedures](#)
 - Detailed instructions and guidance for the overall pay raise project can be found in these Customer Procedures.
 - Do not submit Agency Requirements/TMGT Tables Forms for Pay Plans listed under the heading “Federal Pay Increases Processed Automatically”, or for Pay Plans to be bypassed listed under the heading “Federal Pay Increases Not Processed”. NFC will perform these desired

actions by default. Forms received with Pay Plans identified in either of these groups will be rejected.

- 3) [2019 Annual Pay Raise Agency Status Report](#)
 - Regarding the testing phase, NFC will reactivate all Agency Security Access Requests received by the December 7, 2018, deadline (under the 2019 “Annual” Pay Raise Project). Due to the short timeframe for testing, no additional Agency Security Access Requests will be accepted.
 - NFC will process all test Social Security Numbers (SSNs) received by the December 7, 2018, deadline (under the 2019 “Annual” Pay Raise Project). Current production data for those SSNs was migrated to the IDMS61/DICT02 test environment last week. Due to the short timeframe for testing, no additional SSNs will be accepted.
 - Agency verification of TEST PINE data is scheduled for Thursday, April 4, 2019, and Agency verification of TEST PAYE data is scheduled for Friday, April 5, 2019. Agencies should use the 2019 Annual Pay Raise Agency Status Report to provide feedback to NFC regarding any discrepancies or issues encountered during testing.

- 4) [2019 Annual Pay Raise Agency Requirements/TMGT Tables Form](#)
 - As in the past, Agencies should only complete this form if they have special pay raise requirements.
 - Agencies with “no” special requirements for 2019, should not submit this form.
 - Agencies with special requirements/letters/memos MUST include the information in Section G, Special Requirements, of this form to be processed. Supporting documentation will no longer be accepted as separate documents submitted along with this form.

- 5) [INSTRUCTIONS for Completing the 2019 Annual Pay Raise Agency Requirements/TMGT Tables Form](#)
 - Agencies should review these instructions.

- 6) [File Layout - TMGT Table 029, PAY TABLE RATES \(for Pay Raise\)](#)
 - Agencies should utilize this file layout for Table 029 updates for pay raise.

- 7) [File Layout - TMGT Table 029, PAY TABLE RATES \(for Wage Grades-Hourly Rates ONLY\)](#)
 - Agencies should utilize this file layout for Table 029 updates for wage grades.

- 8) [File Layout - TMGT Table 098, SALARY RANGES \(Pay Bands\) \(for Pay Raise\)](#)
 - Agencies should utilize this file layout for Table 098 updates for pay raise.

- 9) [INSTRUCTIONS for Completing the Three File Layouts Provided by NFC](#)
 - Agencies should review these instructions.

All completed forms must be submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, in sufficient time to allow for updates prior to production processing.

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

Thank You,
2019 Retroactive Pay Raise Team