



National Finance Center CAPPS Notification

UPDATE – 2019 Annual Pay Raise Project (#35723)

December 4, 2018

Dear Customer:

The National Finance Center (NFC) is currently awaiting an Executive Order signed by the President to move forward with Project 35723, 2019 Annual Pay Raise. In the meantime, we must begin preparation activities to ensure a successful implementation in Pay Period 01, 2019.

The three attachments are as follows:

- 1) 2019 Annual Pay Raise Activities TIMELINE
- 2) 2019 Annual Pay Raise Agency Contacts List

NOTE: The "2019 Annual Pay Raise Agency Contacts List" is not available online. See the original customer notification to review the list.

- 3) 2019 Annual Pay Raise Agency Contact Information Form

The following actions should be taken by the Agencies:

Review the 2019 Annual Pay Raise Activities TIMELINE to ensure that your team is aware of upcoming project activities. Below are the items due by Friday, December 7, 2018:

- Agency deadline for submitting Test Participation (SSN File) Forms to the Annual Pay Raise Mailbox.
- Agency deadline for submitting Agency Security Access Requests via ServiceNow.
- Agency deadline for submitting updates regarding the “revised” Agency Contacts List to the Annual Pay Raise Mailbox.

Review the “revised” 2019 Annual Pay Raise Agency Contacts List to verify that the Agency Contacts identified are valid. NFC has received verification from those Agencies marked with a “Y”.

- If changes are required, please complete the 2019 Annual Pay Raise Agency Contact Information Form and submit your changes to the Annual Pay Raise Mailbox, Annual.PayRaise@nfc.usda.gov.
- If no changes are required, please send an email to the pay raise mailbox stating that information.

Please be reminded that the contents of the November 9, 2018 Kickoff notification and other Annual Pay Raise resources can be viewed online via the following link:
https://nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/

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