



National Finance Center CAPPS Notification

REVISED PROJECT DOCUMENTATION – 2019 Annual Pay Raise Project (#35723)

November 19, 2018

Dear Customer:

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

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

Based on feedback during the November 14, 2018 Customer “Kickoff” Conference Call, project documents were revised to reflect the following changes:

- **2019 Annual Pay Raise Activities TIMELINE**
 - This document was revised to include the issuance of reminder notifications to customers “the morning of” each customer conference call for this project.
 - Please be reminded that meeting invites are not sent to customers for the two conference calls that are scheduled each year for this project. The dail-in information is always provided via a CAPPS Notice prior to the scheduled meeting date.
- **2019 Annual Pay Raise Customer Procedures**
 - This document was revised to correct/clarify a statement on page 10 indicating that “Annual salary amounts over \$99.99 cannot be batch loaded”.
 - An Agency-specific wage grade with an **hourly** rate greater than \$99.99 cannot be batch updated in TMGT Table 029. The update request will need to be submitted to the NFC-TMGT mailbox, NFC.TMGT@nfc.usda.gov, according to your normal Agency process, along with a screenshot of TMGT Table 029 for manual processing. The **annual** salary amount must be included on the screenshot of TMGT Table 029.
 - For Example, for Pay Table 4445 - Pay Plan WE - Grade 13, NFC cannot batch load the hourly amount of \$104.03 since it is greater than \$99.99. Manual processing will be required, so the annual salary amount of 21711061 (i.e., \$217,110.61) will have to be included in the screenshot of TMGT Table 029.
- **INSTRUCTIONS for Completing the Three File Layouts Provided by NFC**
 - This document was revised to correct typos on pages 1 and 2 regarding Table 029.

- On page 1 - File Layout for TMGT Table 029, PAY RATE TABLES (for Pay Raise), the details for Column A should be “Only acceptable value is 029”, not 098.
- On page 2 - File Layout for TMGT Table 029, PAY RATE TABLES (for Wage Grades), the details for Column A should be “Only acceptable value is 029”, not 098.

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

Thank You,
2019 Annual Pay Raise Team

Attachments