



National Finance Center
CAPPS Notification

HOT TOPICS for the 2019 Retroactive Pay Raise

April 5, 2019

Reference Number: NFC-1554481970

Dear Customer:

The National Finance Center (NFC) is continuing to process the 2019 retroactive pay adjustments for Pay Period (PP) 07 according to the attached revised 2019 Retroactive Pay Raise Activities TIMELINE. Two minor changes were added in bold text on page 3 under April 5, 2019, and April 8, 2019.

We would like to note the following HOT TOPICS:

Agency Requirements and Table Updates

As production processing begins Sunday, April 7, 2019, all Agency requirements and table updates must be submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, by 6:00pm CST Friday, April 5, 2019.

Verification of Test Data in IDMS61/DICT02

Agency verification of all test data can continue through 4:00pm CST Saturday, April 6, 2019. PINE test data is available now and PAYE test data will be available at 12:00pm CST April 5, 2019.

NFC Conversion of New Locality Pay Tables Received from the Office of Personnel Management

Birmingham-Hoover-Talladega-Calhoun County, AL	19BM L9BM	15.77%
Burlington-South Burlington, VT	19BV L9BV	16.18%
Corpus Christi-Kingsville-Alice, TX	19CC L9CC	16.01%

Omaha-Council Bluffs-Fremont, NE	19NE L9NE	15.87%
San Antonio-New Braunfels-Pearsall, TX	19ST L9ST	16.07%
Virginia Beach-Norfolk, VA-NC	19VB L9VB	15.91%

History Correction Update Processing System (HCUP) Packages Must ONLY be Completed in Entry, Processing, Inquiry and Correction (EPIC)

All customers must use EPIC to create HCUP Packages containing the suspended 894 pay adjustments.

Temporary Restriction to Corrected T&As and Late Personnel Actions

Due to changes in the maximum overtime rate and biweekly pay caps with the retroactive pay raise, program modifications are required in PAYE and ADJP to ensure that corrected/revalidated T&As process using the original caps on the credit side of the transactions. However, once these adjustments are successfully processed, the special coding needs to be removed so that future adjustments will process accurately utilizing the new cap amounts.

Until the special coding is removed, agencies (i.e., PPS and EmpowHR) cannot process other corrected T&As or process late actions, which would generate revalidated T&As. Therefore, based on the timeline of allowing agencies until May 17, 2019, for processing their HCUP packages, this will mean that agencies cannot process corrected T&As or late personnel actions for PP07, PP08, or PP09. Normal processing can resume in PP10.

Temporary Change to Rule for Erasing Salary Masters

In order to enable the agencies to process corrections for pay raise, a temporary change to BEAR has been made to extend the retention period of the salary master from six to ten pay periods after separation.

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